



**LICENSING ACT 2003  
PREMISES LICENCE**

Cyngor Sir **Ceredigion** County Council

**Premises licence number**

**PRM 0006 03/05/2018**

**Part 1 - Premises details**

<b>Postal address of premises, or if none, ordnance survey map reference or description</b>	
<b>FALCONDALE HOTEL, FALCOLNDALE DRIVE,</b>	
<b>Post town</b> <b>LAMPETER</b>	<b>Post code</b> <b>SA48 7RX</b>
<b>Telephone number</b> <b>01570 422 910</b>	

<b>Where the licence is time limited the dates</b>
<b>LICENCE NOT TIME LIMITED</b>

<b>Licensable activities authorised by the licence</b>
<b>REGULATED ENTERTAINMENT:</b>
<b>PLAYS</b>
<b>LIVE MUSIC</b>
<b>RECORDED MUSIC</b>
<b>PERFORMANCES OF DANCE</b>
<b>FACILITIES FOR ENTERTAINMENT:</b>
<b>DANCING.</b>
<b>LATE NIGHT REFRESHMENT</b>
<b>SALE BY RETAIL OF ALCOHOL</b>

**The times the licence authorises the carrying out of licensable activities**

**REGULATED ENTERTAINMENT:**

**PLAYS**

**LIVE MUSIC**

**RECORDED MUSIC**

**PERFORMANCES OF DANCE**

**FACILITIES FOR ENTERTAINMENT:**

**DANCING.**

**LATE NIGHT REFRESHMENT**

**SALE BY RETAIL OF ALCOHOL**

**ALL ABOVE ACTIVITIES:**

**MON-SUN: 1100-0200 HRS.**

**N.B. Late Night Refreshment applies from 2300 HRS.**

**The opening hours of the premises**

**HOTEL OPEN 24 HOURS PER DAY, 365 DAYS PER YEAR.**

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

**ON AND OFF SALES**

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

**FALCONDALE COUNTRY HOUSE ESTATE LTD.,  
FALCONDALE DRIVE,  
LAMPETER  
SA48 7RX**

**Tel. 01570 422 910**

**chris@falcondalehotel.fsnet.co.uk**

**Registered number of holder, for example company number, charity number (where applicable)  
COMPANY NO. 4021983**

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

**Lisa Clair Hutton**

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

**CER 0020**

**CEREDIGION COUNTY COUNCIL**

## **Annex 1 - MANDATORY CONDITIONS**

### **1 Mandatory conditions where licence authorises supply of alcohol**

(1) Where a premises licence authorises the supply of alcohol, the licence must include the following conditions.

(2) The first condition is that no supply of alcohol may be made under the premises licence-

(a) at a time when there is no designated premises supervisor in respect of the premises licence, or

(b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

(3) The second condition is that every supply of alcohol under the premises licence

must be made or authorised by a person who holds a personal licence.

### **2 Mandatory condition: exhibition of films**

(1) Where a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.

(2) Where the film classification body is specified in the licence, unless subsection

(3)(b) applies, admission of children must be restricted in accordance with any recommendation made by that body.

(3) Where-

(a) the film classification body is not specified in the licence, or

(b) the relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question,

admission of children must be restricted in accordance with any recommendation made by that licensing authority.

(4) In this section-

"children" means persons aged under 18; and

"film classification body" means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification).

### **3 Mandatory condition: 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 licences 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 purposes 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.

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

### **a) General**

Staff training and awareness. All new members of staff are made aware of Health and Safety issues and evacuation policy for all types of guests and staff. At present the hotel has 3 members of staff with accredited Licensees Certificates and the policy is to continue training with the aim of increasing this number.

### **b) The prevention of crime and disorder**

The hotel operates a zero tolerance to both crime and disorder  
Our hotel policy is that if any member of the bar staff team is in doubt of a customer's age then proof of age must be shown, our preferred form of identification is driving licence.

We also make it very clear to all bar staff that they should not serve alcohol to any person who they deem to be intoxicated to a limit that is unacceptable to them and others.

See Appendix 5 for hotel policy regarding disorder.

### **c) Public safety**

During our regular risk assessment (Appendix 3) we use this procedure to cover all elements of the Health and Safety at Work Regulations 1992 and at the same time monitor all fire safety measures which include the entire building: Evacuation procedure (appendix 2)

1. Evacuation procedures emergency exits are checked for functionality and access
2. The fire alarms and emergency lighting are checked in compliance with the legislation (weekly)
3. All areas are checked in the risk assessment to be deemed safe for purpose
4. Adequate arrangements exist to enable disabled people to evacuate the building and they are made aware of this.
5. All exit doors are easily openable without the use of key, card, code or similar means
6. All fire doors are maintained effectively and when held open we use door guard self closing mechanisms
7. Fire resisting doors to ducts or cupboards are kept locked

8. General maintenance checks on floorings are carried out on a regular basis
9. All hangings and curtains are maintained in flame retardant conditions and do not obstruct exits
10. Upholstered furniture meets BS 5852:1990
11. The premises capacity is limited to 220 guests
12. Fire evacuation plans exist in every bedroom and the main conference room
13. A fire log book is kept and the equipment tested regularly to include emergency lighting, bells and break glass points (weekly)
14. The electrical circuit is tested every year by a qualified electrician (Aled Williams)
15. Accident Book kept and maintained with adequate first aid equipment
16. All fire equipment serviced on an annual basis
17. All new starters are asked to sign a copy of the evacuation and Health and Safety Policy (Appendix 4)
18. In our monthly management meetings the results of the Risk Assessment is discussed and any relevant measures to ensure better practice are taken.

**d) The prevention of public nuisance**

Our staff are trained to ensure that no excessive noise is made that could interfere with the well-being of other guests or neighbours. When we have a firework display we could contact all our neighbours and the police to seek approval for the event. We also make function organisers aware of our responsibility concerning late night noise in respect of guests leaving late at night.

**e) The protection of children from harm**

The hotel has a policy for the safe protection of children from. Please see appendix 1.

## FALCONDALE HOTEL

### CHILDREN POLICY

1. No under age person can be served alcohol.
2. If in doubt do not serve.
3. Inform all other bar staff of the decision.
4. No children should be allowed in the Restaurants or Lounges unless accompanied by an adult.
5. Children should be supervised by a responsible adult at all times while on hotel property.
6. Where appropriate staff should explain to parents that the hotel is not designed with children in mind and for their own safety should be supervised at all times.
7. It is the responsibility of all staff to protect the well-being of all children on hotel property.



Appendix 2

## **FALCONDALE HOTEL**

### **Fire/Evacuation Procedure**

#### **Fire/Emergency Executives**

D. Parton  
C. Hutton  
J. Jones (I.C. Testing systems)

#### **Assembly Point**

#### **Lower Car Park**

#### **Procedure when alarms are sounded.**

1. Evacuate by nearest available exit leaving all possessions and make your way to the assembly point.
2. Nearest Fire Executive collects staff signing in log.
3. Reception notes all Guest Keys that are not present.
4. Reception ensures any Disabled guests are adequately aided.
5. Head chef turns off gas valve on departure.

Roli Call made at Assembly Point and information collected from staff concerning location of the danger/hazard.

**Returning to the building will only be permitted when someone in authority has given the all clear.**

**Safety of all individuals is the priority, think and take your time**

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

