



## Scoring Booklet – On Licence

<b>Applicants Details</b>		
Applicant Name		
Premises Name		
Operating Company		
Address		
<b>Classification</b>		
<b>INDEPENDENT PUB</b> [   ]	<b>INDEPENDENT BAR</b> [   ]	<b>SMALL LOCAL PUB</b> [   ]
<b>CHAIN PUB</b> [   ]	<b>CHAIN BAR/NIGHTCLUB</b> [   ]	<b>FAMILY FRIENDLY PUB</b> [   ]
<b>Grade of Award</b>		
<b>Pass</b> [   ] (All essential criteria)	<b>Score</b> [   ]	<b>Date of Assessment</b>

<b>Scoring Totals</b>		
Essential (must score 100% to be awarded)		
Desired – a level at which BBN accredited venues should aspire to		
Bonus- bonus points for evidenced best practice		
<b>Total Score</b>		
<b>Accredited (100% of essential criteria met. This includes meeting all of the training criteria).</b>	<b>YES [ ]</b>	<b>NO [ ]</b>
<p><b>Note to Assessors</b>            One point should be awarded for each complete answer. Assessors are however encouraged to award extra points at their discretion in any section (E.D or B) should they feel this is warranted.</p> <p>There are a few suggestions in the document where extra points may be awarded. These are only suggestions, the decision to award extra points is left solely to the discretion of the assessor.</p>		

**E** Essential Criteria

**D** Desired Criteria

**B** Bonus Criteria

<b>Section A - Prevention of Crime &amp; Disorder</b>			
<b>Security (Door &amp; General)</b>		<b>Comments</b>	<b>Points</b>
<b>E1</b>	Must provide evidence of regular security reviews (written evidence required)		
<b>E2</b>	Must provide evidence of a procedure in place to ensure that anyone carrying out the role of a door supervisor is licensed by the SIA or subject to a Licence Dispensation Notice, i.e. register of door supervisors on duty.		
<b>E3</b>	Describe your policy on searching patrons		
<b>E4</b>	Must have an incident book and record each incident.		
<b>E5</b>	Venue must have Employers / Public Liability Insurance.		
<b>E6</b>	Must ensure that any security company employed by the venue has adequate insurance cover.		
<b>D7</b>	The data captured on a digital CCTV system is retained for a period of 31 days and is readily available on request from the police at all times during operational hours.		
<b>D8</b>	There is a responsible person who is able to provide that data to the police upon request		
<b>D9</b>	Mapping system is used to identify hot spots within the premises.		
<b>D10</b>	All staff are easily identifiable, e.g. use of tabards, uniforms, high-vis garments etc.		
<b>D11</b>	Can demonstrate that information of persons ejected / barred e.g. door log / online scheme is shared with all staff.		

<b>D12</b>	Where door staff are not required at licensed premises, venue management and staff are trained in counter terrorism. (Bonus points for evidence)		
<b>D13</b>	Staff are aware of their duty of care for vulnerable people who are suffering adversely from alcohol or drug consumption and know what they should do. (Bonus points for evidence)		
<b>D14</b>	Door company registered as an SIA Approved Contractor.		
<b>B15</b>	Evidence of security briefings		
<b>B16</b>	Any additional security measures in place (e.g, metal detectors, door arches, ID scanners, breathalysers, panic buttons etc.).		
<b>B17</b>	Door staff attend regular security / licensing meetings.		
<b>B</b>			

**E** Essential Criteria

**D** Desired Criteria

**B** Bonus Criteria

<b>Section A - Prevention of Crime &amp; Disorder</b>			
<b>Drinks/Drunkness</b>		<b>Comments</b>	<b>Points</b>
<b>E18</b>	Describe policy to prevent and deal with drunkenness.		
<b>E19</b>	Must provide evidence of compliance to the mandatory code in relation to drinks promotions and availability of smaller measures.		
<b>D20</b>	Takes practical steps to discourage drink driving		
<b>D21</b>	Considers the impact of drinks promotions e.g. risk assessment. (Bonus point for evidence)		

