



# Northumberland County Council

## PREMISES LICENCE

Premises Licence Number 

NPR/104	
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**Issue Date: 16 April 2024**

### Part 1 - Premises details

<b>Postal address of premises, or if none, ordnance survey map reference or description</b>	
Ponteland Memorial Hall Darras Road Ponteland	
<b>Post town</b>	<b>Post code</b>
Newcastle	NE20 9NX
<b>Telephone number</b> 01661 822603	

<b>Where the licence is time limited the dates</b>
Not applicable

<b>Licensable activities authorised by the licence</b>
Live Music Recorded Music Performance of Dance Activity Like Music/Dance Facility For Making Music Facilities for Dancing Facility Like Music/Dance Late Night Refreshment Supply of Alcohol

<b>The times the licence authorises the carrying out of licensable activities</b>
<b>Live Music</b> Monday - Friday 08:00 - 01:00 Saturday 08:00 - 23:45 Sunday 08:00- 23:45
<b>Recorded Music</b> No Restriction
<b>Performance of Dance</b> Monday - Friday 08:00 - 01:00 Saturday 08:00 - 23:45 Sunday 08:00- 23:45

**Activity Like Music/Dance**

Monday - Friday 08:00 - 01:00  
Saturday 08:00 - 23:45  
Sunday 08:00- 23:45

**Facility For Making Music**

Monday - Friday 08:00 - 01:00  
Saturday 08:00 - 23:45  
Sunday 08:00- 23:45

**Facilities for Dancing**

Monday - Friday 08:00 - 01:00  
Saturday 08:00 - 23:45  
Sunday 08:00- 23:45

**Facility Like Music/Dance**

Monday - Friday 08:00 - 01:00  
Saturday 08:00 - 23:45  
Sunday 08:00- 23:45

**Late Night Refreshment**

Monday to Saturday other than Christmas Day, Good Friday or New Year's Eve 23:00 to 23:30  
New Year's Eve from 23:00 to 05:00 on New Years Day

**Supply of Alcohol**

Monday to Saturday other than Christmas Day, Good Friday or New Year's Eve 11:00 to 23:00  
Sundays other than Christmas Day or New Year's Eve, 12:00 to 22:30  
Good Friday, 12:00 to 22:30  
Christmas Day, 12:00 to 15:00. and 19:00 to 22:30  
New Year's Eve, except on a Sunday, 11:00 to 23:00  
New Year's Eve on a Sunday, 12 :00 to 22.30  
New Year's Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on the following day

**The opening hours of the premises**

Not Prescribed

**Where the licence authorises supplies of alcohol whether these are on and/or off supplies**

On the Premises

**Part 2****Name, (registered) address, telephone number and email (where relevant) of holder of premises licence**

Ponteland Memorial Hall Trust  
Ponteland War Memorial Hall  
Darras Road  
Ponteland  
NE20 9NX

01661 822603  
infopmh@yahoo.co.uk

**Registered number of holder, for example company number, charity number (where applicable)**

N/A

**Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol**

**N/A Disapplied**

**Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol**

**N/A Disapplied**

## **Annex 1 - Mandatory conditions**

### **Door Supervision**

(1) Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, the licence must include a condition that each such individual must be licensed by the Security Industry Authority.

(2) But nothing in subsection (1) requires such a condition to be imposed:-

(a) In respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c.12) (premises with premises licence authorising plays or films), or

(b) In respect of premises in relation to -

(i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or

(ii) Any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).

(3) For the purpose of this section:-

(a) "Security activity" means an activity to which paragraph 2(1) (a) of that Schedule applies, and

(b) Paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

### **Supply of Alcohol (On Sales)**

1. Every supply of alcohol under the premises licence must be made or authorised by the management committee.

2. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises-

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to-

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise); (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;

(d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti- social behaviour or to refer to the effects of drunkenness in any favourable manner;

(e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

3. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

4. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification

bearing their photograph, date of birth and either-

(a) a holographic mark, or

(b) an ultraviolet feature.

5. The responsible person must ensure that-

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures-

(i) beer or cider: 1/2 pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml;

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available."

