

GBG SURVEY GUIDELINES

PLEASE READ THESE GUIDELINES CLOSELY AS CHANGES HAVE TAKEN PLACE SINCE THE 2018 GUIDE



ALL SURVEY INFORMATION MUST BE UPDATED ON WHATPUB AND SIGNED OFF TO YOUR AREA ORGANISER OR REGIONAL DIRECTOR NO LATER THAN

5 MARCH 2018

A PDF of this survey form and accompanying documentation is available to volunteers at:
www.camra.org.uk/gbgforms

Branch pub submissions for the 2019 Guide will take place via WhatPub. This survey form can be used by branches to collect data for upload to WhatPub.

Please update and tag your GBG pubs as usual (as GBG 2019) using Pubzilla, HOPS, Spile or your usual local branch pub database and upload to WhatPub. Support functions such as Yahoo groups are in place in all cases for this facility if necessary.

COMPLETING THE SURVEY FORM

ADDRESS

The 'Address Line 1' and 'Address Line 2' entries should contain the first part of an address only, such as the street name and number. The town/village, county/area/London postal sector and postcode should go in the subsequent fields.

Please note that in the 'Town/Village' field, any city suburbs/areas need to be listed first by the city name then by the suburb/area name, separated by a colon. Otherwise, they will not appear correctly in the Guide (e.g. 'Birmingham: Balsall Heath', 'Liverpool: Kirkdale', 'Nottingham: East'). London postal district entries should be listed first by postal district then by London area name, separated by a colon (e.g. 'SW1: Westminster', 'EC3: City').

NEW ENTRY TICK BOX

Please use the tick box that asks if a pub is a new entry, i.e. was not in the 2018 edition. This information is of great importance to head office: when we produce press releases for the launch of the Guide, local and regional newspapers and radio stations are keen to know about new pubs in their area. Even if a particular pub has been in previous editions but was not in the 2018 Guide, please tick the box.

ORDNANCE SURVEY GRID REFERENCE

Ordnance Survey grid references are only required if a pub is in a remote area. The first two boxes of a reference should contain the relevant **two-letter** National Grid reference (sometimes called a sheet code), the other boxes should contain the **six-figure** detailed grid reference. This provides an OS map reference accurate to within 100 square metres.

For more information on OS map references visit www.ordnancesurvey.co.uk

For help in finding OS map references visit www.gridreferencefinder.com and follow the instructions.

For example, a search on AL1 4LW (the CAMRA St Albans Office) shows a six figure grid reference of TL164072.

PUB OPENING HOURS - 12 HOUR CLOCK

Please check pub hours carefully and detail all opening hours, especially at weekends. Take care to follow style - if in doubt check against the 2018 Guide. Please include am or pm where appropriate if clarification is needed, otherwise it is not used.

EMAIL ADDRESS – IMPORTANT

Please include a contact email address for the pub. This does not appear in the publication, but is useful for marketing purposes.

PERMANENT BEERS

Guest, seasonal and house beers are to be detailed in the same way as published in the 2018 Guide, providing useful additional information to readers (and replacing the phrase 'Beer range varies' of earlier editions).

Permanent beers (up to six) will be listed as usual. The number of changing (non-permanent) beers should also be given, plus whether these *tend* to be sourced locally, regionally or nationally (pick one option only) and which breweries these might often come from (up to three examples). House beers, if the originating brewery is known, are to be listed separately.

An example of this would be as follows (dispense symbols not included in example but will remain as before):

Elland Best Bitter, Nettle Thrasher; Thwaites Original; house beer (by Shires); 4 changing beers (sourced regionally; often Marston's, Salopian, Three Tuns)

This breaks down as follows:

Elland Best Bitter, Nettle Thrasher; Thwaites Original;

The permanent/regular beers (up to six permitted), in the established format.

house beer (by Shires);

House beer – if relevant. The originating brewery name **must** be provided if a house beer is to be listed.

4 changing beers (sourced regionally; often Marston's, Salopian, Three Tuns)

Changing or non-permanent beers (formerly 'guest beer(s)', 'seasonal beer(s)' or 'Beer range varies')

This part will comprise:

- Number of changing beers commonly on offer. As the number of changing beers might vary, an approximation is fine.
- Area from which it appears a pub *generally* sources its beers (locally, regionally **or** nationally – in relation to the location of the pub in question; please indicate **one** option only). **NOTE: Previously there has been some misunderstanding surrounding the use of these terms. They are not meant to indicate local/regional/national in relation to brewery size.**
- Examples of brewers (not beers) that are often featured. Please provide up to three examples, listed in alphabetical order.

LOCALE – IMPORTANT

Please indicate if a pub is an accredited member of CAMRA's LocAle scheme. This scheme is administered locally at branch level, so, if you are unsure, or require further information, please speak to your branch contact.

GBG SURVEY GUIDELINES CONTINUED



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PUB FEATURES

When carrying out a survey, look for unusual features inside and outside the pub, such as windows carrying the motif of a long-defunct brewery or special architectural, design or furnishing features, such as wood panelling, beams, inglenooks, hops above the bar, and old settles.

HISTORIC PUBS

Seek out the history of the pub: some pubs of historic interest often have printed information available. Is the pub near places of interest, such as castles or museums? Please add any details to the description.

