



**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**

**Premises licence number**

NWL20273

**Part 1 – Premises details**

**Postal address of premises, or if none, ordnance survey map reference or description**

Lamb Inn, 56 Market Street, Ashby de la Zouch

**Post town** Leicestershire

**Post code** LE65 1AN

**Telephone number**

**Where the licence is time limited the dates**

**Licensable activities authorised by the licence**

1. Sale by retail of alcohol for consumption on and off the premises
2. Films (indoors)
3. Indoor sporting events
4. Live music (indoors)
5. Recorded music (indoors)
6. Performances of dance (indoors)
7. Anything of a similar description to that in 4, 5 & 6
8. Late night refreshment

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

**Sale by retail of alcohol to be consumed on and off the premises:**

Monday to Wednesday 09:00 hrs until 23:00 hrs

Thursday and Sunday 09:00 hrs until 00:00 hrs

Friday and Saturday 09:00 hrs until 01:00 hrs the following morning

Thursday, Friday, Saturday, Sunday & Monday of all Bank Holiday weekends, Christmas Eve, Boxing Day, 09:00 hrs until 01:00 hrs the following morning.

New Years Eve 09:00 hrs until terminal hour on New Years day

The premises shall close to the public 30 minutes after the end of Licensable activities.

The premises may open for permitted licensable activities to show the broadcast of televised sporting events of national and international interest outside the above hours.

**Films (indoors):**

Monday to Wednesday 09:00 hrs until 23:00 hrs

Thursday and Sunday 09:00 hrs until 00:00 hrs

Friday and Saturday 09:00 hrs until 01:00 hrs the following morning

Thursday, Friday, Saturday, Sunday & Monday of all Bank Holiday weekends, Christmas Eve, Boxing Day, 09:00 hrs until 01:00 hrs the following morning.

New Years Eve 09:00 hrs until terminal hour on New Years day

The premises may open for permitted licensable activities to show the broadcast of televised sporting events of national and international interest outside the above hours.

**Indoor sporting events:**

Monday to Wednesday 09:00 hrs until 23:00 hrs

Thursday and Sunday 09:00 hrs until 00:00 hrs

Friday and Saturday 09:00 hrs until 01:00 hrs the following morning

New Years Eve 09:00 hrs until terminal hour on New Years day

Thursday, Friday, Saturday, Sunday & Monday of all Bank Holiday weekends, Christmas Eve, Boxing Day, 09:00 hrs until 01:00 hrs the following morning.

The premises may open for permitted licensable activities to show the broadcast of televised sporting events of national and international interest outside the above hours.

**Live music (indoors):**

Monday to Wednesday 09:00 hrs until 23:00 hrs

Thursday and Sunday 09:00 hrs until 00:00 hrs

Friday and Saturday 09:00 hrs until 01:00 hrs the following morning

New Years Eve 09:00 hrs until terminal hour on New Years day

Thursday, Friday, Saturday, Sunday & Monday of all Bank Holiday weekends, Christmas Eve, Boxing Day, 09:00 hrs until 01:00 hrs the following morning.

The premises may open for permitted licensable activities to show the broadcast of televised sporting events of national and international interest outside the above hours.

No time restrictions in relation to entertainment, which is not public but promoted for private gain.

**Recorded music (indoors):**

Monday to Wednesday 09:00 hrs until 23:00 hrs

Thursday and Sunday 09:00 hrs until 00:00 hrs

Friday and Saturday 09:00 hrs until 01:00 hrs the following morning

New Years Eve 09:00 hrs until terminal hour on New Years day

Thursday, Friday, Saturday, Sunday & Monday of all Bank Holiday weekends, Christmas Eve, Boxing Day, 09:00 hrs until 01:00 hrs the following morning.

The premises may open for permitted licensable activities to show the broadcast of televised sporting events of national and international interest outside the above hours.

No time restrictions in relation to entertainment, which is not public but promoted for private gain.

**Performance of dance (indoors):**

Monday to Wednesday 09:00 hrs until 23:00 hrs

Thursday and Sunday 09:00 hrs until 00:00 hrs

Friday and Saturday 09:00 hrs until 01:00 hrs the following morning

New Years Eve 09:00 hrs until terminal hour on New Years day

Thursday, Friday, Saturday, Sunday & Monday of all Bank Holiday weekends, Christmas Eve, Boxing Day, 09:00 hrs until 01:00 hrs the following morning.

The premises may open for permitted licensable activities to show the broadcast of televised sporting events of national and international interest outside the above hours.

No time restrictions in relation to entertainment, which is not public but promoted for private gain.

**Anything of a similar description:**

Sunday to Thursday 09:00 hrs until 00:00 hrs

Friday & Saturday 09:00 hrs until 01:00 hrs the following morning

No time restrictions in relation to entertainment, which is not public but promoted for private gain.

**Late night refreshment (indoors):**

Monday to Wednesday 23:00 hrs until 23:30 hrs

Thursday & Sunday 23:00 hrs until 00:30 hrs

Friday & Saturday 23:00 hrs until 01:30 hrs

**The opening hours of the premises**

Monday to Wednesday 09:00 hrs until 23:30 hrs

Thursday and Sunday 09:00 hrs until 00:30 hrs

Friday and Saturday 09:00 hrs until 01:30 hrs the following morning

New Years Eve 09:00 hrs until 30 minutes after the terminal hour on New Years day

Thursday, Friday, Saturday, Sunday & Monday of all Bank Holiday weekends, Christmas Eve, Boxing Day, 09:00 hrs until 01:00 hrs the following morning.

The premises shall close to the public 30 minutes after the end of Licensable activities.

The premises may open for permitted licensable activities to show the broadcast of televised sporting events of national and international interest outside the above hours and shall close to the public 30 minutes after the end of Licensable activities.