6. 1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

7. For the purposes of the condition set out in paragraph 7.1-

(a) "permitted price" is the price found by applying the formula-  
where-

(i) P is the permitted price,

$P = D + (D \times V)$

(ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence-

(i) the holder of the premises licence,

(ii) the designated premises supervisor (if any) in respect of such a licence, or

(iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question

8. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

9.-(1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

## **Annex 2 - Conditions consistent with the operating Schedule**

Conditions transferred on conversion of Justices Licence(s) subject to any relevant variation.

1. Alcohol only to be served to persons attending pre-booked functions through the Memorial Hall.

2. Alcohol shall not be sold or supplied except during permitted hours. In this condition, permitted hours means:

- (1) On weekdays, other than Christmas Day, Good Friday or New Year's Eve, 11 a.m. to 11 p.m.
- (2) On Sundays, other than Christmas Day or New Year's Eve, 12 noon to 10.30 p.m.
- (3) On Good Friday, 12 noon to 10.30 p.m.
- (4) On Christmas Day, 12 noon to 3 p.m. and 7 p.m. to 10.30 p.m.
- (5) On New Year's Eve, except on a Sunday, 11 a.m. to 11 p.m.
- (6) On New Year's Eve on a Sunday, 12 noon to 10.30 p.m.
- (7) On New Year's Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on the following day (or, if there are no permitted hours on the following day, midnight on 31<sup>st</sup> December).

2. The above restrictions do not prohibit:

- (1) during the first twenty minutes after the above hours the consumption of the alcohol on the premises;
- (2) during the first twenty minutes after the above hours, the taking of the alcohol from the premises unless the alcohol is supplied or taken in an open vessel;
- (3) during the first thirty minutes after the above hours the consumption of the alcohol on the premises by persons taking meals there if the alcohol was supplied for consumption as ancillary to the meals;
- (4) consumption of the alcohol on the premises or the taking of sale or supply of alcohol to any person residing in the licensed premises;
- (5) the ordering of alcohol to be consumed off the premises, or the despatch by the vendor of the alcohol so ordered;
- (6) the sale of alcohol to a trader or club for the purposes of the trade or club;
- (7) the sale or supply of alcohol to any canteen or mess, being a canteen in which the sale or supply of alcohol is carried out under the authority of the Secretary of State or an authorised mess of members of Her Majesty's naval, military or air forces;
- (8) the taking of alcohol from the premises by a person residing there; or
- (9) the supply of alcohol for consumption on the premises to any private friends of a person residing there who are bona fide entertained by him at his own expense, or the consumption of alcohol by persons so supplied; or
- (10) the supply of alcohol for consumption on the premises to persons employed there for the purposes of the business carried on by the holder of the licence, or the consumption of liquor so supplied, if the liquor is supplied at the expense of their employer or of the person carrying on or in charge of the business on the premises.

3. No person under fourteen shall be in the bar of the licensed premises during the permitted hours unless one of the following applies:

- (1) He is the child of the holder of the premises licence.
- (2) He resides in the premises, but is not employed there.
- (3) He is in the bar solely for the purpose of passing to or from some part of the premises which is not a bar and to or from which there is no other convenient means of access or egress.
- (4) The bar is in railway refreshment rooms or other premises constructed, fitted and intended to be used bona fide for any purpose to which the holding of the licence is ancillary. In this condition "bar" includes any place exclusively or mainly used for the consumption of intoxicating liquor. But an area is not a bar when it is usual for it to be, and it is, set apart for the service of table meals and alcohol is only sold or supplied to persons as an ancillary to their table meals.

Conditions transferred on conversion of Public Entertainment Licence

1 The maximum number of persons permitted to be present:

Large Hall - 300  
Small Hall - 120

#### Sign on premises

2. There shall be affixed and kept in some conspicuous place on the door of or at the entrance to the Licensed Premises an inscription in large capital letters the words, "Licensed in pursuance of Act of Parliament for Public Entertainment."