PUBS WITH IMPORTANT HISTORIC INTERIORS

If an entry has been identified by CAMRA as having a pub interior of outstanding national or regional importance, please include a reference to this in the description using the term 'Has been identified by CAMRA as having a nationally (or regionally, as applicable) important historic pub interior.' Consult www.heritagepubs.org.uk for more information.

PUBS SERVING FOOD

When a pub serves food you consider to be of outstanding quality, mention some of the dishes available. It doesn't have to be haute cuisine. We would like to know when bangers and mash, curry, or fish and chips are exceptional. Mention vegetarian, vegan or organic dishes if available. If a pub serves food all day, please mention this as well.

SPECIAL INTEREST GROUPS

Does the pub attract special interest groups such as quiz, darts, cricket and football teams? Has the same family run the pub for several decades or more? Please include in the description.

TFL/TRAM SYMBOL

The TFL roundel only denotes London Underground, Overground and Docklands Light Railway (DLR). If the pub is outside London and near a tram or light rail service, use the tram/light rail symbol.

BUS SYMBOL

Please make sure that you list the bus routes (up to two) when this symbol is ticked. If there are more than two nearby bus routes please include the symbol but DO NOT list the routes as we cannot put these into the Guide due to space constraints.

WHEELCHAIR ACCESS

In the past this symbol has been used inaccurately for entries. When considering whether or not to tick the wheelchair access 'facilities' box, please check for yourself that there is acceptable wheelchair access to the main parts of the pub and that there are appropriate lavatory facilities for the disabled – this means doors that will accommodate wheelchairs, and fitted handrails. Many publicans will say that their pub is wheelchair accessible but, often, it is not. It can be disappointing for disabled pub-goers if they visit a pub that is supposed to be wheelchair accessible only to discover that access is limited and that there are no suitable facilities.

CIDER

If a pub sells real cider, and if you are sure that it is 'real', please mention up to two regular real ciders in the description. If you are uncertain whether a cider is 'real' or not, consult your local Branch Cider Contact before completing the description or make a note for your GBG Coordinator/Area Organiser/Regional Director to check the description before they submit the entry.

DOG FRIENDLY

Dogs are welcome inside the pub (not just in the garden or car park). Always ask the licensee/owner before indicating that a pub is dog friendly. Please state if there are any restrictions on where dogs are welcome, eg not in the restaurant area or only in a specific bar.

FREE WI-FI

Please check with the licensee/owner before using this symbol. There is no longer any need to write this out in the description.

PUB PHOTOS

If you are able to obtain any good-quality, free images of pub exteriors or interiors during your surveying, they would be extremely useful. Images need to be digital – ideally .jpgs, no less than 300 dpi and no smaller than 11 x 7cm landscape. Please label images clearly with the name and location of the pub and state if a photo credit is required. Images should be emailed direct to emma.haines@camra.org.uk

SAMPLE ENTRIES

Wreking

Time Machine

56 St Peters Street, AL1 2DZ (north end, on roundabout, junction with Hatfield Road)
🕒 9am-11.30pm (12.30am Fri & Sat); 9am-11.30pm Sun
☎ (01483) 722818

Courage Directors 🍷; **4 changing beers (sourced nationally)** 🍷

One of the best in the Wetherspoon's chain, with friendly and efficient staff dispensing four rapidly changing guests. With an ideal town-centre location handy for the railway station and bus bays, the pub is unofficially known as the 'waiting room'. The theme is HG Wells – note the invisible man and time machine clock that goes backwards on the ceiling operated by a push button. Though lively and bustling, particularly at weekends, there are quiet nooks and crannies. 🍷🍷🍷🍷🍷🍷

West Nickham

Bull & Bush

194 Bush Road, Nickham Bush, TN12 5LW
(1 mile NE of Nickham via Pound Rd)
🕒 11-3 (not Mon), 6-11; 6-10.30 Sun
☎ (01622) 871349

🌐 bushatnickham.co.uk

5 changing beers (sourced locally; often Belchers, Throtley) 🍷

The publican is a cask beer enthusiast. He stages regular mini-festivals (see website). Seasonal ales feature strongly and a beer menu on a chalkboard lists forthcoming attractions. The pub is divided into two rooms, separated by a large brick fireplace that burns logs in winter. Traditional pub food is served in the evening (Tue-Sat). Bat & Trap is played.

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Eastwich

Cleric's Table

34-36 Fishpool Street, SG1 6CF
🕒 11.30-11; 12-midnight Fri & Sat; 12-11 Sun
☎ (01603) 666242

Black Sheep Best Bitter; Caledonian Deuchars IPA; house beer (by Tring) 🍷; **2 changing beers (sourced regionally)** 🍷/🍷

Handy for the railway station, the pub plays host to many clubs and sports teams, including the Spudbashers Pipe Smoking Club, who now meet in an outside, covered smoking area. Quality ales are served in a convivial atmosphere. There is a rare billiards tables along with shove ha'penny and quoits. Eastwich City supporters (the Sparrows) use the pub on match days. There is a large garden, popular in summer. Dogs are welcome in the front bar. 🍷🍷🍷 (Eastwich North) 🍷🍷🍷