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

Sale by retail of alcohol for consumption on and off the premises

**Part 2**

**Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence**

The Craft Union Pub Company Ltd  
3 Monkspath Hall Road  
Solihull  
B90 4SJ

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

09429990

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

Alex Stanley



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

Personal Licence number of Designated Premises Supervisor: 5977/2

Issuing Authority: Birmingham City Council

**Dated: 23 September 2021**

**Paul Dennis  
Licensing Enforcement Officer**

## Annex 1 – Mandatory conditions

1. 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.
2. Every supply of alcohol must be made or authorised by a person who holds a personal licence.
3. 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.
4. For the purposes of the condition set out in paragraph 1—
  - (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
  - (b) “permitted price” is the price found by applying the formula —
$$P = D + (D \times V)$$
Where —
    - (i) P is the permitted price,
    - (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; and
  - (e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.

5. 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.
6.
  - (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.
7.
  - (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).
8. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
9.
  - (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
10. 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: ½ 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.

## **Annex 2 – Conditions consistent with the operating schedule**

1. Conditions applied on days that England Men's Football XI play a World Cup/European Championship knockout tournament fixture\*
  - a) Plastic or polycarbonate drinking vessels will be used for all drinks from at least 4 hours before kick-off until closing time that day. All bottled drinks will be decanted into plastic or polycarbonate drinking vessels during the same period. Regular glass collections will take place throughout the period the game is shown and all glasses and bottles removed as soon as reasonably practicable before kick-off.
  - b) Two SIA registered door supervisors will commence employment at the premises at least 4 hours before the scheduled kick-off. Two SIA door supervisors will be initially deployed, with one at each door that is open to the premises. Two SIA door supervisors will be deployed two hours before kick-off. The door supervisors will remain at the premises until 2 hours after the final whistle or at closing time whichever comes first.
  - c) A female member of staff will be on duty for the period that door staff are operating, to chaperone female customers entering the premises, supported by door staff.
  - d) When the premises reaches capacity the front door will be closed to new customers and entry/exit will be by the side entrance.
  - e) No under 18's will be permitted into the premises on the days these conditions apply.
  - f) A personal licence holder will be present on the premises on the days these conditions apply.
  - g) No drink promotions will be made available on the days these conditions apply
- \*For the avoidance of doubt, these conditions do not apply to qualification matches for these tournaments.
2. Where the premises open for licensable activities to show the broadcast of televised sporting events of national or international interest outside normal operating hours, 7 days prior written notice shall be given to the Leicestershire Constabulary before the premises intend to open. Such notification shall include the opening times and the sporting event which is to be shown.
3. Any person exercising a security activity (as defined by paragraph 2(1)(a) of Schedule 2 of the Private Security Act 2001) shall be Licensed by the Security Industry Authority.
4. Any person exercising a security activity (as above) shall only be employed at the Premises at the discretion of the Designated Premises Supervisor or holder of the Premises Licence.
5. No customers apparently carrying open bottles upon entry shall be admitted to the premises at any time the Premise is open to the public.
6. Where CCTV is installed with recording facilities such recording will be retained for a period of 30 days and made available with a reasonable time upon request by the police.
7. Alcoholic and other drinks may not be removed from the premises in open containers save for consumption in any external area provided for that purpose.



8. To comply with the reasonable requirements of the Fire Officer from time to time.
9. To comply with the reasonable requirements of the building control officer.
10. Where appropriate, prominent, clear and legible notices shall be displayed at all exits requesting the public respect the needs of local residents and to leave the premises and area quietly.
11. Noise and vibration shall not emanate from the premises so as to cause a nuisance to nearby properties.
12. No films or videos of any description will be shown so that they can be viewed by persons under the age of any applicable BBFC/Local Authority certification.
13. Children under the age of 16 shall not be permitted to enter the premises after 21:00 hrs on any day.
14. The capacity for the premises is 350 including all staff and performers.
15. The approved electronic noise cut off device to control the bass volume of amplified music be used and maintained.
16. The at cut off level of the above mentioned device is set by the District Councils Head of Environmental Protection or equivalent person employed by the District Council.
17. When amplified music is played all windows and side entrance doors must be closed. The front door must be closed other than for ingress and egress.
18. Teat/Sound proof all doors, windows and other openings on all elevations except the front elevation opening directly on to Market Street.
19. Without prejudice to the responsibilities of the licensee under the terms of the licence:
  - a) The licensee or some responsible person appointed by him in writing, not being a person under 18 years of age, shall be in charge of and upon the premises for the whole of the time the premises are open. The person for the time being in charge of the premises shall not engage in any duties which are likely to prevent him from being able to exercise proper supervision over the conduct of the premises.
  - b) Where the premises are managed by a person other than the licensee the licensee shall ensure that such person is familiar with the terms of the licence and these conditions.
  - c) Where the premises are sub-let the licensee shall notify the hirer(s) of the terms of the licence and these conditions in writing.
  - d) The licensee must be aware of certain entertainments or performances which can present additional dangers to the audience - those involving younger audiences from effects of over excitement and irrational behaviour and those comprising elderly people whose mobility may be impaired. In such circumstances he must ensure that there are sufficient numbers of competent and adequately trained staff to cover any emergency.
  - e) The licensee or his representative shall be in direct control of any public address system, which can override an entertainment or performance and be clearly heard in all parts of the premises.
  - f) Before the public is admitted to any entertainment or performance the licensee or his representative must carry out checks on exits, escape routes and the premises generally.