#### Times of Operation

3. The Licensed Premises shall not be kept or used for public dancing, singing, music or other public entertainment of a like kind on Christmas Day, or at any time or on any day other than within the times and on the days specified in the licence.

#### Hypnotism

4. (a) No exhibition, demonstration or performance of hypnotism (as defined in section 6 of the Hypnotism Act, 1952) shall be given by any person at the place licensed except with the express written consent of the licensing authority and in accordance with any conditions attached to such consent.

(b) An application for consent under condition (1) shall be in writing and signed by the licence holder or his agent and shall be made not less than 28 days in advance of the exhibition, demonstration or performance concerned. A copy of the application shall at the same time be forwarded to the Chief Officer of Police and the Fire authority. The application shall contain the following particulars:

- (i) the name and address of the person by whom the exhibition, demonstration, or performance is to be given (hereinafter referred to as the hypnotist)
- (ii) a description of the proposed exhibition, demonstration or performance and
- (iii) a statement as to whether, and if so giving full details thereof, the hypnotist has been previously refused, or had withdrawn, a consent by any licensing authority or been convicted of an offence under the Hypnotism Act 1952 or of an offence involving the breach of a condition regulating or prohibiting the giving of an exhibition, demonstration or performance of hypnotism on any person at a place licensed for public entertainment.

(c) In relation to any consent given, the following conditions shall apply:-

- (i) the exhibition shall be so conducted as to be not likely to cause harm to any person attending it;
- (ii) no person under the influence of hypnotism shall be caused to say or do anything offensive to the public; if the licensing authority notifies the licensee in writing that it objects to anything said or done in the course of the exhibition, any such thing shall not thereafter be included in the exhibition;
- (iii) no exhibition, demonstration or performance shall include:-  
any experiment involving age regression of the subject; the giving of hypnotherapy or any other form of treatment; any experiment in which the subject is suspended between two supports (so called 'catalepsy'); or the giving of suggestions to the subject that he should perform any act or behave in any manner which is likely to be interpreted as indecent, offensive or harmful, nor that he should consume any substance which is either noxious or harmful;

(d) all hypnotic or post-hypnotic suggestions shall be completely removed from the minds of the subjects (including those of the audience) before they leave the room or place in which the performance takes place. Likewise any post-hypnotic suggestions given shall take place only in the presence of the hypnotist, and shall not continue after the performance or away from the room or place in which the performance takes place;

(e) the exhibition shall conform to the description submitted to the licensing authority, unless the authority has required, or expressly authorised, a modification;

(f) any modifications to the exhibition subsequently required by the licensing authority shall be made immediately upon notice thereof being given by the authority, to the licensee;

(g) no inducements shall be offered to members of the public to subject themselves to the influence of the hypnotist;

(h) no poster, advertisement or programme relating to the exhibition shall be displayed, sold or supplied, by or on behalf of

the licensee either at the premises or elsewhere, which is likely to be injurious to morality or otherwise offensive to public feeling; if the licensing authority notifies the licensee in writing that it objects to a poster, advertisement or programme so displayed, sold or supplied, that poster advertisement or programme shall not thereafter be displayed or supplied;

(i) every poster, advertisement or programme relating to the exhibition displayed, sold or supplied at the premises shall draw attention, in a clear and legible manner, to the prohibition on the hypnotising of persons UNDER THE AGE OF 18 imposed by section 3 of the Hypnotism Act 1952.

#### General Supervision

5. A responsible person shall be in charge of and remain upon the premises during the entire function and there should also be during that time a sufficient staff of competent attendants on duty. These attendants must be instructed in the safety precautions to be observed and in the action to be taken in the event of fire or other emergency. The person in charge should not be engaged in any duties which will prevent them from exercising general supervision and operating secondary lighting.

#### Door Supervisors

6. Where a person is employed or engaged as a door supervisor, the Licensee of the premises shall maintain at the licensed premises a written record in the form prescribed by the Council showing in respect of each period of duty of that person:-

- (a) the person's name and Security Industry Authority (SIA) licence number
- (b) the date and time of when the person commenced a period of duty, countersigned by the person
- (c) the date and time when the person ceased a period of duty, countersigned by the person
- (d) details of any time during the period of duty when the person was not actually on operational duty, countersigned by the person

The written record shall be kept at the licensed premises and made readily available for immediate inspection during licensing hours, at any reasonable time outside licensing hours, by any authorized Officer of the Council or Constable who demands to inspect it, and the said register shall be retained for a period of 3 months.

