

**Draft answers to the Aquarius SC Club Certificate questionnaire**

***PART A1 – PREMISES DETAILS***

Postal Address

Aquarius Sailing Club  
Sunnyside  
Lower Sunbury Road  
Hampton on Thames  
Middlesex TW12 2ES

Secretary's Address

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Premises Tel:

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Rateable Value of premises

NIL (Premises with operational Thames Water facility)

## **PART A2 – CLUB OPERATING SCHEDULE**

### **General Description of Premises**

Aquarius Sailing Club (The Club) is a small, non-profit making, private members sailing club. It was established in 1948 as a bona fide private members club and is governed by an annually elected committee, to facilitate and promote the sport of sailing in conjunction with the sports controlling body the RYA. This is still its primary function. The clubs average membership is approximately 60 persons. The Club is not open to the general public.

The Club is located within Thames Water premises on the Lower Sunbury Road at Hampton, Middlesex and is situated between the Sunnyside reservoir and the River Thames. It was originally founded as a Metropolitan Water Board sailing club but more recently Thames Water has allowed limited non Thames Water membership. The premises are leased from Thames Water who also provides its services (i.e. water, power).

The Club premises (see *Attachment 1*), as defined in the lease, consist of a car park, a ramp leading from the car park down to the waterfront. The water frontage extends some two hundred & fifty metres upstream. The club house (see *Attachment 2*) is located some twenty-five metres from the bottom of the ramp and is set against the bund of the Sunnyside reservoir and consists of a patio leading to the entrance foyer, clubroom/bar, kitchen, sail & spar storage gallery, male & female changing rooms, incorporating toilets and shower, and a general storeroom. Adjacent to, but separate from club, is a sailing equipment storage facility. There are French doors in the clubroom opening onto a patio overlooking the river. These doors, the front entrance and the rear entrance located at the end of the sail & spar storage gallery also act as fire escapes. Located on the downstream edge of the patio is the club's race control box.

The club entrance is off the Lower Sunbury Road beside the Sunnyside Reservoir. Access is via two Thames Water maintained locked gates, one at the road entrance and the other at the end of a lane prior to entry into the car park. Members have keys to these gates. The inner gate is fitted with an answer phone which is linked to the clubhouse and is overlooked by a PIR operated floodlight. The car park is also covered by a PIR system which operates the ramp and waterfront lights leading to the clubhouse. Members also have a key to the clubhouse front door. The club is also fitted with a security alarm system. The bar area, off the main clubroom has its own reinforced security door, keys to which are held by authorized members only.

*See Attachment 1 (Plans of site and premises)*

*Note: Associated premises plan (1:100 scale) includes the following:-*

The extent of the boundary of the building if relevant and any external and internal walls of the building and if different the perimeter of the premises.

The location of points of access to and egress from the premises.  
The location of escapes routes from the premises

In a case where the premises is used for more than one licensable activity the area within the premises used for each activity

In a case where an existing licensable activity relates to the supply of alcohol the location or locations on the premises which is or are used for consumption of alcohol.

Fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment.

In a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor.

In a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts.

In a case where the premises include any room or rooms containing public conveniences, the location of the room or rooms.

The location and type of any fire safety and any other safety equipment.

The location of a kitchen if any on the premises.