- g) During the entertainment or performance the licensee or his representative is responsible for ensuring that where appropriate the safety curtain is lowered and raised.
  - h) The licensee is responsible for ensuring that fire instruction notices, fire fighting equipment, the fire alarm system and electrical and gas installations are adequately provided and maintained and furthermore examined regularly by a competent person to ensure that the equipment is maintained in a safe condition.
  - i) The licensee must ensure that all floor coverings, furniture and furnishings, scenery props, curtains, drapes and hangings meet the appropriate standards (see guidance note B)
20. The availability of access/egress for the disabled should be actively encouraged by licensees as appropriate to their premises. All permanent provisions must comply with the Building Regulations and British Standard 5588: Part 8 and to the satisfaction of the Council or its authorised officers. Where access/egress for disabled persons is provided the licensee must ensure that all his staff are aware of any additional precautions which are deemed necessary.
21. The licensee is responsible for training in respect of fire precautions and evacuation proceedings and must ensure that every member of staff is instructed and trained in the following:
- a) The action to be taken upon discovery of the fire.
  - b) The action to be taken upon hearing the fire alarm.
  - c) Raising the alarm, including the location of the alarm call point and alarm indicator panels.
  - d) The correct method of calling the fire brigade.
  - e) The location and use of fire fighting equipment.
  - f) Knowledge of escape routes, including any stairway not in regular use.
  - g) Knowledge of the method of operation of any special escape door fastenings.
  - h) Appreciation of the importance of fire doors and the need to close all doors at the time of a fire and on hearing the fire alarm.
  - i) The operations of all escape doors not in regular use to ensure that they function satisfactorily.
  - j) Evacuation of the building to an assembly point at a place of safety (to include reassuring the public and escorting them out of the premises).
  - k) Access/egress of disabled persons and any additional precautions which are deemed necessary.
22. It is particularly important that a licensee ensures that where, for operational reasons, staff are transferred to another part of the premises, they are made aware of the means of escape and fire procedures of the work area (including any additional responsibilities) if this differs from their permanent day station.
23. The licensee must keep records of staff training to include the names of the staff attending each practice drill and details of the training and instruction given. The following information must be recorded:
- i) Date of the instruction or exercise.
  - ii) Duration.
  - iii) Name of the person giving the instruction.
  - iv) Name of the person(s) receiving the instruction.
  - v) The nature of the instruction, training or drill.
24. The licensee or a competent person appointed by him must conduct a fire drill at least once a month. They must be attended by at least one third of the staff including any member who has been appointed since the previous practice drill or who has not

attended a practice drill within the preceding three months. Where one off performances are given, all staff should be made aware of the duties prior to the event. Also he/she must be aware that where access/egress for disabled persons is provided that all staff are aware of any additional precautions deemed necessary.

25. The licensee shall ensure that noise emitted from the premises shall not cause a nuisance to nearby occupiers or residents. Any form of amplification shall be controlled by the licensee so as to prevent such a nuisance. The Council, through its authorised officers, may at any time indicating in writing to the licensee, the maximum sound levels permitted to be emitted from the premises and the licensee on receipt of such notification shall forthwith comply with the requirements.
26. A police officer or any authorised officer may enter the premises at any time when they are open, or there is a reason to believe an entertainment or performance is being, or about to be, given in any place where the licence is in force.
27. The licensing conditions are covered by appropriate explanations. However, they cannot fully cover all eventualities and where further detail is required regarding the condition or areas not specified in the conditions, then the Guide should be used for reference.
28. A log book must be maintained on the premises in which all the following records are kept:
  - a) Staff training.
  - b) Fire drills.
  - c) Emergency lighting tests in accordance with the current British Standard (see guidance note A).
  - d) Fire alarm tests in accordance with the current British Standard (see guidance note C).
  - e) Fire fighting equipment annual testing.
  - f) RCD testing.
29. The Chief Constable or the police officer in charge may reasonably require the entertainment or performance to be suspended or the premises closed at any time for the preservation of the peace and the safety of the performers, contestants or other persons present.
30. No child apparently under the age of five years shall be admitted to the premises unless the child is accompanied by and in the charge of a parent or some other person who appears to have attained the age of sixteen years.
31. No child shall be employed on or about the premises. Provided that this condition shall not apply to any employment to which Sections 37-39 of the Children and Young Persons Act 1963 applies.
32. Arrangements shall be made to ensure that the person in charge of the premises is aware of the number of persons (including those employed in the premises) present on the premises at any one time, and that such information is available to any Authorised Officer, Fire Officer or any Police Officer on request.
33. The licensee must ensure that attendants are aware of the procedure in case of fire and notices relating to the procedure shall be prominently displayed in areas frequently by such staff.
34. The number of attendants on duty to assist persons (other than those employed in the premises) in entering or leaving the premises, shall, in any case, not be less than:

- i) One for 250 such persons at venues with fixed seating for all or most of the audience
- ii) One for 100 such persons at venues without seating for all or most of the audience
- iii) One for 50 persons at venues without seating for all or most of the audience and where the audience is all or mainly comprised of persons under 16 years of age, and
- iv) if the number of persons present on any upper floor or tier does not exceed 100, there shall be at least one additional attendant on duty on that floor or tier
- v) if the number of persons present on any upper floor or tier exceeds one hundred there shall be at least two additional attendants on duty on that floor or tier

### **The Premises**

- 35. All parts of the premises and the fittings and apparatus therein, including the lighting, electrical heating, ventilating, mechanical and other installations shall be maintained in good order and condition.
- 36. Gangways, doorways, corridors, staircases and external passageways satisfactory to the Licensing Authority in number, size and position shall be provided and maintained for the purpose of affording ready and ample means of safe egress from all parts of the premises. In premises such as roller discos or similar entertainments, suitable ramps from the hall to the exterior of the building must be provided.
- 37. All chains, padlocks, or other fastening devices for securing exit doors when the premises are not open, shall be removed by a responsible person before the premises are open and they shall not be replaced while the premises are open.
- 38. All doors and openings intended for the egress of persons (other than those employed in the premises) shall be provided with an EXIT sign, placed above the door or opening, conforming to the current British Standard Code of Practice.
- 39. Were it is considered necessary, a directional arrow showing the route of exit shall be incorporated.
- 40. Doors and openings not intended for the egress of persons (including those employed in the premises) shall have notices placed over or upon them indicating the use of the portion of the premises to which they lead, or bearing the words "PRIVATE" in accordance with the current British Standard Code of Practice.
- 41. All gangways in the hall, shall, while the premises are open, be kept free from obstruction on, provided that persons in wheelchairs may be permitted, with consent of the Licensing Authority or Chief Fire Officer, to sit in the auditorium in invalid chairs, other than petrol driven wheelchairs.
- 42. Curtains hung over doorways or across corridors shall not conceal exit notices, shall be parted in the middle and shall be hung so that they can be readily drawn aside, and so as to hang clear of the floor by at least 50mm.
- 43. The licensee shall throughout the whole time the premises are open to the public ensure that all passageways from exits out of the premises through any car park, passageways or other spaces leading to a public thoroughfare are kept entirely free from obstructions

and that cars, bicycles or other vehicles are not parked in unauthorised places or in such a way as to obstruct or otherwise constitute a danger to persons leaving the premises.

