

BB

DONCASTER BEST BAR NONE AWARDS



Application Form

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Application Form

Applicant's Details

Applicant Name

Premises Name

Premises Address

Email

Telephone Number

Mobile Number

Area Manager's Details

Area Manager Name

Area Manager Address

Email

Telephone Number

Mobile Number

Self Classification

Please tick one of the following which you feel best describes your premises:



PUB



CLUB



BAR



COMMUNITY
PUB



LEISURE
VENUE

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Application Form

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**Section A
Prevention of Crime and Disorder**

Capacity

A1 What is your estimated or actual capacity?

A2 How do you manage your capacity?

Clickers	
Ticket Sales	
Head Count	
Use of Comfort factor	
Other	

If other please give details:

A3 How do you monitor and react to any particular areas of your premises which may become overcrowded (include details of planning for an unusual event e.g. televised football match, New Years Eve Party)

Security

A4 Do you hold regular meetings to review security?

Yes No

If yes, describe how often and what format do they take?

A5 Are these reviews documented?

Yes No

If yes, where?

A6 Do you employ doorstaff?

Yes No

If yes, how do you ensure they are registered with the SIA?

Check badge	
Check through the SIA web site	
Other	

If other please give details:

Where do you record the details of the SIA door staff that you've used?

A7 Are any of the following incidents recorded by your staff?

If yes, please indicate where

✓/X	Incident	Where recorded?
	Accidents	
	Lost/Found property	
	Thefts	
	Banned Persons	
	Ejected Persons	
	Injuries	
	Allegations against staff	
	Refusals	
	Other	

A8 Which of the following have you adopted to ensure your staff are easily recognisable by customers, the police or others who may be required to inspect your premises?

Name badge	
Photo ID	
Uniform	
None	

Other

Drinks/Drunkenness

A9 How do you promote sensible drinking policies, giving careful consideration to the use of happy hours and drinks promotions which may encourage binge drinking?

How do you inform your customers of the unit content of drinks?

On the bar tariff	
On menus	
On the pump	
Through posters and/or leaflets	
Other	

If other please give details:

A10 On a day to day basis, what do you do to ensure your customers do not drink and drive?

A11 It is an offence to permit drunkenness on your licensed premises. What measures do you take to ensure the safety of your customers in respect of this?

A12 If drunkenness occurs within your premises, how do you minimise harm?

A13 Describe your staff training package with regard to drunkenness and how this is documented.

A14 How do you make customers aware of the alcohol services available

With posters	
With leaflets	
Information on Plasma Screens	
Other	

If other please give details:

Drugs

A15 Describe what policies are in place to prevent the use or supply of illegal drugs in your premises

A16 If illegal drugs were used in your premises, how do you minimise harm?

Free drinking water is available from the bar at all times	
Signs advertising free water are prominently displayed	
Defined seating areas away from the main area with air conditioning / temperature management	
Drugs awareness / basic first aid training for all staff	
Venues have a first aider trained to deal with basic drug associated symptoms	
Health promotion / harm reduction material is available at the venue	
The management reserves the right to conduct searches of customers	

SECTION A

A17 What procedures are in place to ensure any substances found which are believed to be illegal, are disposed of safely?

A18 Are these procedures (described in A17) documented anywhere?

Yes No If yes, explain where

A19 Describe your staff training package with regard to drugs and how this is documented.

Thefts/Burglary

A20 Do you have any of the following which may assist you in reducing the number of thefts and burglaries from your premises?

Mirrors,	
CCTV,	
Sufficient lighting in all areas,	
Audible alarm,	
Window locks,	
Staffed 24 hours,	
24 hour security,	
Bag hooks under tables,	
Crime prevention survey,	
Roving security,	
Advice notices for customers in relation to thefts,	
Staff lockers,	
Cloakroom,	
DJ announcements,	
Property patrols,	
Regular documented toilet checks,	
Toilet attendants,	
Layout designed to ensure effective observations can be carried out by staff at all times,	

Other

A21 Describe your staff training package with regard to crime prevention and how this is documented.