#### Alterations to Premises

7. No alteration of the premises, either in construction or of any detail, including electrical circuits and the use of the premises shall be made without the written consent of the Licensing Authority.

Application for such consent shall be made by depositing:

- (a) Written notices of application.
- (b) Plans in duplicate not less than 1-100 scale showing details of proposed alterations and/or change of use
- (c) Specification of work proposed with the Licensing Authority not less than 28 days before the proposed alteration.

#### Entry and Inspection

8. The police, the fire authority and authorised officers of the Council shall be allowed to enter the premises at all reasonable times in order for them to ensure compliance with these conditions.

The licensee and any of their employees shall give all reasonable assistance to the police, the fire authority and authorised officers of the Council to enable them to discharge any of their functions in relation to entry and inspection.

#### Restriction on Number of Persons on Premises

9. The number of persons present on the premises on any occasion shall not exceed the maximum number stated in the licence (such numbers to be inclusive of staff on the premises). Such numbers shall be determined by the Chief Fire Officer.

The licensee shall employ a suitable method of determining the number of persons on the premises at any one time to ensure that the maximum permitted number is not exceeded.

#### Emergency Exit Doors

10. All barriers or doors required as a means of escape shall, unless the Fire Authority are satisfied that this is unnecessary with regard to any particular door or doors, open in the line of egress or where this is not possible be securely fastened in the open position at all times the public are present on the premises.

#### Emergency Exit Signs

11. All exits or openings required as means of escape in case of fire shall be indicated by Exit or Fire Exit signs which shall be illuminated by both mains and secondary lighting. Any door required for means of escape in case of fire, if fastened during the time the public are in the building, shall be secured during such times by panic fastenings only. Doors fitted with panic fastenings shall be indicated 'Push Bar to Open' in conspicuous and distinctive block lettering.

#### Obstruction of Emergency Exit Routes

12. All doorways, gangways, passages and staircases intended for the exit of the public shall be kept entirely free from chairs or other obstruction, whether permanent or temporary. No person shall be allowed to sit or stand in the gangways and passages during any performance or entertainment except as authorised by the conditions of any cinematograph or stage play licence granted by the appropriate licensing authority in respect of the premises. The arrangements for a closely seated audience (moveable seating) shall accord with the following:-

(a) The seating must at all times be so disposed as to provide free and unobstructed access to all exit doors

(b) Width of gangways - minimum 1.06m (3'6")

(c) Width of seatways - minimum 305mm (1')

(d) Where the permitted number is between 250 and 400 persons, all seats shall be either securely fixed to the floor or battened together in lengths not less than 4 nor more than 12.

(e) Where the permitted number exceeds 400 persons condition

(d) shall apply. All the rows of seats shall be so arranged as not to trail on the floor or cause any obstruction.

#### Emergency Lighting

13. An emergency lighting system which complies with the relevant British Standard Specification shall be provided and maintained in the premises and associated escape routes and should fulfil the following functions:-

(a) To indicate clearly the escape routes.

(b) To provide illumination along escape routes to allow safe movement towards and through the exits provided.

(c) To ensure that the fire-alarm call points and fire fighting equipment provided along escape routes can be readily located.

(d) To provide illumination to external means of escape arrangements.

(e) The emergency lighting shall be tested prior to each public admittance and in addition be examined by a qualified electrician at periods not exceeding 12 months.

All periodic tests and examinations shall be recorded in a Log Book kept on the premises.

#### Fire Fighting Equipment

14. Fire fighting equipment shall be provided and sited as required by the Fire Authority and shall be tested and examined by a competent person at periods not exceeding 12 months.

