

1100481GLPRMG  
010007312673

F54151 ES21114 APPENDIX A



11<sup>th</sup> April 2011

Licensing Team,  
Gloucester City Council  
ENVIRONMENTAL Health & regulatory Services  
Herbert Warehouse,  
The Docks  
Gloucester  
GL1 2EQ

Licensing Team  
Cirrus Building C  
Shire Park  
Welwyn Garden City  
Hertfordshire AL7 1ZR

Tel: 01707 298345  
Fax: 01707 298337  
Email:  
licensing.team@uk.tesco.com

Dear Sir/Madam,

### **Application for a New Premises Licence under Licensing Act 2003**

***Tesco Stores Ltd 254 Painswick Road, Matson, Gloucester GL4 4BS***

We wish to make an application for a new licence for the above store to a Premises Licence under the Licensing Act 2003.

We duly enclose:

1. Application for a new premises licence under the Licensing Act 2003
2. Form of consent given by the person the applicant wishes to be the premises supervisor
3. A Plan of the premises drawn in accordance with the regulations
4. Copy of Tesco Stores Ltd's policy on the Provision of Portable Fire-Fighting Equipment.
5. A cheque for £315.00 in respect of the fee payable

### **Application Form**

We have made our application in line with the legislation set out in the Licensing Act 2003 and its supporting regulations.

### **Plans**

The area in which we propose to sell alcohol is shown on the plan.

We regret that we are not able to denote all types of safety equipment on all our store plans. We have, however, enclosed a copy of our policy on the provision of portable fire-fighting equipment within stores. This document clearly lays down the system adopted in all stores as to the placement of fire fighting equipment and safety notices. It also addresses all the requirements laid down in article 3 of the Transitional Provisions regulations.

### **Responsible Authorities**

We confirm that a copy of this letter and the enclosed documents have today been sent to the Chief Officer of Police and all the relevant responsible authorities. If we have missed any of the Responsible Authorities off we would appreciate if you contact us immediately to allow us to rectify our mistake.

## **Advertisements**

We can also confirm that notices advertising the application will be displayed at the premises from 13<sup>th</sup> April 2011 to 10<sup>th</sup> May 2011 and in a local newspaper within the required time scale.

If you have any comments or queries regarding this application, please do not hesitate to contact us so that we can resolve any issues.

We appreciate that your department is under considerable pressure, but would be grateful if you would be kind enough to acknowledge safe receipt, either in writing to the address above, or via email to [licensing.team@uk.tesco.com](mailto:licensing.team@uk.tesco.com).

We thank you for your assistance in this matter.

Yours faithfully



**Greg Bartley**  
**Licensing Manager – Tesco Stores Ltd.**

**CC:**

**Police Licensing Officer, Gloucester and Forest Division, Licensing Department,  
Gloucester Police Station, Bearland, Gloucester, GL1 2JP**

**Service Delivery Support, Waterwells, Quedgeley, Gloucester, GL2 2AX**

**Gloucester City Council, Pollution Control Team. Environmental Health, Herbert  
Warehouse, The Docks, Gloucester GL1 2EQ**

**Gloucester City Council, Health and Safety Team, Environmental Health, Herbert  
Warehouse, The Docks, Gloucester GL1 2EQ**

**Gloucester City Council, Herbert Warehouse, The Docks, Gloucester, GL1 2EQ**

**Children & Young People's Directorate, Safeguarding Manager, Gloucestershire  
County Council, Quayside Wing, Shire Hall, Gloucester GL12RH**

**Gloucestershire County Council, Trading Standards, Hillfield House, Denmark Road,  
Gloucester, GL1 3LD**



**Application for a premises licence to be granted  
under the Licensing Act 2003  
PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.  
You may wish to keep a copy of the completed form for your records.

<b>I/We</b>	Tesco Stores Ltd
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*(Insert name(s) of applicant)*

**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003**

**Part 1 – Premises Details**

<b>Postal address of premises or, if none, ordnance survey map reference or description</b>			
Tesco Stores Ltd 254 Painswick Road Matson			
<b>Post town</b>	Gloucester	<b>Post code</b>	GL4 4BS

Telephone number at premises (if any)	-
Non-domestic rateable value of premises	Not Yet Assessed, but enclosing cheque for £315.00 to cover fee

**Part 2 - Applicant Details**

Please state whether you are applying for a premises licence as  
Please tick yes

a)	an individual or individuals *		please complete section (A)
b)	a person other than an individual *		
	i. as a limited company	X	please complete section (B)
	ii. as a partnership		please complete section (B)
	iii. as an unincorporated association or		please complete section (B)
	iv. other (for example a statutory corporation)		please complete section (B)
c)	a recognised club		please complete section (B)

d)	a charity		please complete section (B)
e)	the proprietor of an educational establishment		please complete section (B)
f)	a health service body		please complete section (B)
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital		please complete section (B)
h)	the chief officer of police of a police force in England and Wales		please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm:

