

CROOKED BREWING – LICENSING OBJECTIVES

General	<i>Who we are</i>	<p>Crooked Brewing Limited ("Crooked Brewing") is a medium sized craft beer micro brewery (8.5 BBL)</p> <p>Located at Leeds East Airport, Church Fenton we have been operating for just over 12 months, producing a range craft beers which are predominately based on session pale ales</p> <p>We are registered as a brewer with HM Custom & Revenue (AWRS Reg No: XDAW00000107844)</p>
	<i>Customer Profile</i>	<p>Our target customers are craft beer drinkers aged 25 years and above</p> <p>Customers who, over and above looking for quality and flavoursome beer, are also looking for more choice in the beer they drink and have an interest in the originality and locality of the products</p>
	<i>Premises Location</i>	<p>Our location in the suburbs is intentional, with the bar to be promoted as a community bar, targeted at moderate social drinkers in a balanced social mix</p> <p>Its central location facilitates easy access for local resident's and it is anticipated the bar will provide an alternative to city drinking</p>
	<i>Products</i>	<p>We intend to sell our own range of craft beers (the bar will effectively be an outlet/tap room for beers produced by Crooked Brewing), together with beers sourced from other local brewers and craft beers which we believe would be of interest to our customers</p> <p>In this regard craft beer is a premium product, priced accordingly and as such targeted at discerning drinking rather than binge or excessive drinking</p> <p>In addition to beer, we intend to offer:</p> <ul style="list-style-type: none"> - A limited selection of wine and spirits - A range of soft drinks and free potable water to those who are looking for an alternative to alcoholic beverages - A limited selection of bar snacks
	<i>Management and Supervision</i>	<p>The Premises shall be under the supervision of the "Designated Premises Supervisor" who has confirmed his obligation in this regard</p> <p>We are committed to adopting industry best practices, staff training initiatives and involvement in community safety partnerships</p> <p>We are committed to responsible drinking</p>
	<i>Qualifications</i>	<p>Within Crooked Brewing the following qualifications are held:</p> <ul style="list-style-type: none"> - Personnel Licence (Level 2) - Health and Hygiene (level 3) - Child Safeguarding (Level 3)

LICENSING OBJECTIVES	RISK	CONTROL MEASURE
The Prevention of Crime and Disorder	<i>Drunkness on the Premises/Disorderly Behaviour</i>	<ul style="list-style-type: none"> • The target customers, location, opening hours and social mix should combine to encourage moderate, responsible and social drinking • Written procedures will be put in place and the staff adequately trained to: <ul style="list-style-type: none"> - Identify symptoms of drunkenness - Address drunkenness and antisocial behaviour on the Premises • Sufficient staff will be employed to ensure that the Premises can be adequately monitored and supervised at all times • Single entrance, with the area designated for the consumption of alcohol clearly visible from the bar, will allow staff to monitor customers and their behaviour at all times • No irresponsible drink promotions that condone or encourage excessive drinking will be allowed or adopted • We will support and promote pub watch schemes where other bars can be quickly notified of any disorderly behaviour in the area • A log of disturbances will be kept on the Premises and available for inspection at all times
	<i>Public Drunkness/Disorderly Behaviour</i>	<ul style="list-style-type: none"> • Notices will be clearly displayed stating that no open alcohol is to be removed from the Premises • We will support community partnerships to notify, prevent and discourage public drunkenness
	<i>Underage Drinking</i>	<ul style="list-style-type: none"> • See below under the section "The Protection of Children From Harm"
	<i>Drugs</i>	<ul style="list-style-type: none"> • We will operate a zero tolerance approach to drug use or drug dealing
	<i>Security</i>	<ul style="list-style-type: none"> • A chain link grill on the front window will be rolled down and locked outside of operating hours • Cash to be removed or locked in a safe overnight

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Prevention of Public Nuisance	<i>Noise/Operating Hours</i>	<ul style="list-style-type: none"> • Proposed operating hours are consistent with adjacent businesses to ensure that there is no additional noise or disruption outside the operating hours of the existing businesses in the area • Staff who depart late at night when business has ceased are to conduct themselves in such a manner to avoid causing a disturbance • All deliveries and movements of bins/rubbish will take place during normal business hours (09:00 to 17:00) • Customers will not be admitted to the Premises outside operating hours • Notices to customers will be displayed at the exit requesting that they respect the needs of nearby residents and the leave the area quietly • For reference, immediate neighbours are not residential and comprise: <ul style="list-style-type: none"> - A restaurant (Indian Ocean closing 24:00) - A tea room (Tea on the Green closing 16:00) - A workshop (currently vacant) - A pub adjacent to tea room (Sun Inn closing 24:00) - A restaurant adjacent to the restaurant (Pizza Hut closing 23:00 week day and 24:00 weekend) - Accommodation above the Premises is used by the staff of the restaurant (Indian Ocean) as a temporary overnight stay • Any music will be incidental to the main activity of the bar and shall be background in nature
	<i>Litter/Lighting</i>	<ul style="list-style-type: none"> • Outside bins to be provided to avoid public littering • No additional external lighting is required (existing street lighting is adequate)

