



Application Form 2010

Best Bar None

Thank you for entering the Best Bar None scheme 2010. The scheme formally recognises and rewards the responsible operators who are genuinely striving to reduce alcohol related disorder and promote responsible drinking.

The scheme is a great example of positive partnership. By working together, we can create a safer city for those who live, work and socialise in Newcastle.

Newcastle is a great place with an enviable reputation for our nightlife. The fact that so many of our pubs, clubs and bars have achieved accredited status will further enhance our city's reputation.

Now in our fifth year, we hope Best Bar None 2010 is bigger and better than before. And all our partners would like to thank you for your support.

Safe Newcastle

www.newcastlebestbarnone.co.uk



For further information on this scheme, please contact the Community Safety Unit on 0191 277 7832 or email bestbarnone@newcastle.gov.uk

APPLICANT'S DETAILS

Name	
Premises Name	
Premises Address	
Telephone No	
Mobile No	
Email Address	

Area Manager's Name	
Organisation Name	
Area Manager's Address	
Telephone No	
Mobile No	
Email Address*	

*Please try to provide an email address as this enables us to keep you up to date with news and reminders.

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

Pub	
Bar	
Club	
Local Pub	

Please return this form, with a cheque for £35 made payable to Newcastle City Council by the 31 January 2010.

Please send to:

Best Bar None
Community Safety Unit
Room 34, Civic Centre
Newcastle
NE1 8PR

For advice and guidance on completing this form please contact:

Joe Hogan
Tel: 0191 277 7842
Email: bestbarnone@newcastle.gov.uk

Application forms can also be downloaded from our website,
www.newcastlebestbarnone.co.uk

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Section A Prevention of Crime & Disorder

Capacity

A1	What is your estimated or actual capacity? [] indoor [] outdoor
A2	How do you manage your capacity? [] Clickers [] Ticket Sales [] Head Count [] Use of comfort factor [] Others If others 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 Year's Eve party)

Security

A4	Do you hold regular meetings to review security following an incident, such as theft, burglary, fight etc? (include details from a full staff meeting including security staff to an informal discussion) [] Yes [] No If Yes, describe how often and what format they take:
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<p>A5</p>	<p>Are these meetings noted down?</p> <p>[] Yes [] No</p> <p>If yes, please indicate where:</p> <p>-----</p>
<p>A6</p>	<p>Do you employ security staff?</p> <p>[] At all times [] At all times when open [] During certain times [] Sometimes [] As and when necessary [] Never</p> <p>If used, do you ensure security staff they are registered with the SIA?</p> <p>[] Yes [] No</p> <p>If you do not employ security staff, how do you ensure that, staff carrying out the duties of security staff, are registered with the SIA?</p> <p>-----</p> <p>-----</p>
<p>A7</p>	<p>Which of the following incidents recorded by your staff?</p> <p>[] Accidents [] Lost property [] Found property [] Thefts [] Banned persons [] Ejected persons [] Other incidents [] Injuries [] Allegations against staff [] Other</p> <p>If 'other' give details</p> <p>-----</p> <p>-----</p>
<p>A8</p>	<p>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?</p> <p>[] Name Badge [] Photo ID [] Uniform [] None [] Other</p> <p>If 'other' give details:</p> <p>-----</p> <p>-----</p>

Drinks/Drunkenness

<p>A9</p>	<p>How do you promote sensible drinking policies, giving careful consideration to the use of happy hours and drinks promotions which may encourage binge drinking?</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>
<p>A10</p>	<p>Do you have a policy or procedure to discourage drink driving?</p> <p>[] Yes</p> <p>[] No</p> <p>If 'Yes', give detail</p> <p>-----</p> <p>-----</p>
<p>A11</p>	<p>It is an offence for the “Designated Premises Supervisor, Premises Licence Holder or Worker to knowingly sell, attempt to sell or allow the sale of alcohol to a drunk on relevant premises” as well as “to allow disorderly conduct on licensed premises”. What measures do you take to ensure the safety of your customers in respect of drunkenness?</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>
<p>A12</p>	<p>Do you have a staff training package with regards to drunkenness?</p> <p>[] Yes</p> <p>[] No</p>

Drugs

A13	<p>How do you prevent the use or supply of illegal drugs in your premises?</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>
A14	<p>Which of the following do you do to minimise harm from any drugs being used on your premises?</p> <p><input type="checkbox"/> Free drinking water is available from the bar at all times</p> <p><input type="checkbox"/> Signs advertising free water are prominently displayed</p> <p><input type="checkbox"/> *Defined seating areas away from the main area with Air conditioning temperature management</p> <p><input type="checkbox"/> Drugs awareness / basic first aid training for all staff</p> <p><input type="checkbox"/> Venues have a first aider trained to deal with basic drugs associated symptoms</p> <p><input type="checkbox"/> Health promotion / harm reduction material is available at the venue</p> <p><input type="checkbox"/> The Management reserves the right to conduct searches of customers</p> <p><input type="checkbox"/> Other</p> <p>If 'other' or * give details</p> <p>-----</p> <p>-----</p> <p>-----</p>
A15	<p>What would you do if you found what you thought was an illegal drug?</p> <p>-----</p> <p>-----</p> <p>-----</p>
A16	<p>Are these procedures (described in A15) documented anywhere?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, explain where:</p> <p>-----</p> <p>-----</p>
A17	<p>Do you have a staff training package with regard to drugs?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