44. No fastenings other than automatic "panic" bolts or other approved fittings shall be fitted to exit doors. These bolts shall be fitted and be of such a pattern that horizontal pressure on either bar will open the doors. The cross bars shall not be placed at a greater height than 1,000mm from the ground. Doors so fitted shall have a notice "PUSH BAR TO OPEN" in letters at least 100mm high and in accordance with the current British Standard Code of Practice affixed just above the bar.
45. If chains and padlocks are used to secure exit doors when persons (including those employed in the premises) are not on the premises, a chain board shall be provided in an approved position and before the admission of persons (including those employed in the premises) the chains and padlocks shall be hung upon such boards each in an allotted position.
46. The electrical installation to be inspected at the times prescribed by the Licensing Authority by a competent electrical engineer.
47. In addition to the general lighting, emergency lighting adequate to enable persons (including those employed in the premises) to see their way out of the premises without assistance from the general lighting shall be provided to the satisfaction of the Chief Fire Officer.
48. The emergency lighting shall be supplied from a source other than that which supplies the general lighting, but this shall not prohibit the use of trickle charged electric batteries supplied with electricity from the same source as the general lighting provided that the batteries are fully charged before persons (other than those employed in the premises) are admitted and that the capacity of the batteries is sufficient to supply at normal voltage the full load of the emergency lighting for not less than one/three hours\* as specified in the schedule. All new installations will require to have a three hour emergency lighting system.
49. All new, rewired or substantially altered emergency lighting system shall comply with the current edition of British Standard 5266 or where the standard is superseded, its replacement.
50. Emergency lighting systems are to be tested and serviced in accordance with the provisions of BS5266 or any replacement standard (see guidance note A) as appropriate and the results recorded in the log book.
51. The supply of electricity for spotlights, effects, lamps or other electrical apparatus for the production of lighting or optical effects shall be by way of a circuit or circuits not used for supplying electricity for the general lighting or the emergency lighting.
52. Adequate fire-fighting equipment of a type and in positions to the satisfaction of the Licensing Authority shall be provided, and maintained in proper working order and available for instant use.
53. All fire-fighting equipment shall be checked by the makers or recognised fire engineers **ANNUALLY** to ensure that equipment is maintained in an efficient working order.
54. If any fire occurs on the premises, or if any report or alarm of fire is made or given, the Fire Service shall be called immediately.
55. Refuse shall be removed from the premises and deposited in suitable receptacles situated away from the building, at the conclusion of each function.

56. Such accommodation shall be kept in good order and repair, properly cleansed and ventilated and adequately lit.
57. Wash hand basins shall be provided with hot and cold running water (or water at a controlled temperature), soap and suitable means of drying.
58. Effective provision shall be made and maintained for the supply of fresh air in the premises, and any equipment, ducts etc kept clean and in proper working order.
59. Detailed instructions as to the working of an mechanical or automatic ventilation system shall be exhibited in a suitable position.
60. Electrical fire alarm systems, where appropriate, are to be installed and maintained in accordance with British Standard 5839 or, if superseded, its replacement.
61. The annual tests, as required by the Licensing Authority and specified in guidance note C, must be completed by a competent person.

### **Special Risks**

62. In addition, the following must be complied with:
  - i) Propane gas (normally in red cylinders) is prohibited for indoor use and is unacceptable for temporary installations.
  - ii) All cylinders must be at or about ground level.
  - iii) All cylinders must be kept in the vertical position and firmly secured at all times except during changing or removal.
  - iv) No trailing pipes, especially across floors are permitted and cylinders must be either contained within the appliance they serve, or immediately adjacent to it.
  - iii) Only approved appliances conforming to the British Standards Specification shall be used. Their position must have due regard to combustible material, especially wooden structures, curtains and drapes.
  - iv) The use of LPG, its storage and changing of cylinders or bottles, shall be carried out in accordance with all relevant Codes of Practice and the manufacturer's or supplier's recommendations. Any cylinders not in use whether full or empty shall be kept outside the building.
  - vi) Adequate ventilation shall be provided and maintained to all rooms where LPG is stored or used.
  - v) LPG cylinders or appliances shall not be used in any part of the premises to which the public has access, and in particular shall not be stored, kept or used in passageways, corridors or near exits required for escape.

## **GUIDANCE NOTE A EMERGENCY LIGHTING**

### **1. Servicing**

#### **1.1 Testing and Maintenance**

Only the relevant parts of the following tests are to be completed in respect of the premises installation. Clarification and instruction, if required should be obtained from the installing, inspecting engineer.

### 1.1.1 **Supervision**

Regular servicing is essential. The occupier/owner of the premises should appoint a competent person to supervise the system. This person should be given sufficient authority to ensure the carrying out of any work necessary to maintain the system in correct operation.

### 1.2 **Batteries**

In all cases the manufacturer's instructions should be followed. It is particularly important that where applicable:-

- (a) The tops of batteries and their terminals are kept clean and unobstructed and that battery cases are periodically checked for leaks;
- (b) The electrolyte is at all times kept at the correct level as recommended by the manufacturer;
- (c) Any replacement battery should be compatible with the battery charger;
- (d) Any replacement cell should be compatible with the battery;
- (e) Any replacement battery charger should be compatible with the battery.