		Please tick yes
<input type="checkbox"/>	I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or	X
<input type="checkbox"/>	I am making the application pursuant to a	
<input type="checkbox"/>	• statutory function or	
<input type="checkbox"/>	• a function discharged by virtue of Her Majesty's prerogative	

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				Please tick yes	
Current postal address if different from premises address					
Post Town		Postcode			
Daytime contact telephone number					
E-mail address (optional)					

**SECOND INDIVIDUAL APPLICANT** (if applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				Please tick yes	
Current postal address if different from premises address					
Post Town		Postcode			
Daytime contact telephone number					
E-mail address (optional)					



**(B) OTHER APPLICANTS**

**Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.**

Name Tesco Stores Ltd
Address Tesco House Delamare Road Cheshunt Waltham Cross Herts EN8 9SL
Registered number (where applicable) Company Number: 00519500
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any) 01707 298345
E-mail address (optional) <a href="mailto:licensing.team@uk.tesco.com">licensing.team@uk.tesco.com</a> <b>PLEASE NOTE THIS EMAIL ADDRESS HAS RECENTLY CHANGED.</b>

**Part 3 Operating Schedule**

When do you want the premises licence to start?	Day As soon as possible Month Year
If you wish the licence to be valid only for a limited period, when do you want it to end?	Day Month Year

Please give a general description of the premises (please read guidance note1)

Retail premises (supermarket) selling a range of goods and services. This includes the sale of alcohol for consumption off the premises. Sales of alcohol for consumption off the premises are made from the supermarket sales floor as shown on the enclosed plan.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.	N/A
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What licensable activities do you intend to carry on from the premises?  
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

<b>Provision of regulated entertainment</b>		<b>Please tick yes</b>
a)	plays (if ticking yes, fill in box A)	
b)	films (if ticking yes, fill in box B)	
c)	indoor sporting events (if ticking yes, fill in box C)	
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	
e)	live music (if ticking yes, fill in box E)	
f)	recorded music (if ticking yes, fill in box F)	
g)	performances of dance (if ticking yes, fill in box G)	
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	
<b>Provision of entertainment facilities:</b>		
i)	making music (if ticking yes, fill in box I)	
j)	dancing (if ticking yes, fill in box J)	

k)	entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)	
<b>Provision of late night refreshment</b> (if ticking yes, fill in box L)		
<b>Supply of alcohol</b> (if ticking yes, fill in box M)		X

In all cases complete boxes N, O and P

**A**

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors				
				Outdoors				
				Both				
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)					
Mon								
Tue								
Wed						<b>State any seasonal variations for performing plays</b> (please read guidance note 4)		
Thur								
Fri						<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat								
Sun								



**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)		
Mon					
Tue			<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 4)		
Wed					
Thur			<b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri					
Sat					
Sun					



**C**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b>Please give further details</b> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<b>State any seasonal variations for indoor sporting events</b> (please read guidance note 4)
Wed			
Thur			
Fri			<b>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</b> (please read guidance note 5)
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)		Indoors	
					Outdoors	
Day	Start	Finish	<b>Both</b>			
Mon						
Tue			<b>Please give further details here</b> (please read guidance note 3)			
Wed						
Thur			<b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 4)			
Fri						
Sat			<b>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</b> (please read guidance note 5)			
Sun						

**E**

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)		Indoors	
					Outdoors	
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)			
Mon						
Tue			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)			
Wed						
Thur			<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 5)			
Fri						
Sat						
Sun						



**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors				
				Outdoors				
				Both				
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)					
Mon								
Tue								
Wed						<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 4)		
Thur								
Fri								
Sat						<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sun								

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of dance take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors				
				Outdoors				
				Both				
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)					
Mon								
Tue								
Wed						<b>State any seasonal variations for the performance of dance</b> (please read guidance note 4)		
Thur								
Fri						<b>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat								
Sun								

**H**

<p><b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)</p>			<p><b><u>Please give a description of the type of entertainment you will be providing</u></b></p>		
Day	Start	Finish	<p><b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)</p>	Indoors	
Mon				Outdoors	
				Both	
Tue			<p><b><u>Please give further details here</u></b> (please read guidance note 3)</p>		
Wed					
Thurs			<p><b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 4)</p>		
Fri					
Sat			<p><b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)</p>		
Sun					



<b>Provision of facilities for making music</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the facilities for making music you will be providing</u></b>		
			<b><u>Will the facilities for making music be indoors or outdoors or both – please tick</u></b> (please read guidance note 2)		
			Outdoors		
			Both		
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue			<b><u>State any seasonal variations for the provision of facilities for making music</u></b> (please read guidance note 4)		
Wed					
Thurs			<b><u>Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Fri					
Sat					
Sun					