<b>B22</b>	Uses info/leaflets/publicity to inform customers and employees about behaviours associated with alcohol/drunkenness (e.g. drink spiking, sexually transmitted diseases etc)		
<b>B23</b>	Has clear alcohol unit content information available to customers		
<b>B24</b>	Displays Drinkaware or similar materials such as unit information, "Why let good times go bad?" point of sale materials etc.		
<b>B25</b>	Information is available to customers about alcohol advice services		
<b>B26</b>	Provides anti drink spiking devices		
<b>B</b>			

**E** Essential Criteria

**D** Desired Criteria

**B** Bonus Criteria

<b>Section A - Prevention of Crime &amp; Disorder</b>			
<b>Drugs</b>		<b>Comments</b>	<b>Points</b>
<b>E27</b>	Clear policy regarding safe disposal of drugs		
<b>E28</b>	Has a proactive approach to preventing drug use including evidence of regular toilet monitoring, controlling flat surfaces etc.		
<b>E29</b>	Must provide evidence of a clear policy on prevention of illegal drug use and supply on the premises.		
<b>B30</b>	Displays customer information with regards to drug misuse		
<b>B</b>			

**E** Essential Criteria

**D** Desired Criteria

**B** Bonus Criteria

<b>Section A - Prevention of Crime &amp; Disorder</b>			
<b>Thefts/Burglary</b>		<b>Comments</b>	<b>Points</b>
<b>E31</b>	Must provide evidence of a lost property recording system or locked box / cupboard.		
<b>D32</b>	Private areas are kept locked and secured when premises are open.		
<b>D33</b>	Has a clear anti-theft policy. Bonus points for evidence		
<b>B34</b>	Have additional anti-theft measures in place (e.g. bag hooks, mirrors etc).		
<b>B</b>			

<b>Section A - Prevention of Crime &amp; Disorder</b>			
<b>Disorder</b>		<b>Comments</b>	<b>Points</b>
<b>E35</b>	Must provide evidence of policies in place for preventing and dealing with disorder, weapons, managing conflict and recording incidents. Bonus points for evidence.		
<b>D36</b>	Clear procedures are in place for determination and preservation of crime scene and witness details until police arrive. Bonus points evidence of annual review.		
<b>B37</b>	Are aware of additional initiatives such as street marshalling, street pastors etc.		
<b>B</b>			

**E** Essential Criteria

**D** Desired Criteria

**B** Bonus Criteria

<b>Section B - Public Safety</b>			
<b>Premises Issues</b>		<b>Comments</b>	<b>Points</b>
<b>E38</b>	Undertakes full building check prior to opening to the public and prior to closing for security threats, drugs and lost property.		
<b>E39</b>	Manages external areas effectively (e.g. drinking, smoking, noise, litter etc.).		
<b>E40</b>	Must provide evidence of a written accident recording system.		
<b>E41</b>	Can demonstrate how they manage capacity, including outside areas.		
<b>D42</b>	Has one first aider with access to an adequate first aid kit on duty at all times.		
<b>B43</b>	Provides a first aid room/quiet area to assist injured persons.		
<b>B44</b>	Uses comfort factor to manage capacity, e.g. venue capacity is 200 and policy is 160.		
<b>B</b>			

<b>Section B - Public Safety</b>			
<b>Public Security</b>		<b>Comments</b>	<b>Points</b>
<b>E45</b>	Must provide evidence of a procedure for building evacuation in the event of an emergency/		
<b>D46</b>	Effective queue management to deal with potential disorder when entering premises		
<b>B47</b>	Conducts regular evacuation training exercised for fire, bomb scares etc.		
<b>B</b>			

**E** Essential Criteria

**D** Desired Criteria

**B** Bonus Criteria

<b>Section B - Public Safety</b>			
<b>Event control</b>		<b>Comments</b>	<b>Points</b>
<b>D48</b>	Notifies the police / other agencies of any special events.		
<b>D49</b>	Consults with neighbourhood businesses/residents prior to event taking place		
<b>D50</b>	Undertakes a formal risk assessment prior to an event and puts appropriate measures in place. Bonus points for written evidence.		
<b>B</b>			