## Aquarius Sailing Club

### Appendix 2

#### ***(a) General – All Four Licensing Objectives (b, c, d, e)***

The measures to meet this objective are as follows:-

1. The Clubs Rules & By-laws include Name & Object, Membership Categories, Appointment of Members, Duties & Election of Officers & Management Committee, Meetings of The Club, Dissolution of the club. These Rules and By-Laws are issued to all members on joining the club (*See Attachment 3 - AQSC Rules & By-Laws*)
2. The Clubs primary function is sailing. The premises are open to members for sailing during daylight hours. All members carry an annually renewed membership card. The Club is not open to the general public. The bar opening times are as listed in the clubs Rules & By-laws (*see Section 8.6*)
3. The Club bar is managed by an elected Bar Committee who are accountable to The Clubs Management Committee. (*see AQSC Rules & By-laws Section 4*)
4. The Club regulations require that money or property of The Club, or any gain arising from the operation of The Club, shall not be applied otherwise than for the benefit of The Club. (*see AQSC Rules & By-laws Section 8*)
5. The Club provides food and non-alcoholic drink for its members. This is usually on Sundays, in support of club racing.
6. In addition to weekly sailing events the club occasionally holds social functions in the clubhouse. These range from 'informal' events, such as barbecues and quiz nights, to 'formal' events, such as the Annual General Meeting and the clubs annual dinner for members and their guests.
7. The Club operates several additional measures to ensure the safety of its members and guests including a Health & Safety Plan, Evacuation Plan, Risk Assessment Plan and Anti Social Behavior Plan. These are detailed in the following sections of the Operating Schedule.

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### Appendix 3

#### ***b. The Prevention of Crime and Disorder***

The measures to meet this objective are as follows:-

1. Aquarius SC is situated within an operational Thames Water facility. Entry to the club premises for both members and their guests is via outer and inner road gates, both of which are locked. These gates are a hundred metres apart and the roadway between them is bounded on both sides by ten foot high chain linked fences. The gates and fences are maintained by Thames Water as part of their internal security measures. The inner gate is fitted with an answer-phone which is linked to the clubhouse and is also overlooked by a PIR operated floodlight. The car park is also covered by a PIR system which operates the ramp and waterfront lights leading to the clubhouse. Members also have a key to the clubhouse front door. The club is not open to the general public.
2. The Club has a strict membership application and acceptance policy. All membership applications must be sponsored by an existing full member and be approved by the Management Committee which meets monthly (*see AQSC Rules & By-Laws, Section 2*).
3. The Club has some sixty members, all of which are personally known to The Club Management Committee. Every member is issued with a membership card which is renewed annually on payment of membership fees (*see AQSC Rules & By-Laws, Section 2.14*)
4. All guests must be signed-in by a sponsoring member using the visitor's book provided. This must include their name and address as a minimum. This also applies to Flag Officer reciprocals and visiting crews from other local sailing clubs (*see AQSC Rules & By-laws, Section 8*)
5. Aquarius SC, together with other clubs, pubs and businesses in the Hampton area, has formed an alliance with the Metropolitan & Surrey Police forces to combat anti social behavior (*see Attachment 4 leaflet for details*).
6. An incident/accident book is provided within the clubhouse. A disposable camera is also available as part of the Anti-Social Behavior measures recommended by the Surrey & Metropolitan Police (Pictures taken of anti social behavior on the river/riverbank are forwarded to the relevant authorities).

7. The club provides non-profit making bar facilities as a convenience to its members. The club does not operate happy hour or drink promotions. As a matter of course drinking-up time procedures exist but rarely have to be used. Bar opening hours are as stated in *AQSC Rules & By-laws (Section 8)*. The licensable area is defined as the main clubroom and its attached patio area.
8. The Club regulations state that no person under the age of eighteen years may purchase intoxicating liquor at The Club. (see *AQSC Rules & By-laws (Section 8)*). Notices to that effect are also posted in the bar area. This does not however exclude under eighteen year olds from the bar area of the general clubroom.
9. Public mooring anywhere along the waterfront is specifically prohibited by Thames Water and underlined by appropriate signage. Access to The Club from the river, other than by members, is prohibited.

