

**BEST BAR NONE<sup>®</sup>**



**AWARDS**

**Application Form**



## Application Form

### Applicant's Details

Applicant Name

Premises Name

Premises Address

Telephone Number

Mobile Number

Email Address

Managing Company

### Area Manager's Details

Area Manager Name

Area Manager Address

Telephone Number

Mobile Number

Email Address

### Self Classification

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

PUB

BAR

CLUB

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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?

- ( ) indoor
- ( ) outdoor

How/who has calculated this?

.....  
.....

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 do they take:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

A5 Are these meetings noted down?

- Yes
- No

If yes, please indicate where:

.....  
.....  
.....  
.....  
.....

A6 Do you employ security staff?

- At all times
- At all times when open
- During certain times\*
- Sometimes\*
- As and when necessary\*
- Never (see below)

\*please specify

.....  
.....

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

.....  
.....

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?

.....  
.....

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

If yes, please indicate where:

- Accidents
- Lost property
- Found property
- Thefts
- Banned persons
- Ejected persons
- Other incidents
- Injuries
- Allegations against staff
- Other

if other give details:

.....  
.....

# SECTION A

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

If "other" give details:

.....  
.....  
.....  
.....  
.....

## 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?

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.....  
.....  
.....  
.....

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

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.....  
.....  
.....  
.....

A11 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?

.....  
.....  
.....  
.....  
.....  
.....

A12 Describe your staff training package with regards to drunkenness.  
If this is documented explain where:

.....  
.....  
.....  
.....  
.....

**Drugs**

A13 Describe what you do to prevent the use or supply of illegal drugs  
in your premises:

.....  
.....  
.....  
.....  
.....

A14 If illegal drugs were to be used in your premises,  
what do you do to minimise harm?

- Free drinking water is available from the bar at all times
- Signs adverting 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 drugs associated symptoms
- Health promotion / harm reduction material is available at the venue
- The Management reserves the right to conduct searches of customers
- Other

If "other" or \* give details:

.....  
.....  
.....

A15 What would you do if you found what you thought was an illegal drug?

.....  
.....  
.....  
.....  
.....  
.....

# SECTION A

A16 Are these procedures (described in A15) documented anywhere?

- Yes
- No

If yes, explain where:

.....  
.....  
.....  
.....

A17 Describe your staff training package with regard to drugs. If this is documented, explain where:

.....  
.....  
.....  
.....

## Thefts/Burglary

A18 Do you have any of the following to 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

If "other" give details:

.....  
.....  
.....



A19 Describe your staff training packages with regards to crime prevention. If this is documented, explain where.

.....  
.....  
.....  
.....

**Disorder**

A20 What do you do to prevent or keep incidents of disorder to a minimum?

.....  
.....  
.....

A21 What procedures are in place to ensure that any items, which may be classed as 'weapons', are disposed of safely?

.....  
.....  
.....

A22 Are these procedures (described in A21) documented anywhere?

- Yes
- No

If yes, explain where:

.....  
.....  
.....

A23 If disorder or crime occurs what would you do for:

Preservation of the crime scene

.....  
.....

Care for the victim

.....  
.....

A24 Describe your staff training package with regards to disorder / conflict management. If this is documented , explain where

.....  
.....

A25 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?

.....  
.....

## **Section B Public Safety**

### **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" or \* 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:

.....  
.....  
.....  
.....

### **Public Security**

B3 How do you ensure that all doors are locked when not in use?

.....  
.....

B4 Describe your staff training package regarding unattended / suspect packages:

.....  
.....

B5 Do you have a separate plan for building evacuation in the event of a suspect package

- Yes
- No

If yes, give details:

.....  
.....

B6 If your venue operates a search policy, does this include suspect packages

- Yes
- No

If yes, give details:

.....  
.....

# SECTION B

B7 How do you ensure that your premises is thoroughly checked prior to opening?

.....  
.....  
.....  
.....

## Event Control

B8 If you have any events which may be different from your "normal" trading ( eg. live music events, national celebration days, 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:

.....  
.....

Do you keep a record of this

- Yes
- No

If yes, give details:

.....  
.....

B9 Do you undertake any crime or health & safety risk assessment when planning to hold any unusual or large events stated?

- Yes
- No

If yes, give details

.....  
.....

## Glass

B10 How do you ensure the safe use of glass is maintained at all times including the events mentioned?

Inside your premises

.....  
.....

Any outside drinking areas

.....  
.....

B11 What do you do to ensure efficient glass collection at all times

Inside your premises

.....  
.....

Any outside drinking areas

.....  
.....

B12 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)

Inside your premises

.....  
.....

Any outside drinking areas

.....  
.....

**Fire**

B13 Describe you fire detection / warning system?

.....  
.....  
.....

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?

.....  
.....

When was this last completed?

.....  
.....

B17 Describe your staff training package with regards to fire safety training.  
If this is documented, explain where:

.....  
.....  
.....

# SECTION B

## Building Safety

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

## Transport

- B21 With regard to late night transport, do you make any of the following available to your customers?
- Safe waiting area
  - Public transport timetables/routes
  - Information regarding reputable taxi services
  - Booking service for taxis
  - Other
- If "other" give details  
.....  
.....  
.....  
.....

# 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 devices
- 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
- Other

If "other" give details

.....  
 .....

C2 Do you have any policy regarding the times you will have live or recorded music?

- Yes
- No

If yes, give details:

.....  
 .....

C3 Do you have any policy regarding the times that your outdoor areas may be used ?

- Yes
- No

If yes, give details:

.....  
 .....

C4 What do you do to ensure that people leaving your premises do not cause noise or annoyance to your neighbours

.....  
 .....

**Community Engagement**

C5 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:

.....  
.....

C6 Do you attend meetings of community partnership or crime prevention groups such as 'Pub and Club Watch' ?

- Yes
- No

If yes, give details:

.....  
.....

C7 Are you a member of any trade representative organisation?

- Yes
- No

If yes, give details:

.....  
.....

**Litter/Waste**

C8 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
- Other

If yes, give details:

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.....  
.....  
.....  
.....

# Section D

## Protection of Children From Harm

- D1 How do you identify under 18s?  
.....  
.....  
.....
  
- 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?  
.....  
.....  
.....



# SECTION E

D7 How do you ensure under 18's 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?

.....  
.....  
.....

D10 What forms of identification do you accept?

- Passport
- Driving licence
- "PASS" card
- Other

If "other" give details:

.....  
.....

D11 Describe your staff training package with regard to age/ alcohol related offences:

.....  
.....  
.....



**BEST BAR NONE®**



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.

**TERMS AND CONDITIONS**