#### Fire Warning Systems

15. A means of giving warning in case of fire

shall, where requested by the Fire Authority shall be provided and installed in accordance with the relevant British Standard and:

(a) such fire warning system shall be tested prior to each public admittance and:

(b) in addition shall be examined by a suitably qualified person at periods not exceeding 12 months.

All periodic tests and examinations shall be recorded in a Log Book kept on the premises

#### Notices of Action in the Event of Fire

16. Notices detailing the actions to be taken in the event of fire should be displayed in appropriate positions in the premises.

#### Floor Covering, Soft Furnishing & Decoration

17. (a) Matting or other floor covering shall be secured and maintained so that they will not ruck or be in any way a source of danger.

(b) Any curtains, drapes or scenery in the premises shall be either inherently fire retardant or so treated.

(c) Hangings or curtains over exit doors or across gangways shall be made to part in the centre, to hang so as to be readily drawn aside and not to trail on the floor, and be arranged so as not to conceal notices.

(d) All fixed or permanent decorations shall be of inherently incombustible materials or shall be treated and maintained so that they will not readily catch fire.

#### Portable Heating

18. (a) Portable heating in public areas of the licensed premises shall be used only as a temporary measure, and where as a last resort it becomes necessary, it should be used in accordance with the attached Chief Fire Officer's Guidance Notes.

(b) The period of use shall be kept to an absolute minimum and if in excess of 24 hours the approval of the Chief Fire Officer is to be obtained.

#### Steps & Gangways

19. The edges of the treads of steps and stairways shall be made conspicuous if so required by the Licensing Authority. All gangways, exit ways and the tread of steps shall be maintained in good order with a non-slip surface.

#### Reporting Outbreak of Fire

20. Information of any outbreak of fire, however slight, shall be communicated at once to the Fire Brigade.

#### Electrical Installation

21. The electrical installation (including appliances) shall be inspected in accordance with the Council's prescribed form of Electrical Installation Safety Report for a Public Entertainment Licence (provided as form F in the Council's application pack) or in a form previously agreed with the Council, and the properly completed form shall be delivered to the Council before the grant of an annual licence. The licence will not normally be granted or renewed unless the Council is in possession of a form valid on the date of renewal. Where electrical outlet sockets for portable equipment are not protected by Integral Residual Current Devices, portable Residual Current Devices should be provided and inserted into the sockets at all times when in use.

#### Gas Installation

22. Where any gas appliance is permanently installed in the premises, that installation must be examined and certified as being safe by a competent person and such current certificate must be produced when so required by an authorised officer. A competent person in this context is a registered Corgi company.

#### Drinking Glasses

23. Where the premises have the benefit of a Special Hours Certificate issued by the Licensing Justices under Section 77 of the Licensing Act 1964, all drinking glasses in use within the premises shall be of a design whereby, in the event of breakage, the glass will fragment and no sharp edge shall be left.

#### Drinking Water

24. The licensee shall ensure that there is free and unrestricted access to cold drinking water at all times and without charge.

The drinking water must comply with the current standards of drinking water quality and if drinking water fountains/points are provided, these should be clearly marked "drinking water" Ventilation

25. All parts of the premises shall be adequately ventilated. Where ventilation is by air conditioning or other mechanical means, such system shall be maintained in good working order.

#### Sanitation

26. Adequate toilet accommodation shall be provided, maintained and access provided free of charge. It should be kept clean and in proper working order. Suitable washing facilities in toilet accommodation shall be provided, including provision and maintenance of an adequate supply of continuous supply of hot and cold water, toilet paper and hand drying facilities.

#### Closed Circuit Television Cameras

27. Any CCTV equipment required by the Council shall be maintained in good working order.  
General

28. The attainment of the licensing standard does not imply compliance with other legislation.

This is the prescribed format referred to in standard condition 6 (Door Supervisors)

DATE NAME LICENCE NUMBER DUTY

Start TIME

End SIGNATURE INCIDENT (Include time, exact location, staff involved and full details of events. To be signed by person making the entry)

RECORDS TO BE KEPT FOR 3 MONTHS

**Annex 3 - Conditions attached after a hearing by the licensing authority**

None

**Annex 4 - Plans**

Submitted