Disorder

A22 What do you do to prevent or keep incidents of disorder to a minimum?

A23 If disorder or crime occurs in your venue how would you deal with:
The Preservation of the crime scene

The care of any victims

A24 What procedures are in place to ensure that any found items, which may be classed as 'weapons', are disposed of safely and how is this documented?

A25 Describe your staff training package with regard to disorder/conflict Management and how this is documented.

**Section B
Prevention of Crime and Disorder**

First Aid

B1 What first aid facilities do you have in your venue?

First aid box(es)	
Separate first aid / recovery room	
Paramedic / nurse on site	
Other	

If other please give details:

B2 Do you ensure that at least one person present during opening hours is trained in basic first aid?

Yes / No

If yes, explain who

B3 Which of the following do you have in place to ensure public safety in the event of a of an emergency i.e. fire, terrorism, power loss, suspect package being found or a bomb threat being received:

Documented staff training.	
An evacuation Plan	
Search policies which include suspect packages.	
Building checks prior to opening.	
Building checks after closing.	

If other please give details:

Event Control

B4 If you have any events which may be different from your 'normal' trading, (e.g. live music event, St Patrick's and St George's Day celebrations or televised live football) would you give prior notice to the police, other agencies or neighbours?

Yes No

If yes, give details of what information is passed, notice given and to whom

B5 What formal planning steps or risk assessment process do you undertake, if any, to cater for any problems this event may cause ?

Glass

B6 How do you ensure the safe USE of glass is maintained at all times?

Inside your premises

Any outside drinking areas

B7 What system do you use to ensure efficient glass collection at all times?

Inside your premises

Any outside drinking areas

B8 How do you ensure the safe DISPOSAL of glass is maintained at all times? (include details of procedures regarding any glass which may leave your venue at closing time)

Inside your premises

Any outside drinking areas

B9 Do you have a policy to recycle all your glass waste?

Yes No

Fire

B10 Who is responsible for completing and reviewing your onsite fire safety risk assessment?

When was this last completed?

DD	MM	YY
----	----	----

B11 Describe your documented staff training package with regard to fire safety.

B12 Describe your fire detection / warning system?

B13 Outline your premises means of escape in an emergency situation.

B14 Detail any equipment you have in your premises for fighting fire.

Building Safety

B15 How are hazardous spillages, identified and managed to prevent injury to customers and staff?

B16 How do you ensure your building is, at all times, in good order to prevent injury to any customer or staff member?

B17 How do you ensure all lighting is protected from customers and staff in relation to heat and burns?

B18 Have you had an Accessibility Audit and carried out the recommendations?

Yes No

Transport

B19 With regard to late night transport, do you make any of the following available to your customers and staff?

Public transport timetables/routes	
Information regarding reputable taxi services	
Booking service for taxis	
Safe waiting area for customers waiting for transport	
Free transport for staff at the end of the night	

Other

Section C Prevention of Public Nuisance

Noise

C1 Do you do any of the following to ensure noise from your premises is kept to a minimum? (for ease of marking, please describe your surrounding area)

Soundproofing	
Noise limiting device	
Close all doors and windows at set time	
Display advice notices to customers re noise	
Use lollipops or similar to reduce customer noise	
Have place for customers to wait for taxis	
Deliveries/services carried out with consideration given to neighbouring residents or businesses	
Consult with local residents/businesses	
Music policy adjusted to play 'chilled' music at the end of the evening to affect mood of customers	
Use of external lighting	
Controls outside noise e.g. beer gardens	

Other

C2 Do you have a specific dispersal policy to ensure customers leaving your premises do not cause noise or nuisance to your neighbours.

Yes No

If yes, give details

Community Engagement

C3 Are you involved in any local community activity or initiative which underlines your commitment to being a ‘good neighbour’ and responsible business ?