***c. Public Safety***

The measures to meet this objective are as follows:-

1. The Club does not have any employees. All activities are undertaken on a voluntary basis by the Management Committee and or members.
2. Access to The Club from the Lower Sunbury Road, by the general public, is not possible given its location within Thames Water's Hampton facilities.
3. Warning notices are posted along the waterfront area of The Club by Thames Water to deter public landing. Safety equipment, such as life buoys, on the waterfront, are also maintained by Thames Water.
4. The Club operates a Health and Safety policy based on the RYA model.
5. The Management Committee includes someone with specific responsibility for Health and Safety at The Club. This includes first aid and risk assessment within the premises.
6. The Club operates an ongoing Risk Assessment policy based on the RYA model.
7. The Club maintains a large general first aid box together with a map of the quickest route to the nearest A&E department. The Club also has a small emergency 'one-use' first aid box as per current recommendations.
8. The club maintains (i.e. pays for training/re-training) of certain members as qualified first-aiders within the premises (certificates in clubhouse).
9. All accidents and/or use of supplies from the first aid boxes are required to be entered in the accident book provided.
10. The Club has an annual contract with ' Fire Protection Services' (South East) who regularly inspect and maintain its fire extinguishers and fire blankets (current certificate in clubhouse) *Note:* The Club is electrically powered, no mains gas has ever been connected.
11. The Club has from time to time been visited by Richmond Borough Council's Health & Consumer Services Division. All recommendations of this body have been complied with.

12. Escape routes/fire exits from The Club are clearly defined by signs which automatically internally illuminate in the event of a power loss. These are checked regularly. All exit areas, both inside and outside the club are kept clear as a matter of course. Externally the exits are illuminated at night.
13. The Clubs designated fire assembly points are (a) the car park (downstream exits) and (b) the Sunnyside reservoir overflow (upstream exit).
14. By membership request The Club operates a no smoking policy within its buildings.



***d. The Prevention of Public Nuisance***

The measures to meet this objective are as follows:-

1. Given its location within a Thames Water facility The Club does not have any close neighbours on the Middlesex bank. On the Surrey bank, and a hundred metres downstream there are a number of houses, several of which are owned by club members.
2. Light pollution from the clubs external lights is reduced by the use of PIR control and low voltage down-lighters and is insignificant when compared to the adjacent Thames Water facility. At night, internal lighting is masked by full length curtains along the whole waterfront length of the clubroom.
3. There is little or no noise from the clubhouse itself, which is mainly used on Wednesday afternoon/evening and Sundays in support of sailing. The club does not have any PA or stereo sound systems, just a radio, mostly used for receiving weather forecasts. The toilets and kitchen extractor fans are all of the small household variety and are set the back wall of The Club facing the reservoir bund.
4. Noise pollution from the car park area is minimal given that it is screened from houses on the opposite bank by fir trees and Thames Water installations.
5. Because of its location members generally visit the club using their own transportation. Occasionally private taxis are used and the club maintains a local listing.
6. All litter generated by The Club and its members is removed from the premises by management committee members on a regular basis. Glass, paper, cardboard, metal and plastics are separated and sent for recycling.
7. Signs are displayed at The Clubs main exit encouraging members to leave the premises quietly.
8. The patio is used during the summer. This area is bounded on the upstream side by the club house. At the rear by the reservoir bund and the downstream end it is screened by a race control box and foliage. On the river side there is a three foot high fence running from the race control box to the club house. The patio itself is covered by a beamed pergola. There is no housing directly opposite the patio on the other side of the river. Noise pollution from this area is minimal given its screening and that it can support less than a dozen people.

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### Appendix 6

#### ***e. The Protection of Children from Harm***

The measures to meet this objective are as follows:-

1. The Clubs membership policy allows for Child/Junior membership (i.e. persons under the age of eighteen). The policy governing this membership is detailed in *AQSC Rules & By-laws (Appendix 2)*.

On application for membership this Appendix MUST be signed by the Child/Junior's parents or guardian on their behalf. This effectively pledges that the parent or guardian will ensure that the applicant abides by The Clubs terms of membership.

*Note:* Child/Junior members tend to be the children of adult members.

2. No one under the age of eighteen may purchase alcohol at The Club (see *AQSC Rules & By-laws (Section 8)*). The ages of all The Clubs Child/Junior members are known to The Clubs bar committee via their annual membership forms.
3. The Club is primarily family based. Gambling is not allowed and The Club has no provision to show films, video or DVD. There are no gaming machines of any kind at The Club.
4. The primary purpose of The Club is sailing. This means that all age groups can be at the club at any one time. If the bar is open when children are at the club they are not excluded from the main clubroom.