### 1.3 **Routine Inspections and Tests**

#### 1.3.1 **General**

Because of the possibility of a failure of the normal lighting supply occurring shortly after a period of testing of the emergency lighting system or during the subsequent recharge period, all tests should wherever possible be undertaken at time of minimum risk.

Alternatively suitable temporary arrangements should be made until the batteries have been recharged.

- (a) Daily
- (b) Monthly
- (c) Six-monthly
- (d) Three-yearly
- (e) Subsequent annual test

## **GUIDANCE NOTE B FIRE ALARM TESTING AND MAINTENANCE**

### **1. ROUTINE TESTING**

#### **1.1 Commentary**

Although modern fire alarm systems may incorporate a high degree of monitoring, so that faults are indicated automatically, it is still necessary for the responsible person nominated by the user to ensure that fault indications at the panel are identified for appropriate action. It is also vital for a regular test to be carried out to ensure that there has not been any major failure of the entire system, or a significant part of the system.

Routine testing of the system also provides an opportunity for occupants of the building to become, and remain, familiar with the fire alarm signal(s) that the system produces. In systems with staged alarms that incorporate an "Alert" and an "Evacuate" signal, both signals need to be operated on the occasion of each test to ensure that occupants are aware of the existence of both signals and their different meaning.

##### **1.1.1 Recommendations for weekly testing by the user**

When testing the fire detection system, there may be a need to isolate ancillary outputs.

The following recommendations apply:

- (a) Every week, a manual call point should be operated during normal working hours. It should be confirmed that the control equipment is capable of processing a fire alarm signal and providing an output to fire alarm sounders, and to ensure that the fire alarm signal is correctly received at any alarm-receiving centre to which fire alarm signals are transmitted. It is not necessary to confirm that all fire alarm sounder circuits operate correctly at the time of this test.

**NOTE 1:** It is essential that any alarm receiving centre is contacted immediately before, and immediately after, the weekly test to ensure that unwanted alarms are avoided and that fire alarm signals are correctly received at the alarm receiving centre.

**NOTE 2:** The user needs to take account of the manufacturer's recommendations, particularly when battery powered devices are being tested, e.g. within radio-linked fire alarm systems.

- (b) The weekly test should be carried out at approximately the same time each week; instructions to occupants should then be that they should report any instance of poor audibility of the fire alarm signal. In systems with staged alarms incorporating an "Alert" and an "Evacuate" signal, the two signals should be operated, where practicable, sequentially in the order they would occur at the time of a fire (i.e. "Alert" and then "Evacuate").
- (c) In premises in which some employees only work during hours other than that at which the fire alarm system is normally tested, an additional test(s) should be carried out at least once a month to ensure familiarity of these employees with the fire alarm signal(s).
- (d) A different manual call point should be used at the time of every weekly test, so that all manual call points in the building are tested in rotation over a prolonged period. There is no maximum limit for this period (e.g. in a system with 150



manual call points, the user will test each manual call point every 150 weeks). The result of the weekly test and the identify of the manual call point used should be recorded in the system log book.

- (e) The duration for which any fire alarm signal is given (other than solely at control and indicating equipment) at the time of the weekly test by the user should not normally exceed one minute, so that, in the event of a fire at the time of the weekly test, occupants will be warned by the prolonged operation of the fire alarm devices.
- (f) Voice alarm systems should be tested weekly in accordance with the recommendations of BS 5839-8.

#### 1.1.2 Recommendations for monthly attention by the user

The following recommendations apply:

- (a) If an automatically started emergency generator is used as part of the standby power supply it should be started up once each month by simulation of failure of the normal power supply and operated on-load for at least one hour. The test should be carried out in accordance with the instructions of the generator manufacturer, including instructions on the load that should be operated. At the end of the test, the fuel tanks should be left filled, and the oil and coolant levels should be checked and topped up as necessary.
- (b) If vented batteries are used as a standby power supply, a visual inspection of the batteries and their connections should be made to ensure that they are in good condition. Action should be taken to rectify any defect, including low electrolyte level.

NOTE: Care should be taken to ensure that any person undertaking these tasks is competent to do so safely and has the relevant technical knowledge and training.

### 1.2 Inspection and Servicing

#### 1.2.1 Commentary

It is essential that the system is subject to periodic inspection and servicing so that unrevealed faults are identified, preventive measures can be taken to ensure the continued reliability of the system, false alarm problems are identified and suitably addressed, and that the user is made aware of any changes to the building that affect the protection afforded by the system.

Periodic inspection and servicing needs to be carried out by a competent person with specialist knowledge of fire detection and alarm systems, including knowledge of the causes of false alarms, sufficient information regarding the system, and adequate access to spares.

This will normally be an outside fire alarm servicing organisation; care needs to be taken to ensure that, if, for example, in-house employees are used for this task, they have equivalent competence to the technicians of a typical fire alarm servicing organisation. Competence of a fire alarm servicing organisation can be assured by the use of organisations that are third-party certificated, by a UKAS-certificated certification body, to carry out inspection and servicing of fire alarm systems.

#### 1.2.2 Recommendation for quarterly inspection of vented batteries

All vented batteries and their connections should be examined by a person competent in battery installation and maintenance technology. Electrolyte levels should be checked and topped up as necessary.

NOTE In many large premises and sites, in-house maintenance personnel may be competent to carry out this task.

### 1.2.3 Recommendations for periodic inspection and test of the system

Some fire detection and fire alarm systems and components claim to include features that permit functions to be automatically monitored, and faults or warnings to be annunciated, or otherwise made available to authorised persons. In cases where this is proven, the recommendations for routine testing under this subclause and in 1.2.4 may be modified to omit testing which is proven to be unnecessary by the equipment manufacturer, provided it can be proven that the automatic monitoring achieves the same objective as the appropriate test recommended in this subclause and/or 1.2.4. In the case of detectors (all types), tests should ensure that products of combustion are capable of passing unhindered from the protected area to the sensing chamber/elements of the detector and not simply test the ability of the detector to sample/verify the status of the atmosphere already in the sensing chamber.