Thefts/Burglary

A18	<p>Do you have any of the following to assist you in reducing the number of thefts and burglaries on your premises?</p> <p>[] Mirrors</p> <p>[] CCTV</p> <p>[] Sufficient lighting in all areas</p> <p>[] Audible alarm</p> <p>[] Window locks</p> <p>[] Staffed 24 hours</p> <p>[] 24 hour security</p> <p>[] Bag hooks under tables</p> <p>[] Crime prevention survey</p> <p>[] Roving security</p> <p>[] Advice notices for customers in relation to thefts</p> <p>[] Staff lockers</p> <p>[] Cloakroom</p> <p>[] DJ announcements</p> <p>[] Property patrols</p> <p>[] Regular documented toilet checks</p> <p>[] Toilet attendants</p> <p>[] Layout designed to ensure effective observations can be carried out</p> <p>[] Other - give details</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>
A19	<p>Do you have a staff training package with regards to crime prevention?</p> <p>[] Yes</p> <p>[] No</p>

Disorder

<p>A20</p>	<p>What do you do to prevent or keep incidents of disorder to a minimum?</p> <p>-----</p> <p>-----</p> <p>-----</p>
<p>A21</p>	<p>What procedures are in place to ensure that any items, which may be classed as 'weapons', are disposed of safely?</p> <p>-----</p> <p>-----</p> <p>-----</p>
<p>A22</p>	<p>Are these procedures (described in A21) documented anywhere?</p> <p>[] Yes</p> <p>[] No</p> <p>If yes, explain where:</p> <p>-----</p>
<p>A23</p>	<p>If disorder or crime occurs what would you do to:</p> <p>Preserve of the crime scene</p> <p>-----</p> <p>Care for the victim</p> <p>-----</p>
<p>A24</p>	<p>Describe your staff training package with regards to disorder / conflict management. If this is documented, please explain where.</p>
<p>A25</p>	<p>Toilets can be hot spots for disorder for example, thieves to examine stolen goods and used for drug taking. How do you ensure that your toilets are safe and clean?</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>

Section B Public Safety

First Aid

B1	<p>What first aid facilities do you have in your venue?</p> <p>[] *First aid (box(es)) [] *Separate first aid / recovery room [] *Paramedic / nurse on site [] Other</p> <p>If 'other' or * give details</p> <p>----- ----- ----- -----</p>
B2	<p>Do you ensure that at least one person present during opening hours is trained in basic first aid?</p> <p>[] Yes [] No</p> <p>If yes, explain who:</p> <p>----- ----- -----</p>

Public Security

B3	<p>How do you ensure that all doors are locked when not in use?</p> <p>-----</p> <p>-----</p> <p>-----</p>
B4	<p>Do you have a staff training package regarding unattended / suspect packages?</p> <p>[] Yes</p> <p>[] No</p>
B5	<p>Do you have a separate plan for building evacuation in the event of a suspect package?</p> <p>[] Yes</p> <p>[] No</p>
B6	<p>Does your venue operate a search policy?</p> <p>[] Yes</p> <p>[] No</p> <p>If yes, does this include suspect packages?</p> <p>[] Yes</p> <p>[] No</p> <p>[] Not Applicable</p>
B7	<p>Do you ensure that your premises are thoroughly checked prior to opening?</p> <p>[] Yes</p> <p>[] No</p>

Event Control

B8	<p>If you have any events which may be different from your 'normal' trading (e.g. live music events, national celebration days, or televised live football) would you give prior notice to the police, other agencies or neighbours?</p> <p>[] Yes [] No [] Not Applicable</p>
B9	<p>Do you undertake any crime or health & safety risk assessment when planning to hold any unusual or large events stated?</p> <p>[] Yes [] No</p>

Glass

B10	<p>How do you ensure that safe use of glass is maintained at all times including the events mentioned and any outside drinking areas?</p> <p>----- ----- -----</p>
B11	<p>Do you do to ensure efficient glass collection at your premises at all times</p> <p>[] Yes [] No</p>
B12	<p>How do you ensure the safe disposal of glass is maintained at all times? (including details of procedures regarding any glasses which may leave your venue at closing time)</p> <p>Inside your premises</p> <p>----- ----- -----</p> <p>Any outside drinking areas</p> <p>----- ----- -----</p>

Fire

B13	What fire detection / warning system is in place at your premises?

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

B15	Outline the means of escape from your premises in an emergency situation:

B16	Who is responsible for carrying out any fire safety risk assessment?

	Where is this kept?

B16	When was this last completed?

B17	Describe your staff training package with regards to fire safety training?