**J**

<b>Provision of facilities for dancing</b> Standard days and timings (please read guidance note 6)			<b>Will the facilities for dancing be indoors or outdoors or both – please tick</b> (see guidance note 2)	Indoors	
				Outdoors	
				Both	
			<b><u>Please give a description of the facilities for dancing you will be providing</u></b>		
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue					
Wed					
			<b><u>State any seasonal variations for providing dancing facilities</u></b> (please read guidance note 4)		
Thurs			<b><u>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Fri					
Sat					
Sun					

**K**

<b>Provision of facilities for entertainment of a similar description to that falling within i or j</b> Standard days and timings (please read guidance note 6)			<b>Please give a description of the type of entertainment facility you will be providing</b>		
Day	Start	Finish	<b>Will the entertainment facility be indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	
Mon				Outdoors	
				Both	
Tue			<b>Please give further details here</b> (please read guidance note 3)		
Wed					
Thurs					
Fri			<b>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</b> (please read guidance note 4)		
Sat					
Sun					
			<b>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		



**L**

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon				<b><u>Please give further details here</u></b> (please read guidance note 3)	
Tue					
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 4)		
Thurs					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat					
Sun					

**M**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption</b> <b>(Please tick box)</b> (please read guidance note 7)	On the premises	
				Off the premises	X
				Both	
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)  N/A		
Mon	0600	2300			
Tue	0600	2300			
Wed	0600	2300			
Thur	0600	2300			
Fri	0600	2300			
Sat	0600	2300			
Sun	0600	2300			
			<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

<b>Name</b> Greg Bartley
<b>Address</b>
[Redacted Address]
Postcode G15 2BB
Personal Licence number (if N/A)
Home Licensing authority (if N/A)





**P** Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b,c,d,e)** (please read guidance note 9)

We are a national retailer that sells alcohol as part of a broad offering of goods and services. We have held off-licences in our stores for many years and are an approved British Institute of Inn-keeping examination centre. We have written training policies and formal training programmes are in place, which ensure our people are equipped to meet all licensing objectives. All training and revision/refresher materials are reviewed regularly. All stores currently comply with our 'Think 25' policy, this is brought to customer's attention through point of sale material within the store. We take legal compliance very seriously and in addition to local training we employ a central alcohol licensing compliance manager and have a compliance committee.

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

The premises will have digital CCTV system that covers many areas of the shop floor, including the proposed area which will be used for beer and wine, should we be successful with our application. Images will be retained for a minimum of 21 days and made available on enforcement request. Ordinarily, a member of the Management team will be on the premises all the time the store is open. A person will have responsibility for the premises whilst the premises are open.

**c) Public safety**

A person will have responsibility for the premises whilst the premises are open. Management will be trained to support the running of the premises including looking after our customers and staff. The store will adhere to all rules and regulations relating to public safety.

**d) The prevention of public nuisance**

We intend to be an active member of the community.  
We welcome the opportunity to liaise with Police and enforcement authorities should the need arise.

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


All staff will be trained and regularly refreshed in the corporate 'Think 25' Policy. Staff will be trained to look at the customer and 'Think 25' when selling alcohol.  
A till prompt will appear on the initial sale of alcohol that will remind the seller of their responsibilities including not to sell alcohol to anyone under the age of 18.  
The store will display signage around the premises informing both staff and customers of our 'Think 25' policy on alcohol.

		Please tick yes
<input type="checkbox"/>	I have made or enclosed payment of the fee	X
<input type="checkbox"/>	I have enclosed the plan of the premises	X
<input type="checkbox"/>	I have sent copies of this application and the plan to responsible authorities and others where applicable	X
<input type="checkbox"/>	I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable	X
<input type="checkbox"/>	I understand that I must now advertise my application	X
<input type="checkbox"/>	I understand that if I do not comply with the above requirements my application will be rejected	X

**IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**Part 4 – Signatures** (please read guidance note 10)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (See guidance note 11). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	11 <sup>th</sup> April 2011
Capacity	Greg Bartley - Licensing Manager

**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent.** (Please read guidance note 12). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	
Capacity	

<b>Contact name (where not previously given) and postal address for correspondence associated with this application</b> (please read guidance note 13)			
Greg Bartley Licensing Team, Tesco Stores Ltd, Cirrus Building C, Shire Park			
<b>Post town</b>	Welwyn Garden City	<b>Post code</b>	AL7 1ZR
<b>Telephone number (if any)</b>	01707 298348		
<b>If you would prefer us to correspond with you by e-mail your e-mail address (optional)</b> <a href="mailto:licensing.team@uk.tesco.com">licensing.team@uk.tesco.com</a>			



## Notes for Guidance

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.