The recommendations in this clause should be carried out by a competent person. The period between successive inspection and servicing visits should be based upon a risk assessment, taking into account the type of system installed, the environment in which it operates and other factors that may affect the long term operation of the system. The recommended period between successive inspection and servicing visits should not exceed six months. If this recommendation is not implemented, it should be considered that the system is no longer compliant with this part of BS 5839.

The following recommendations are applicable:

- (a) The system log book should be examined. It should be ensured that any faults recorded have received appropriate attention.
- (b) A visual inspection should be made to check whether structural or occupancy changes have affected the compliance of the system with the recommendations of this standard for the siting of manual call points, automatic fire detectors and fire alarm devices. Particular care should be taken to verify whether:
  - (1) all manual call points remain unobstructed and conspicuous;
  - (2) any new exits have been created without the provision of an adjacent manual call point;
  - (3) any new or relocated partitions have been erected within 500 mm horizontally of any automatic fire detector;
  - (4) any storage encroaches within 300 mm of ceilings, such as to obviate compliance;
  - (5) a clear space of 500 mm is maintained below each automatic fire detector, and that the ability of the detector to receive the stimulus that it has been designed to detect has not been impeded by other means;
  - (6) any changes to the use or occupancy of an area makes the existing types of automatic fire detector unsuitable for detection of fire or prone to unwanted alarms;

- (7) any building alterations or extensions require additional fire detection and alarm equipment to be installed.
- (c) The records of false alarms should be checked. The rate of false alarms during the previous 12 months should be recorded. Action taken in respect of false alarms recorded should comply with the recommendations.
- (d) The standby battery should be disconnected and full load alarm should be simulated.
- (e) Batteries and their connections should be examined and momentarily load tested with the mains disconnected (other than those within devices such as manual call points, detectors and fire alarm sounders of a radio-linked system), to ensure that they are in good serviceable condition and not likely to fail before the next service visit. Vented batteries should be examined to ensure that the specific gravity of each cell is correct.
- (f) The fire alarm functions of the control and indicating equipment should be checked by the operation of at least one detector or manual call point on each circuit. An entry should be made in the log book indicating which initiating devices have been used for these tests.
- (g) The operation of the fire alarm devices should be checked.
- (h) All controls and visual indicators at control and indicating equipment should be checked for correct operation.
- (i) The operation of any facility for automatic transmission of alarm signals to an alarm receiving centre should be checked. Where more than one form of alarm signal can be transmitted (e.g. fire and fault signals), the correct transmission of each signal should be confirmed.
- (j) All ancillary functions of the control and indicating equipment should be tested.
- (k) All fault indicators and their circuits should be checked, where practicable, by simulation of fault conditions.
- (l) All printers should be tested to ensure that they operate correctly and that characters are legible. It should be ensured that all printer consumables are sufficient in quantity or condition to ensure that the printer can be expected to operate until the time of the next service visit.
- (m) Radio systems of all types should be serviced in accordance with the recommendations of the manufacturer.
- (n) All further checks and tests recommended by the manufacturer of the control and indicating equipment and other components of the system should be carried out.
- (o) On completion of the work, any outstanding defects should be reported to the responsible person, the system log book should be completed and a servicing certificate should be issued.

#### 1.2.4 Recommendations for inspection and test of the system over a 12 month period

In addition to the work recommended in 1.2.3 it is recommended that the following work be carried out every year.

NOTE 1: The work described may be carried out over the course of two or more service visits during each twelve month period.

- (a) The switch mechanism of every manual call point should be tested, either by removal of a frangible element, insertion of a test key or operation of the device as it would be operated in the event of fire.
- (b) All automatic fire detectors should be examined, as far as practicable, to ensure that they have not been damaged, painted, or otherwise adversely affected. Thereafter, every detector should be functionally tested. The tests used need prove only that the detectors are connected to the system, are operational and are capable of responding to the phenomena they are designed to detect.
- (c) Every heat detector should be functionally tested by means of a suitable heat source, unless operation of the detector in this manner would then necessitate replacement of part of all of the sensing element (e.g. as in fusible link point detectors or non-integrating line detectors). Special test arrangements will be required for fusible link heat detectors. The heat source should not have the potential to ignite a fire; live flame should not be used, and special equipment might be necessary in explosive atmospheres.
- (d) Point smoke detectors should be functionally tested by a method that confirms that smoke can enter the detector chamber and produce a fire alarm signal (e.g. by use of apparatus that generates simulated smoke or suitable aerosols around the detector). It should be ensured that the material used does not cause damage to, or affect the subsequent performance of, the detector; the manufacturer's guidance on suitable materials should be followed.
- (e) Optical beam smoke detectors should be functionally tested by introducing signal attenuation between the transmitter and receiver, either by use of an optical filter, smoke or simulated smoke.
- (f) Aspiring fire detection systems should be functionally tested by a method that confirms that smoke can enter the detector chamber and produce a fire alarm signal. It should be ensured that the material used does not cause damage to or affect the subsequent performance of the detectors; the manufacturer's guidance on suitable materials should be followed.

Furthermore, appropriate testing should be performed to verify that smoke is able to enter each sampling point (or collection of sampling points that are recommended by the manufacturer to cover the same area as a point smoke detector).

This can be achieved by introducing smoke into each sampling point in turn and verifying a response at the detector. However, where access is restricted or other site conditions prevent this, other verification techniques should be employed such as:

- verifying transport time from furthest hole or a dedicated test point and comparing with previously recorded results to identify deviations;
- confirming that the flow monitoring is capable of detecting loss of a single sampling point (or collection of sampling points that are deemed to be acceptable for the risks involved);
- inspection of flow readings and comparing with previously recorded results to identify deviations which would indicate a loss of detection performance;

- measurement of the pressure at each sampling point and comparing with previously recorded results to identify deviations which would indicate a loss of detection performance.