Building Safety

B18	<p>How are spillages, which can be hazardous, identified and managed to prevent injury to customers?</p> <p>-----</p> <p>-----</p> <p>-----</p>
B19	<p>How do you ensure your building is, at all times, in good order to prevent injury to any customer or staff member?</p> <p>-----</p> <p>-----</p> <p>-----</p>
B20	<p>How do you ensure all lighting is protected from customers and staff in relation to heat and burns?</p> <p>-----</p> <p>-----</p> <p>-----</p>

Transport

B21	<p>With regard to late night transport, do you make any of the following available to your customers?</p> <p>[] Safe waiting area</p> <p>[] Public transport timetables/routes</p> <p>[] Information regarding reputable taxi services</p> <p>[] Booking service for taxis</p> <p>[] Other</p> <p>If 'other' give details</p> <p>-----</p> <p>-----</p>
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Section C Prevention of Public Nuisance

Noise

<p>C1</p>	<p>Do you do any of the following to ensure noise from your premises is kept to a minimum?</p> <p><input type="checkbox"/> Soundproofing</p> <p><input type="checkbox"/> Noise limiting devices</p> <p><input type="checkbox"/> Close all doors and windows at set time</p> <p><input type="checkbox"/> Display advice notices to customers re noise</p> <p><input type="checkbox"/> Use lollipops or similar to reduce customer noise</p> <p><input type="checkbox"/> Have place for customers to wait for taxis</p> <p><input type="checkbox"/> Deliveries / services carried out with consideration given to neighbouring residents/businesses</p> <p><input type="checkbox"/> Consult with local residents / businesses</p> <p><input type="checkbox"/> Music policy adjusted to play 'chilled' music at the end of the evening to affect mood of customers</p> <p><input type="checkbox"/> Use of external lighting</p> <p><input type="checkbox"/> Other</p> <p>If 'other' give details</p> <p>-----</p> <p>-----</p> <p>-----</p>
<p>C2</p>	<p>Do you have policy regarding the times you will have live or recorded music?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>C3</p>	<p>Do you have any policy regarding the times that your outdoor areas may be used?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>C4</p>	<p>What do you do to ensure that people leaving your premises do not cause noise or annoyance to your neighbours</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>

Community Engagement

C5	<p>Are you involved in any local community activity or initiative which underlines your commitment to being a 'good neighbour' and responsible business?</p> <p>[] Yes [] No</p> <p>If yes, give details:</p> <p>-----</p> <p>-----</p>
C6	<p>Do you attend meetings of community partnership or crime prevention groups such as 'Pub and Club Watch'?</p> <p>[] Yes [] No</p> <p>If yes, give details</p> <p>-----</p> <p>-----</p>
C7	<p>Are you a member of any trade representative organisation?</p> <p>[] Yes [] No</p> <p>If yes, give details:</p> <p>-----</p> <p>-----</p> <p>-----</p>

Litter/Waste

C8	<p>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?</p> <p>[] Litter bins at exit / outside [] Advice notices to customers [] Report offences to appropriate authorities [] Clear surrounding area of litter / flyers [] Other</p> <p>If other, please give details:</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>
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Section D

Protection of Children from Harm

D1	Do you allow under 18s on the premises? [] Yes [] No
D2	If you allow under 18s to enter your premises, how do you ensure they are protected from harm?
D3	How do you ensure under 18s do not consume alcohol from your bar?
D4	How do you ensure under 18s do not purchase alcohol from your bar?
D5	How do you ensure that alcohol isn't purchased on behalf of a person under 18?
D6	If you ever have any adult entertainment in the venue, how do you ensure that children are protected?
D7	How do you ensure under 18s do not have access to amusements with prizes (fruit machines)?

D8	How do you effectively monitor any 'family areas' that you may have? Inside?

	Outside?
.....	
D9	Do you undertake a health & safety risk assessment specific to the protection of children?
	[] Yes
	[] No
D10	What forms of identification do you accept?
	[] Passport
	[] Driving licence
	[] 'PASS' card
	[] Other
	If 'other' give details:

D11	Do you have a staff training package with regard to age / alcohol related offences:
	[] Yes
	[] No

Section E Customer Care and Tourism

E1	Do you provide any training or instruction to your staff relating to customer service?
	[] Yes (If so, please give details below)
	[] No

E2	What efforts do you and your staff make to cater for and assist tourists and visitors to the city?

Terms and Conditions

1. Entrants must be the Designated Premises Supervisor (DPS) of a premises situated within the stated area or the employee of such.
2. Entries must be returned within the stated time limit.
3. Category and overall winners will be judged by a panel from the entries received.
4. The judging panel's decision will be final and no correspondence will be entered into.
5. All winners will be announced when the application period is finished and in the manner described by the organisers.
6. The prizes are non transferable and there is no cash alternative.
7. At the time that the awards are presented, the premises receiving the award reached the agreed standard. If the standard falls below those achieved at the time, the awards may be withdrawn.
8. Winning an award does not give any premises immunity from prosecution for any offences and in by no means a guarantee of the safety of the premises.
9. The award winning plaques and certificates remain the property of the authority organising the scheme.
10. The award winning premises does not represent an endorsement by the authority(s) organising or supporting the scheme.