## Provision of Portable Fire-Fighting Equipment at Tesco Stores

### General

Portable fire extinguishers are provided as a means of first aid fire fighting equipment but should not be considered for use on a large fire or as an aid to escape. Their portability and immediate availability allows for prompt intervention by an individual at the start of a fire.

Therefore the suitability and location will dictate the types and quantity of fire fighting equipment that is required

### Suitability

#### Imprex Foam Extinguisher

The general purpose extinguisher deployed at Tesco stores is a 6 Litre foam (Imprex) extinguisher. It can be used on solid carbonaceous fires (Class A) involving fuels such as timber, paper, plastic etc or on flammable liquid fires, such as petrol or cooking oil (Class B).

A simple formula is used to calculate the minimum number of general purpose (class A) and (class B) extinguishes that should be provided:

The gross floor area (metres) x 0.065 = Number Class A extinguishers required (rounded up)  
27\*

(27 being the 'A' rating of the extinguisher)

Largest volume of spill of flammable liquid (litres) x 10 = Number of Class B extinguishers required  
183\*

(183 being the 'B' rating of the extinguisher)

#### Carbon Dioxide Extinguisher

These are provided by Tesco stores on fires involving live electric equipment. There is no guidance on the numbers required, however, due to widespread use of electrical equipment in Tesco stores, they are readily available in most areas

Additionally fire blankets are available in cooking areas.

### Location

A person should not travel more than 30 metres to reach a suitable fire extinguisher from any point within the store. Additional extinguishers (above those needed to achieve an 'A' rating) may need to be provided to meet this requirement, but this is unlikely due to the layout of most Tesco stores.

Where possible, extinguishers are located adjacent to fire alarm call points (which in turn are adjacent to fire exits) forming a fire point, where the alarm can be raised and a decision made whether to attempt to tackle the fire or flee through the exit.



## Allocation of Safety Signs and Notices

AREA	SIGN / NOTICE
Bakery and Bake-off Area	FIRE INSTRUCTIONS notice adjacent to break glass call point (b.g.c.p.)
Boiler Rooms & Boiler Containers	KEEP LOCKED SHUT
Clock Towers	FIRE INSTRUCTIONS notice adjacent to b.g.c.p
Coffee Shop	FIRE INSTRUCTIONS notice adjacent to b.g.c.p
Corridors	FIRE INSTRUCTIONS notice adjacent to b.g.c.p KEEP CLEAR FIRE DOOR-KEEP CLEAR on both sides of all doors other than held-open
Customer Service Centre	FIRE INSTRUCTIONS notice adjacent telephone
Electrical Intake	KEEP LOCKED SHUT notice on external side of door
Electrically Held Open Fire Doors Linked into Fire Alarm System Exterior	AUTOMATIC DOOR KEEP CLEAR on opening face of doors EMERGENCY EXIT – PUCH HARD TO OPEN on rear of each gate FIRE EXIT sign on outside of all fire doors
Female Cloaks	NO SMOKING
Generator Room/ Container	KEEP LOCKED SHUT on external side of door
Kids Club	FIRE INSTRUCTIONS notice adjacent to b.g.c.p FIRE EXIT – KEEP CLEAR notice on external side of door
Lift Monitor Room	KEEP LOCKED SHUT
Male Cloaks	NO SMOKING
Manager's Office	FIRE INSTRUCTIONS notice adjacent telephone
Plant Room/ Containers	KEEP LOCKED SHUT on external side of door
Restaurant (kitchen)	FIRE INSTRUCTIONS notice adjacent to b.g.c.p
Restaurant (Staff)	FIRE INSTRUCTIONS notice adjacent to b.g.c.p
Sales Area	FIRE EXIT sign above every fire exit TO FIRE EXIT sign above doors to protected corridors PUSH BAR TO OPEN above each set of push bars
Staff Reception	FIRE INSTRUCTIONS notice adjacent to b.g.c.p FIRE INSTRUCTIONS notice adjacent telephone
Sprinkler Valve/ Pump Room on External Side if Door	SPRINKLER STOP VALVE INSIDE EXTERNAL VENTILATION CONTROL SWITCH INSIDE (if appropriate)
Warehouse/ Bilk Store	FIRE INSTRUCTIONS notice adjacent to b.g.c.p Load level notices on lines on walls FIRE EXIT sign above every fire exit
Petrol/ Express Petrol Filling Stations	
Ancillairy Area	FIRE INSTRUCTIONS notice adjacent to b.g.c.p KEEP LOCKED SHUT on electrical intake FIRE EXIT above rear means of escape door PUSH BAR TO OPEN
Forecourt at tank fill points* at pumps#	Individual tank fill notices with grades PETROLIUM SPIRIT – HIGHLY FLAMABLE- NO SMOKING */# NO MOBLIE PHONES *