<b>Section B - Public Safety</b>			
<b>Glass</b>		<b>Comments</b>	<b>Points</b>
<b>E51</b>	Must provide evidence of an effective glass collection policy inside and outside, including perimeter checks.		
<b>E52</b>	Must provide evidence of effective spillage and broken glass policy.		
<b>D53</b>	All bottles, skips or bins in public areas within the vicinity of the premises to be secured / locked.		
<b>D54</b>	Has measures in place to prevent patrons leaving the premises with glasses / bottles.		
<b>D55</b>	Uses alternative to glass for special events or drinks that are taken outside where risk assessed.		
<b>B56</b>	Voluntarily makes use of polycarbonate, i.e. not a licence condition		
<b>B</b>			



**E** Essential Criteria

**D** Desired Criteria

**B** Bonus Criteria

<b>Section B - Public Safety</b>			
<b>Fire Safety</b>		<b>Comments</b>	<b>Points</b>
<b>E57</b>	Must provide evidence of a written fire safety risk assessment which has been completed or reviewed in the last twelve months.		
<b>E58</b>	Must have an adequate fire detection warning system in place.		
<b>E59</b>	Fire exits must be free from obstruction and well- lit at all times.		
<b>E60</b>	Must provide evidence that all fire safety checks are documented.		
<b>E61</b>	Must provide evidence of fire equipment being inspected/ serviced annually.		
<b>E62</b>	Must provide evidence of annual fire evacuation training exercises.		
<b>B</b>			

<b>Section B - Public Safety</b>			
<b>Transport</b>		<b>Comments</b>	<b>Points</b>
<b>D63</b>	Provides/displays information to customers with regard to accessing taxis and public transport.		
<b>B64</b>	Provides active assistance to customers by providing a free taxi phone service.		
<b>B65</b>	Provides a safe waiting area for customers to wait for taxis or other transportation.		
<b>B</b>			

**E** Essential Criteria

**D** Desired Criteria

**B** Bonus Criteria

<b>Section C - Prevention of Public Nuisance</b>			
<b>Noise &amp; Disturbance</b>		<b>Comments</b>	<b>Points</b>
<b>E66</b>	Can provide evidence of a risk assessment for 'noise' at work.		
<b>E67</b>	Can describe close down and dispersal policy.		
<b>E68</b>	Must provide written evidence of a noise nuisance policy.		
<b>D69</b>	Glass disposal is carried out with thought to surrounding neighbours.		
<b>D70</b>	Is a member of LVA, Citysafe or other recognised partnership / crime prevention groups. Bonus point for evidence		
<b>B71</b>	Where appropriate is involved in a suitable community initiative (Schools Project, Neighbourhood Watch etc).		
<b>B</b>			

<b>Section D - Protection of Children from Harm</b>			
<b>Children</b>		<b>Comments</b>	<b>Points</b>
<b>E72</b>	Must provide evidence of a robust proof of age policy and evidence that procedures are followed at all times.		
<b>E73</b>	Must provide evidence of current posters stating that proof of age may be required e.g. Challenge 21. (Bonus point for Challenge 25)		

<b>D74</b>	Clear policies and procedures specific to the protection of children are in place e.g. risk assessments.		
<b>D75</b>	Provides customers with the opportunity to apply for proof of age cards e.g. PASS.		
<b>D76</b>	Actively monitors all areas to prevent age/alcohol related offences.		
<b>B</b>			

## Section E - Training

All Sections		Comments	Points
<b>E77</b>	<p>Must provide evidence of staff training with clear documented policies including records of ongoing refresher training for:</p> <ul style="list-style-type: none"> <li>• Drunkenness</li> <li>• Disorder</li> <li>• Drugs</li> <li>• Crime Prevention</li> <li>• First Aid</li> <li>• Fire and use of fire equipment.</li> <li>• Security / Counter Terrorism</li> <li>• Underage Sales / Proxy Sales / Responsible Alcohol Retailing</li> <li>• Conflict Management</li> </ul>		
<b>D78</b>	Supports and records staff achievements in accredited qualifications		

## Notes

**Section F - General Comments** (Please use this space to make further (evidenced) comments with regard to this application which may be used as part of the process)

**Notes**



