

## Statement of Management Arrangements

We would adhere to our current licensing plan and this would be an extension of that plan.

- Proposed number of tables- 12
- Proposed maximum number of patrons- 24
- Seating area will be cordoned off with appropriate barriers/ planters
- Curfew for outside seating area- 11am- 10pm
- How outside area will be kept clean & litter free- In house maintenance team and appropriate litter containers/ ashtrays provided and emptied regularly
- Type of supervision for outside area- 24 Hour staff
- Glassware/ Chinaware will be allowed in outside seating area
- Tables will be cleared when people leave by staff on duty at all times
- Noise disturbance by patrons will be avoided by limiting numbers and having on site staff at all times

11am- 10pm is the maximum licensing hours we would have tables and chairs in the area. In inclement weather we would not anticipate this.

We shall ensure that our outside seating area operates in a safe and efficient manner at all times, and there is not a safety risk or nuisance caused to other users of the public road or nearby premises.

We have liaised with adjoining properties and consulted with them in the best use of the outside space available to us all, times, numbers and how to manage it. Neighbours and residents nearby as well as residents in the Hotel are of the upmost concern when considering the outside space, hence the timeframe for licensing hours, maximum number of patrons within the seating area and staff supervising the area. We have taken close consideration when planning the use of the space as to access by emergency vehicles and delivery vehicles as well as bus's dropping off tour groups to the Hotel. We have also looked at the use of the pavement area by the visually impaired, wheelchair users or mothers with prams/ buggies and ensured that no obstructions would be placed within their way.

We will ensure a minimum pathway of 1.8 meters for pedestrians. The approved license area will be kept clean and litter free and every effort will be made to ensure that litter does not stray onto neighbouring areas.

We have ensured that deliveries are accounted for in the layout of our seating. There is a clear pathway for the dropoff area in front of the hotel and for deliveries.

The area for the seating is directly outside the Hotel premises. This will allow for robust surveillance and accountability. We will ensure safe maintenance of our outdoor furniture and barriers as well as safe use/ storage in inclement weather. Our furniture will be stored away at night but the planters will remain insitu.

Planters will be supplied by St Colms, Blide Trust Social Enterprise. They will plant them for us in April and deliver them to the pavement area. We will remove them in October. They will be maintained by our three maintennce staff while insitu to ensure they are kept neat, tidy, litter free and watered.

We shall comply with Food Hygiene Regulations and all other relevant regulations applying to the sale of food.

We shall ensure tables are immediately cleared when customers have finished eating to minimise attraction of birds and flying insects.

We shall provide a written Risk Assessment detailing general conduct of the business and specifically in relation to the highway. Following assessment and identification of risk to employees or members of the public/ patrons, a course of action shall be implemented to either

eliminate the risk or reduce it to its lowest reasonable practicable level. Reviews of Risk Assessments shall always be carried out when there is reason to suspect that a current Assessment is no longer valid and results will be recorded.