The technique used is dependent on the particular features of the ASD technology, the risk and details of the specific application. Such techniques may also be supported by visual inspection of sampling points where this is possible but it is essential to verify that adequate detection performance is maintained. Details of the techniques used should be recorded and agreed with all parties.

NOTE 2: For further guidance see the BFPSA Code of Practice for Category 1 Aspirating Detection Systems.

- (g) Carbon monoxide fire detectors should be functionally tested by a method that confirms that carbon monoxide can enter the detector chamber and produce a fire alarm signal (e.g. by use of apparatus that generates carbon monoxide or a gas that has a similar effect on the electro-chemical cell as carbon monoxide).

WARNING: Carbon monoxide is a highly toxic gas, and suitable precautions should be taken in its use.

NOTE 3: It should be ensured that any test gas used does not cause damage to, or affect the subsequent performance of, the detector; the manufacturer's guidance on suitable test gases should be followed.

- (h) Flame detectors should be functionally tested by a method that confirms that the detector will respond to a suitable frequency of radiation and produce a fire alarm signal. The guidance of the manufacturer on testing of the detectors should be followed.
- (i) In fire detection systems that enable analogue values to be determined at the control and indicating equipment, it should be confirmed that each analogue value is within the range specified by the manufacturer.
- (j) Multi-sensor detectors should be operated by a method that confirms that products of combustion in the vicinity of the detector can reach the sensors and that a fire signal can be produced as appropriate. The guidance of the manufacturer on the manner in which the detector can be functionally tested effectively should be followed.
- (k) All fire alarm devices should be checked for correct operation. It should be confirmed that visual fire alarm devices are not obstructed from view and that their lenses are clean.
- (l) All unmonitored, permanently illuminated filament lamp indicators at control and indicating equipment should be replaced.
- (m) Radio signal strengths in radio-linked systems should be checked for adequacy.
- (n) A visual inspection should be made to confirm that all readily accessible cable fixings are secure and undamaged.
- (o) The cause and effect programme should be confirmed as being correct.
- (p) The standby power supply capacity should be checked to establish it remains suitable for continued service.

- (q) All further annual checks and tests recommended by the manufacturer of the control and indicating equipment and other components of the system should be carried out.

On completion of the work, any outstanding defects should be reported to the responsible person and a record of the inspection and test should be made on the servicing certificate.

NOTE 4: Since stimulus of the sensing element through introduction of the phenomena or surrogate phenomena which the above detectors are designed to detect forms part of the test, use of a test button or a test magnet (for example) or compliance with 1.2.4 (1) does not satisfy the recommendations given.

## **2. NON-ROUTINE ATTENTION**

### **2.1 Commentary**

The arrangements in Clause 1 are intended to maintain the system in operation under normal circumstances. However, from time to time, the fire alarm system is likely to require non-routine attention, including special maintenance. Non-routine maintenance includes:

- a special inspection of an existing fire alarm system when a new servicing organisation takes over servicing the system;
- repair of faults or damage;
- modification to take account of extensions, alterations, changes in occupancy or false alarms;
- action to address an unacceptable rate of false alarms;
- inspection and test of the system following a fire.

#### **2.1.1 Recommendations for special inspection on appointment of a new servicing organisation**

The following recommendations apply:

- (a) When a servicing organisation takes over servicing arrangements for an existing system, a special inspection should be carried out, and existing records, where available, should be studied, to obtain sufficient information to be documented for effective future servicing of the system.
- (b) Major areas of non-compliance with this standard should be documented and identified to the responsible person appointed by the user. The classification of a non-compliance as major is subjective, but the following non-compliances should be regarded as major:

NOTE 1: It is not implied that non-compliances need to be rectified; this is a matter for the user to determine, based on the advice of the servicing organisation, the enforcing authorities, the insurer and any third-party advisers engaged by the user, as appropriate.

- (1) an inadequate number of call points to comply with the recommendations;

- (2) inadequate provision of fire detection to comply with the recommendations of this standard for the Category of system that the system was designed to meet;
  - (3) sound pressure levels that fail to comply with the recommendations;
  - (4) standby power supplies that fail to comply with the recommendations. The absence of any standby power supply should be highlighted to the responsible person, as systems that incorporate no standby power supply breach the Health and Safety (Safety Signs and Signals Regulations 1996 [1];
  - (5) cabling with fire resistance that fails to comply with the recommendations;
  - (6) monitoring of circuits that fail to comply with the recommendations;
  - (7) standards of electrical safety such that the recommendations are not satisfied;
  - (8) exposure to, or experience of, false alarms, such as to preclude compliance with Section 3;
  - (9) changes in the use, layout and construction of the protected premises that may impact on the effectiveness of the system.
- (c) If no log book suitable for enabling compliance with the recommendations exists, a suitable log book should be provided by the servicing organisation.

## 2.1.2 Recommendations for arrangements for repair of faults or damage

The following recommendations apply:

- (a) Where maintenance is carried out by a third party, such as a fire alarm maintenance organisation, there should be an agreement for emergency call out to deal with any fault or damage that occurs to the system. The agreement for emergency call out to deal with any fault or damage that occurs to the system. The agreement should be such that, on a 24 hour basis, a technician of the maintenance organisation can normally attend the premises within eight hours of a call from the user.

NOTE: It is accepted that this might not be possible in very remote areas and certain off shore islands, in which case this should be regarded as a variation from the recommendations of this part of BS 5839 in respect of maintenance arrangements. This variation should be recorded in the system log book.

- (b) The name and telephone number of any third party responsible for maintenance of the system should be prominently displayed at the main control and indicating equipment, and the records and documentation as identified should be kept updated.
- (c) The user should record all faults or damage in the system log book, and should arrange for repair to be carried out as soon as possible.