Yes No

If yes, give details

C4 Do you attend meetings of community partnership or crime prevention groups such as ‘Pubwatch’ ?

Yes No

If yes, give details

Litter/Waste

C5 Do you do any of the following to prevent or discourage customers from polluting the environment with waste/litter which may come from your venue?

Litter bins at exits/outside	
Advice notices to customers	
Report offences to appropriate authorities	
Clear surrounding area of litter/flyers	
Not use posters and flyers outside your premises	

Other

Smokefree

- C6** Do you have any of the following to encourage smokers to be socially responsible?

Cigarette bins at all entrances	
Cigarette bins in outside areas	
Outside designated smoking areas that are away from entrances and openings	
Signs which encourage that a Smokefree entrance is maintained	
Signs to discourage excessive noise in designated smoking areas	
Regular checks on the highway and outside areas to ensure that there is not a build-up of smoking related litter	

Noise at Work

- C7** Have you done the following to ensure compliance with The Control of Noise at Work Regulations 2005, which became relevant to the entertainment industry from 6th April 2008?

Carried out a risk assessment to assess the risks to employees from noise at work.	
Taken action to reduce the noise exposure that produces the risk.	
Where necessary provided hearing protection.	
Provided information, instruction and training regarding your employees duties.	
Implemented ongoing health surveillance where necessary	

- C8** Have you taken precautions to ensure that customers are not unduly exposed to excess noise or provided hearing protection for customers?

For further information about The Control of Noise at Work Regulations check this web site www.soundadvice.info or contact the Councils Regulation and Enforcement department on 01302 737563

**Section D
Protection of Children From Harm**

D1 How do you identify under 18s attempting to enter your premises?

D2 If you allow under 18s to enter your premises, how do you ensure they do not buy or consume alcohol?

D3 Do you display Challenge 21 posters and provide customers with the opportunity to apply for proof of age cards?

D4 Describe your staff training package with regard to age/alcohol related offences and the implementation of Challenge 21 and how this is documented.?

Section E

Health

E1 Do you have any of the following available for smokers who want to quit?

Posters or information for customers about smoking cessation	
Information for staff about smoking cessation and help with time off for attending smoking cessation sessions	

Free information and materials about smoking cessation can be obtained from Doncaster Stop Smoking Services on 01302 640064

E2 Do you have any of the following to promote sexual health for your customers

Condom machines in the male and female toilets, which are regularly stocked	
Posters.	
Leaflets	
Others	

Section F

General

F1 Finally, is there anything you wish to add which may support your application which has not already been covered?

Continue on a separate sheet

Doncaster Best Bar None Award Scheme Conditions of Entry

The application will form the first part of the accreditation process only.

The assessors' visit is designed to verify the details on the application form and therefore applicants must make themselves and their premises available for inspection.

'Accreditation' means the venue is deemed to have satisfied the minimum standards laid down by the scheme and can display the award.

The applicant must be the licensee of the premise and the premise must be situated in the designated area.

Application forms must be completed and returned to Doncaster Council (see below for details) along with the £50.00+VAT administration fee (cheques made payable to DMBC). Closing date for applications is October 31st 2011 (applications received after this date are at the discretion of the BBN review panel and will not be eligible for judging in the category winners section)

Category winners will be selected by an independent panel from the highest scoring accredited venues. The judges' decision is final and no correspondence will be entered into.

All prizes will be given out at the Annual Awards Night.

At the time of the award presentation, the accredited premises are acknowledged to have reached the agreed standards. If these standards fall below those achieved, at this time, the award may be withdrawn.

The Best Bar None plaques and certificates remain the property of the Doncaster Council.

Winning an award does not give premises immunity from prosecution for any offences and is no guarantee of the safety of the premises.

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ALCOHOL KNOW YOUR LIMITS



If you have any queries
or need advice on filling
in the application form,
please contact:

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DtS Board
Safer
Doncaster