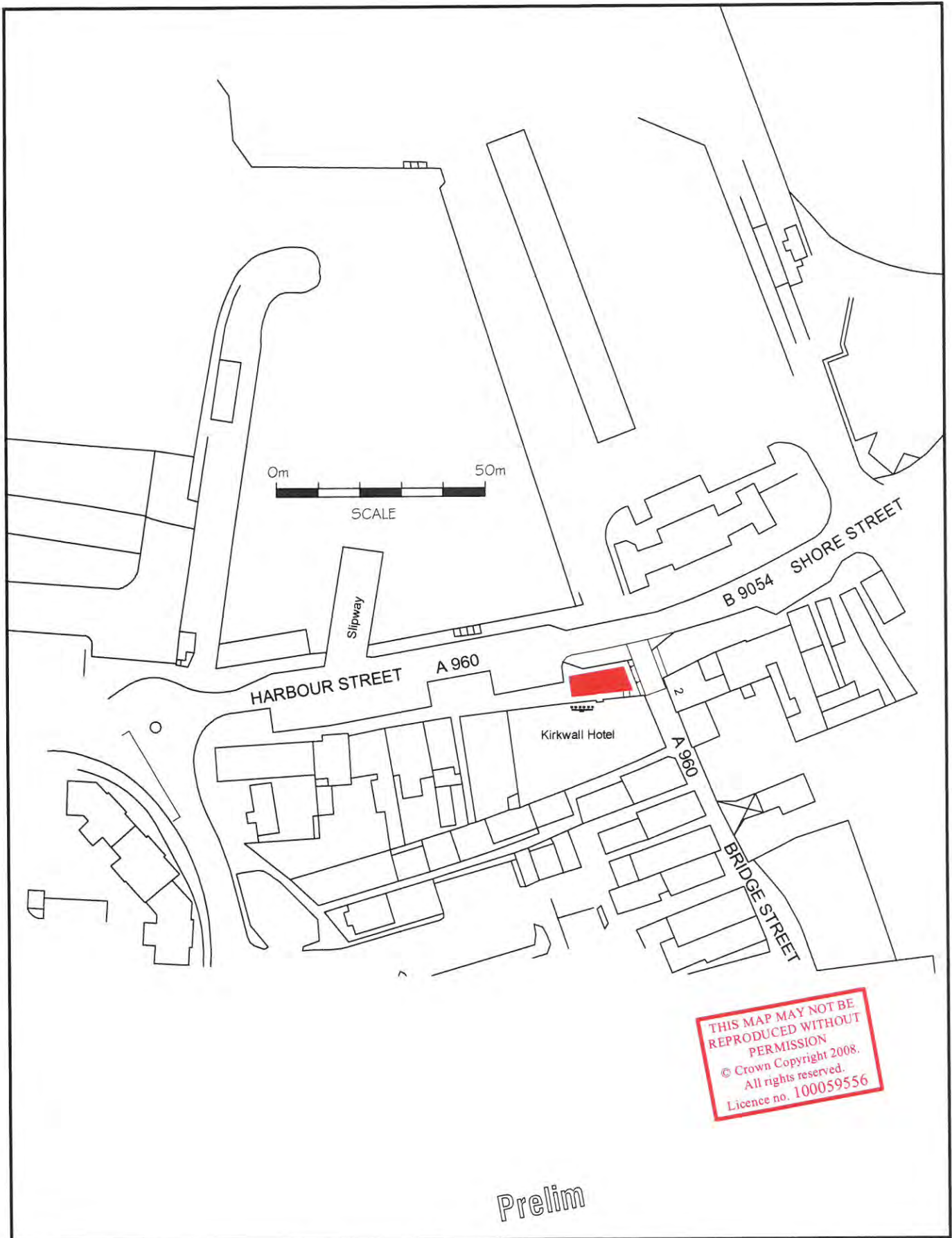
We will only permit patrons seated at tables to be served or permitted within the seating area. Rowdy or unruly behaviour will not be tolerated and may lead to removal from premises, ban and or reporting on pub watch scheme. We take responsibility for the conduct of our patrons and staff whilst on our premises including the outside seating area.

We have taken out appropriate Public Liability Insurance cover for the pavement area.

We enclose a Location Plan (1:1250) showing location of the premises and a Site Plan (1:1500) showing boundary, kerb and building lines, points of access, street furniture, including the property, key dimensions, seating and other furniture layout.

- Elevation plans with supporting detail to show the means of enclosing the pavement- banner enclosures, planters
- Photos showing types of furniture, planters, enclosures etc to be placed on the pavement
- A written specification of details, materials, goods to be sold (food and drinks from hotel menu), seasons of operation (anticipated April-October mainly but largely weather dependant)

The operating months are seasonal as already stated. We anticipate this will mean April- October. There will be coffees and teas served all day and hot food when appropriate. Drinks from the bar during licensing hours, will also be served. The hours of use of the area will be very much weather dependant. During out of season times, the area will be cleared of all planters and furniture.



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The Kirkwall Hotel  
Outside Seating

A4

Drawing  
Location Plan

Scale:	Drawn:	Date:	Ref:	No:	Amd:
1:1250	jlb		1806	A 001	A



Harbour Street

Coach Drop-off

Bollards

Pavement

Ramp

Overall site area  
62.9m<sup>2</sup>

Planters

Walkway

Parking

32.4m<sup>2</sup>

23.8m<sup>2</sup>

1.5m

4.1m

1.5m

14.4m

1.8m

5.2m

1.5m

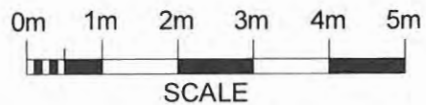
Pavement


Planters

Hotel  
Entrance

Bridge Street

Planning



<b>Leslie Burgher</b> <i>Chartered Architect</i>				The Kirkwall Hotel Outside Seating		<b>A4</b>
		Drawing <b>Proposed Plan</b>				
Feobank High Street Kirkwall Orkney KW15 1AZ t: 01856 871375 e: leslie@leslieburgher.co.uk	Scale: 1:100	Drawn: jlb	Date:	Ref: 1806	No: A 002	Amd: B

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