## 2.2 Modifications to the system

### 2.2.1 Commentary

Modifications to the system can arise for a number of reasons. Examples include:

- extension of the system to protect areas of the building previously unprotected or newly constructed;
- change of detector type as a result of changes in occupancy or the occurrence of false alarms;
- re-siting of, or increase in the number of, detectors and/or fire alarm devices to take account of changes in the layout of the building;
- reconfiguration of the system (in hardware, software or both) to change the cause and effect logic in order to facilitate filtering of false alarms.

Since modification of a system effectively involves an element of re-design, responsibility for modification of a system needs to rest with a person who has a sufficient degree of design competence.

Even simple modification can give rise to the need for significant re-testing of the system. This is particularly true of software-controlled systems. For example, a software change to facilitate a different cause and effect for a single automatic fire detector can result in the introduction of software errors that affect the operation of entirely non-related parts of the system.

It is possible in some systems, for modification of the system configuration to be carried out remotely, via a modem. Great care needs to be taken, regardless of whether modifications are undertaken on site or remotely, to ensure that;

- the system continues to comply in full with this part of BS 5839, or that existing non-compliances are not made more non-compliant; if new variations are introduced, it needs to be ensured that a new certificate, reflecting the variations, is issued;
- suitable tests are carried out at the protected premises to confirm that, after modification, the system operates as intended and that errors have not resulted in changes to other parts of the system;
- "as fitted" drawings and other records are updated as appropriate;
- details of the modification are documented and provided to the responsible person.

Although the modifications may often be carried out remotely by the maintenance organisation, it will be appropriate for a competent person from the maintenance organisation to visit the premises before the modification is carried out, to confirm the validity of the modification and consider its effect on compliance with this part of BS 5839. It might be necessary to visit the premises to undertake certain tests immediately after the modification has been carried out.

## 2.2.2 Recommendations applicable to all modification work

The following recommendations apply to all modification work, regardless of whether it is carried out on site or remotely.

- (a) Responsibility for modification of a fire alarm system should rest, ultimately, with a person who is competent in at least the basic principles of fire alarm system design and is conversant with this part of BS 5839.



NOTE: This person may, for example, be the original designer, or may be a competent representative of the user or maintenance organisation.

- (b) Before modifying a fire alarm system, care should be taken to ensure that the proposed modifications do not detrimentally affect the compliance of the system with fire safety legislation; where doubt exists, there should be consultation with the relevant enforcement authority.
- (c) The responsible person should be aware of, and agree, in writing, any modifications proposed for the system. Where appropriate, modifications should also be subject to the agreement of the enforcing authorities and/or insurers.
- (d) All components, circuits, system operations and site-specific software functions known to be affected by the modifications should be tested for correct operation following the modifications.
- (e) In addition to the tests recommended the following tests should be carried out to ensure that there is no adverse effect on the overall system:
  - (1) if one or more devices have been added to or removed from a circuit, at least one other device on the same circuit should be tested;
  - (2) if the control equipment has been modified, at least one device on every circuit should be tested;
  - (3) if any additional load has been placed on the system, tests should be carried out to prove that the rating of the power supply unit and the capacity of the standby batteries remain adequate;
  - (4) if software has been modified, further random testing of other parts of the system should be carried out to ensure that seemingly unrelated parts of the system have not been adversely affected.

NOTE 2: The nature and extent of these tests cannot be specified in this standard; this will depend on the nature and extent of the software changes and should be defined by the organisation responsible for the software changes.

- (f) On completion of the modifications, all “as fitted” drawings and other relevant system records should be updated as appropriate and made available with the system documentation.
- (g) On commissioning of the work and completion of the tests, a modification certificate should be issued, confirming that the work has been carried out in accordance with the recommendations of this part of BS 5839, or identifying any variations. A model modification certificate is set out in Annex G. Where responsibility for the compliance, or otherwise, of the modified system with the recommendations of Section 2 of this standard rests with any person other than the organisation carrying out the modification. That person should sign the appropriate section of the modification certificate and ensure it is made available with the system documentation.

### 2.2.3 Recommendations applicable to modifications carried out remotely

In addition to the recommendations the following recommendations apply.

- (a) Any person carrying out modifications remotely should have access to current “as fitted“ drawings of the system and to the current system configuration, indicating full details of cause and effect logic, available with the system documentation.
- (b) Any person carrying out modifications remotely should be conversant with this part of BS 5839.

#### 2.2.4 Recommendations for action to address an unacceptable rate of false alarms

The following recommendations apply.

- (a) Any investigation into an unacceptable rate of false alarms, and any subsequent modifications to the system, should take into account the guidance contained in Section 3 of this standard. Where causes of false alarms cannot be determined, each of the recognised causes discussed should be formally considered.
- (b) Following such modifications, the system should either continue to comply with this part of BS 5839, or should not be more non-compliant than prior to the modifications unless agreed with all interested parties.
- (c) Any relevant documentation should be made available with the system documentation.

#### 2.2.5 Recommendations for inspection and test of the system following any fire

The following recommendations should be carried out as soon as possible after any fire.

- (a) Every manual call point, automatic fire detector and fire alarm device that might have been affected by the fire should be inspected and tested in accordance with 1.2.4.
- (b) A visual examination and suitable tests should be carried out on any other part of the system that lies within the fire area and other areas affected by corrosive smoke from the fire and that might have been damaged by the fire (e.g. power supplies, control equipment and cable). Where there is evidence of damage, suitable action should be taken.
- (c) Circuits external to the control and indicating equipment that could have been affected by the fire should be tested for correct operation.
- (d) On completion of the work, any defects found should be recorded in the system log book, and the responsible person appointed by the user should be notified accordingly.

#### 2.2.6 Recommendation for inspection and test of the system following long periods of disconnection

The recommendations for inspection and test of the system over a 12 month period (see 1.2.4) should be undertaken.

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

