

DIAGEO

PROMOTING RESPONSIBLE DRINKING



ROYAL GARDEN HOTEL
LONDON

BEST BAR NONE APPLICATION FORM / GUIDANCE

GUIDANCE FOR APPLICANTS

In order to be awarded BBN membership your premises will be assessed against a series of pre-set questions under the headings of each of the four licensing objectives. Each question will be marked against one of three criteria, Essential, Desired and Bonus. You must score 100% in the essential criteria to be awarded.

THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

BB
BEST BAR NONE

LFB
LONDON FIRE BRIGADE

 **METROPOLITAN
POLICE**
Working together for a safer London



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

PREVENTION OF CRIME AND DISORDER

1. Security

- Regular security reviews must be held. This will give an opportunity to identify, record and resolve issues.
- Ensure that all employees are aware of your security policy.
- Where door supervisors are employed, hold a record of SIA registrations.

2. Drinks/Drunkenness

- Premises should have written policies to prevent and deal with drunkenness.
- Operators should be able to demonstrate that they have a responsible attitude towards the sale of alcohol and drinks promotions.
- All employees should be trained with regard to their responsibilities under the Licensing Act 2003.
- All employees should receive training on the effects of alcohol and how to detect the early signs of drunkenness.

3. Policy on Drugs

- Operators should have a clear drugs policy and zero tolerance to the use of drugs in their premises.
- The policy should give appropriate guidelines for employees to follow when drugs are either found, or seized from a customer.
- Employee training and drug awareness should be considered.

4. Crime Prevention

- Premises should have policies in place regarding the prevention of crime, and employees should be appropriately trained in line with those policies.
- Examples of the areas such a policy should cover include anti-theft measures – for both customers and employees, premises layout, installation of mirrors/CCTV etc.
- Additionally, there should be a comprehensive policy for dealing with disorder and staff training in relation to preventing disorder/conflict management.

PUBLIC SAFETY

5. Premises Issues

- All premises must have a fully stocked and maintained first aid box.
- It is good practice to have a qualified first aider on site at all times.
- Does the premises have a first aid room or suitable quiet area?
- Must have policy for managing capacity effectively.
- Premises should consider a safe level of capacity, i.e: use of a comfort factor.

6. Premises Security

- Operators must have a procedure for building evacuation in the event of an emergency.

7. Event Control

- Premises should notify the police/other agencies of special events, particularly where DJs are employed for these events.
- Good practice would be to consult with neighbours (residents etc.) prior to events and document this.

8. Glass/Bottles

- Operators should ensure there is an effective glass/bottle collection and disposal policy, which employees should be aware and make use of.
- Consideration should be given for the use of appropriate glassware for events/outside drinking (polycarbonate/plastic).

9. Fire Safety

- All premises must have a fire risk assessment undertaken by a responsible person and reviewed at least every 12 months.
- All employees should receive fire awareness training.

10. Building Safety

- Consideration should be given to the safety and structure of the building.

11. Transport

- Consideration should be given regarding access to taxis/public transport for customers, i.e. provide taxi service, advertise means of transport, safe waiting areas.

PREVENTION OF PUBLIC NUISANCE

12. Noise

- Operators must have an effective policy and procedures in place to control noise escape from the premises. This should include noise from patrons outside the premises and an effective dispersal policy.
- Employees must be aware of, and understand, these procedures.

13. Community Engagement

- Operators may consider joining a pub/club watch or other recognised crime prevention group.
- Additionally, regular contact with local residents associations'/Ward Councillors is beneficial, or facewatch, the online crime reporting and intelligence community, as is involvement in relevant community initiatives.

14. Litter and Waste

- Operators should have a policy in relation to ensuring the surrounding area is free of litter – and should include procedures to ensure that compliance with smokefree legislation does not increase litter outside their premises.

15. Smokefree

- Operators must consider supervision of customers smoking outside premises.
- Consideration should also be given to reducing or preventing drinks from being taken outside, or the use of polycarbonate/plastic glasses.

PROTECTION OF CHILDREN FROM HARM

16. Protection of Children from Harm

- Operators must have an established policy, and all employees must be trained, regarding sales of alcohol to anyone under 18, i.e. challenge 21/25 etc.
- Consideration must be given to using passport, driving licence or accredited 'Pass' cards as proof of age.

Additionally, operators need to consider log books for incidents/accidents/lost property etc., and ensure that these are used by all staff whenever required.

The above is not an exhaustive list of subject headings but will give you an insight into what our assessors will be looking at.

ROYAL BOROUGH OF KENSINGTON AND CHELSEA

Best Bar None Application Form

NAME OF PREMISES: _____
*this will go on your certificate, subject to your premises being awarded

ADDRESS OF PREMISES: _____

NAME OF APPLICANT/MANAGER (MAIN CONTACT):

NAME OF DPS IF DIFFERENT TO ABOVE:

PREMISES TELEPHONE NUMBER: _____

MOBILE NUMBER (APPLICANT): _____

EMAIL ADDRESS: _____

COMPANY NAME AND ADDRESS: _____

AREA MANAGER'S NAME:

SELF CLASSIFICATION: Please tick one box, this is the category you will be entered into

Pub Bar Nightclub

How many times have these premises taken part in BBN?

How long has the premises been operating?

Please ensure you have read the terms and conditions of entry before submitting your application.

FEE ENCLOSED:

£35 Cheques should be made payable to 'Royal Borough of Kensington and Chelsea'
For credit card payments please call 020 7341 5152
quoting your premises name and BBN.

FORMS ACCOMPANIED BY THE APPLICATION FEE SHOULD BE RETURNED TO:

Cass Spencer
RBKC – Best Bar None
Council Offices
37 Pembroke Road
London W8 6PW

DO NOT PUT CASH IN THE POST

Cash payments should be made in person at the address above

For further information telephone 020 7341 5708 or email bestbarnone@rbkc.gov.uk