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Public Safety	<i>Cleaning</i>	<ul style="list-style-type: none"> • Cleaning schedules will be prepared and adhered to, specifically: <ul style="list-style-type: none"> - Staff will be trained and supervised on the cleaning and sanitising of beer lines - A commercial dishwasher will be used to ensure that glassware, crockery and cutlery is adequately cleaned and sanitised • The overall Premises will be maintained in a clean and tidy condition • A log will be kept of all cleaning activities
	<i>Building Maintenance and safety</i>	<ul style="list-style-type: none"> • Maximum occupancy levels will be set and monitored by staff • Adequate toilet facilities will be provided for the prescribed occupancy level • The Premises will be adequately ventilated for the prescribed occupancy level, with fresh air inflows to be drawn from door and windows and outflows to be extracted from behind the bar • The Premises, fittings and apparatus therein will be maintained in good order and in a safe condition • Glass frontage will be inspected for safety and to the extent required safety films applied
	<i>Fire Safety Trading Standards Health and Hygiene</i>	<ul style="list-style-type: none"> • See attached Schedules
	<i>Drinking and Driving</i>	<ul style="list-style-type: none"> • The central location of the Premises makes the bar easily accessible to local resident's without the need to drive • The Premises are located on a well serviced bus route providing a viable alternative option to driving • We intend to promote a culture that persuades and assists customers not to drink and drive, in this regard: <ul style="list-style-type: none"> - Bus timetables and taxi contact numbers will be prominently displayed - Antidrink driving material will be sourced and displayed - Staff will be trained on offering customers with sensible drink driving advice - We will respect those customers who choose not to drink and provide a reasonable range of products for those who are looking for an alternative to alcoholic beverages. - Small measures of alcohol small will be available - Customers will be made aware of the ABV of products - Free potable water will be on offer

LICENSING OBJECTIVES	RISK	CONTROL MEASURE
<p>The Protection of Children From Harm</p>	<p><i>Underage drinking</i></p>	<ul style="list-style-type: none"> • An age verification policy will be adopted to prevent the sale of alcohol to underage customers • The age verification policy shall be based on the "Challenge 25" principles, with: <ul style="list-style-type: none"> - Staff to sign a declaration on age verification - "Challenge 25" signage adopted (Clear notices stating that anyone who is over 18 but under 25 will be asked to prove that they are over 18 should they wish to buy alcohol) - Staff to be trained on age establishment and what constitutes valid proof of age (UK Driving License/Pass Hologram ID cards/UK Passport) - A Log book recording any incidents shall be kept on the Premises at all times • All alcohol to be stored/dispensed in a manner that ensures that it can only be dispensed/consumed under supervision of staff and is not accessible to children
	<p><i>Exposure to adult activities</i></p>	<ul style="list-style-type: none"> • No child under the age of 18 shall be allowed onto the Premises if an adult does not accompany them • No underage drinkers to be targeted in any promotions • Children only allowed in bar area, where they can be monitored/supervised by staff • Designated vaping area outside the Premises

CROOKED BREWING - FIRE SAFETY SCHEDULES

Fire Hazards:	
Electrical equipment	Fridge/Beer cooler/Cold room compressor/Dish washer/Microwave/Kettle/Ice machine
Gas equipment	Boiler
Other	Cold room structure consists of polyurethane panels with a galvanised steel skin
People at Risk:	
Operating Hours	Customers Staff Other residents
Outside Operating Hours	The rooms above the Premises are used by staff of the restaurant ("Indian Ocean") as temporary accommodation, as such possible sleeping persons outside of normal operating hours
Controlling Factors:	
Small fire	Fire extinguishers (please refer to plan for location)
Evacuation	Emergency exit to front and rear of the Premises (please refer to plan for location) Panic bar on rear door Fire exits to be clearly marked
Spread of Fire	Fire door and stud wall between customer area and staff area (please refer to plan for location)
Notification	Smoke alarm, with smoke detectors setting off fire alarms in the whole building Serviced every three months under contract
Training	Emergency numbers to be clearly displayed Clear set of procedures to be followed in the event of a fire, including: <ul style="list-style-type: none"> - How to put out a small fire - In the event of evacuation where to direct customers - How to check that all customers and residents have left the building - How to notify fire services and other residents - Procedures to be discussed with staff and staff to confirm that they are clear and comfortable with both the procedures and their respective roles
Arson	Chain link roller grill on front window to ensure that the Premises are secure outside of operating hours. Smoke alarm (see above)
Other	Gas equipment to be professionally installed, regularly tested and certified Electrical equipment to be professionally installed, regularly tested and certified Cleaning chemicals to be kept in a safe secure location Use of fire safe products

CROOKED BREWING - TRADING STANDARD SCHEDULES

What We Sell	Where We Sell	How We Sell	Other
<p>Goods:</p> <ul style="list-style-type: none"> • Supply of alcohol – beer, wine, cider and spirits • Bar Snacks – Chips, nuts, sausage rolls, pork pies and cheese platters • Range of soft drinks • Potable water to be provided free to customers <p>Obligation to ensure products are:</p> <ul style="list-style-type: none"> - Of satisfactory quality - Fit for purpose - As described <p>Refunds:</p> <p>If the above obligations are breached, the customer is entitled to a replacement or refund (see Refunds below)</p>	<p>On Premises</p> <p>Clear information to be provided to customers on:</p> <ul style="list-style-type: none"> - The goods for sale (see Product Description below) - Any additional payments (see Additional Payments below) 	<p>Verbal consumer contract:</p> <ul style="list-style-type: none"> • Offer - Goods displayed in store or on a menu inviting customers to buy • Acceptance – Customer requests goods • Consideration – Monetary consideration • Intention - Customer and bar intend to contact • Legal capacity – Customer and bar must be legally entitled to contract <p>We have the right to withdraw from a prospective contract (essentially, we do not have to accept the consumer's offer to buy)</p>	<p>Age Verification Policy (See Licensing Objectives, “The Protection of Children from Harm”)</p> <p>Weights and measures (see Weights and Measures below)</p> <p>AWRS – We have an obligation to carry out reasonable due diligence checks on the supply chain to ensure that we are not implicit in any illicit trading or fraud (see AWRS below)</p> <p>No irresponsible drink promotions to be undertaken</p>

CROOKED BREWING - TRADING STANDARD SCHEDULES

Product Description

- Product information will be clearly displayed on boards and the menu
- Accurate product descriptions will be provided, including where appropriate:
 - Alcoholic strength (ABV)
 - Volumes
 - Allergen information
 - Where applicable additional information on nature and characteristics of the product (for example cloudy beer/sour beer)
 - The prices to be clearly indicated, unambiguous and inclusive of VAT and any other taxes
 - Staff to be trained on the products to address customer queries or questions.

Additional Payments

- The intention is not to charge any minimum order charges, additional service charges or compulsory minimum charges, but if applicable such charges will be made clearly visible to customers without them having to ask for them
- No surcharges for using the following methods of payment:
 - Consumer credit cards, debit cards or charge cards
 - Similar payment methods that are not card-based (for example, mobile phone-based payment methods)
 - Electronic payment services

Returns policy

- Should a product be sold to a customer that is not of:
 - Satisfactory quality
 - Fit for purpose
 - As described

Customers shall be offered the option of a replacement or refund of cash.

- A log will be kept of all returns

AWRS

- Reasonable care is to be exercised when entering into business relations with suppliers to ensure that we are not implicated in any illicit trading with regard to duty evasion or fraud in respect of the supply chain
- Alcohol will only be purchased from approved suppliers who are registered with HMRC
- The Unique Reference Number provided by the supplier will be checked to the HMRC register as part of the due diligence process
- Appropriate records will be kept of all purchases and the due diligence procedures followed

CROOKED BREWING - FOOD HYGIENE AND SAFETY SCHEDULES

- Products will be sold in a manner such that the quality is expected to meet the expectations of the consumer
- Products will be as described and not presented in a way that misleads the consumer
- Nothing will be added or removed to a product that would make it harmful to health
- The Food Standards Agency “safer food, better business (SFBB)” procedures will be adopted
- All products (without exception) will be sold within their best before or use by date
- The details of all suppliers will be recorded and the records available for inspection at any time
- The following will all be managed through a robust hazard analysis and critical control point process, which all staff will be made familiar with through a thorough induction:
 - Risks of contamination
 - Temperature controls
 - Storage and preservation
 - Personal hygiene
 - Pest control
 - Cleaning and disinfection
 - Food safety management
- Available to customers on request for all products sold will be
 - Any required warnings e.g. “contains a source of phenylalanine”
 - A list of ingredients (if there are two or more)
 - Whether the food contains any of the 14 specified allergens
 - The name and address of the responsible food business operator
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- A log will be maintained on site of all staff sickness

Weights & Measures

- Draught sales of beer, lager and cider will be sold by the glass in the following quantities:
 - 1/2 pints
 - 1/3 pints
 - Multiples of 1/2 pints

The quantity will be determined using brim measures or lined glasses

If customers consider that the amount of frothy head served is excessive they can ask for the glass to be topped up to a reasonably acceptable level

- Wine will be sold by the glass in the following quantities:
 - 125 ml
 - 175 ml
 - multiples of 125 ml or 175 ml

The quantity of wine by the glass will be determined using "thimble" measures or lined glasses

- Spirits will be served by the glass in quantities of:
 - 25 ml
 - multiples of 25 ml

The quantity served will be determined using "thimble" measures

- All "thimble" measures or glasses used to determine the quantities served will be "Government stamped" to ensure that the quantity served is accurate