

LICENSING ACT 2003 POOL CONDITIONS FOR LICENSED PREMISES ACTIVE CONDITIONS

To be used for applications under the Licensing Act 2003 for premises licenses and club premises certificates

Version 1

Last updated November 2024

This document gives details of those conditions that are relevant to the majority of premises licensed under the Licensing Act 2003.

'Pool Conditions For Licensed Premises All Conditions' contains a full list of conditions and includes

- Considerations for theatres, cinema, boxing and other activities taking place within a ring, and other sporting events
- Premises that operate over a number of separate rooms and levels
- Considerations for under 18 events and performances of children

Guiding principles

The 'pool conditions' should be used on licenses, where appropriate, for conditions drawn from an applicant's operating schedule (proposed) and when drafting a committee report (imposed). However officers can, and will on occasion need to, amend the wording of the condition to suit the application.

Conditions imposed on a licence should be as far as possible:

- 1) Appropriate, necessary and proportionate;
- 2) Precise, clear and unambiguous;
- 3) Practical, realistic and enforceable;
- 4) Non-duplicative of existing statutory requirements or offences;
- 5) Self-contained;
- 6) Modern and fit for purpose;

Conditions

There are three types of conditions that may be attached to a premises licence (or club premises certificate)

- Mandatory
- Proposed
- Imposed

Mandatory

The "mandatory conditions" (including the "mandatory code") are automatically placed on a licence by process of law and so involves no exercise of discretion. They are recorded on the licence in Annex 1 depending on the licensable activities being requested. We do not replicate the mandatory conditions in full on the licence; we are not required by law to do so. We give an outline of the condition and where required we indicate where the condition and its appropriate guidance can be found in statute.

Proposed

Applicants will propose steps they intend to take to promote the licensing objectives within the operating schedule of their licence application form. If there are no relevant representations received in response to the application then the licence will be granted without the need for a hearing and the licensing authority's discretion is not *fully* engaged. Conditions that are consistent with steps proposed in the operating schedule will be attached to the licence by a licensing officer acting under delegated authority. These are recorded on the licence in Annex 2. These conditions will then form part of the premises licence that is issued.

It is not acceptable for licensing officers to simply replicate the wording from an applicant's operating schedule. A condition should be interpreted and translated into a clear, precise and enforceable condition if it is possible to do so. If a step included within the operating schedule is clearly unnecessary or inappropriate to promote the licensing objectives, then it should not be added to the licence at all. An example of this would be a condition that is superseded by primary legislation.

Imposed

The licensing authority may not impose any conditions unless its discretion has been exercised following receipt of relevant representations and it is satisfied as a result of a hearing that it is appropriate to impose conditions to promote the licensing objectives. These conditions are recorded on the licence in Annex 3.

If parties agree to the amendment of the operating schedule and conditions are agreed, then these can be added to the licence in Annex 2. If this is the only representation outstanding then the licence would be granted without the need for a committee. However we cannot accept amendments where they change the application in a way that could have given reason for other parties to have raised representations. An example of this would be changing the application in relation to specific doors being used for entrance and egress which may give rise to noise complaints from local residents. Who live over or adjacent.

Plans of premises

The Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005 require plans to be submitted with an application for a premises licence or club premises certificate. The plans are required by the Regulations to contain prescribed information relating to the premises and the application being made.

The Regulations require the plans to form part of the premises licence or club premises certificate. The plans are required to show the areas of the premises used for licensable activities, and as such will define those areas for the purpose of the licence once issued. It provides the opportunity for specific arrangements to be conditioned within the licence where considered necessary for the promotion of the licensing objectives. Examples can be found within these conditions.

Mandatory Conditions - Premises Licenses

The Act provides for the following mandatory conditions to be included on every premises licence in the circumstances specified. Note:

- *Conditions MC5/MC7/MC9 do not apply where the licence authorises the sale or supply of alcohol only for consumption off the premises.*
- *Condition MC6 was removed following the introduction of The Licensing Act 2003 (Mandatory Conditions) (Amendment) Order 2014*

- | | | |
|-----|---|--|
| MC1 | <i>Mandatory conditions where licence authorises supply of alcohol</i> | <ol style="list-style-type: none">1. No supply of alcohol may be made under the premises licence:<ol style="list-style-type: none">(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 under the premises licence must be made or authorised by a person who holds a personal licence. |
| MC2 | <i>Mandatory condition: exhibition of films</i> | <ol style="list-style-type: none">1. Admission of children must be restricted in accordance with any recommendation made by the British Board of Film Classification unless where the relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question.
2. Admission of children must be restricted in accordance with any recommendation made by this licensing authority.
3. In this condition –
“children” means persons aged under 18; and |

“film classification body” means the persons designated as the authority under section 4 of the Video Recording Act 1984 (c.39) (authority to determine suitability of video works for classification)..

- MC3 **Mandatory condition: door supervision**
1. Each individual who is at the premises to carry out a security activity must be licensed by the Security Industry Authority.
 2. For the purposes of this condition –
“security activity” means an activity to which paragraph 2(1)(a) of Schedule 2 to the Private Security Industry Act 2001 applies
- MC4 **Prohibited conditions: plays**
1. No condition of this licence shall restrict the nature of the plays which may be performed, or the manner of performing plays, under the licence.
 2. Except for those conditions which it considers necessary on the grounds of public safety.
- MC5 **Mandatory condition: drinks promotion**
1. The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotion in relation to the premises where the promotion is carried on for the purpose of encouraging the sale or supply of alcohol on the premises.
- The definition of an irresponsible promotion can be found in The Licensing Act 2003 (Mandatory Licensing Conditions) (Amendment) Order 2014 (SI 2014/2440)
- MC7 **Mandatory condition: free drinking water**
- The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
- MC8 **Mandatory condition: proof of age**
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
 - (i) a holographic mark, or
 - (ii) an ultraviolet feature.
- MC9 **Mandatory condition: measures of alcohol**
- 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: 25ml or 35ml; and
 - (iii) Still wine in a glass 125ml; and

(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.

MC10 ***Mandatory condition:
cost of alcohol -
permitted price***

1. The 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.

The definition of the permitted price can be found in The Licensing Act 2003 (Mandatory Licensing Conditions) Order 2014 (SI 2014/1252)

Mandatory Conditions - Club Premises Certificates

The Act provides for the following mandatory conditions to be included on every club premises certificate in the circumstances specified. Note:

- *Condition QC4 was removed following the introduction of The Licensing Act 2003 (Mandatory Conditions) (Amendment) Order 2014*

- QC1 **Mandatory condition:
Off Sales**
1. The supply of alcohol for consumption off the premises can only be made at a time when the premises are open for the purposes of supplying alcohol, in accordance with the club premises certificate, to members of the club for consumption on the premises.
 2. Any alcohol supplied for consumption off the premises must be in a sealed container.
 3. Any supply of alcohol for consumption off the premises must be made to a member of the club in person.
- QC2 **Mandatory condition:
Exhibition of Films**
1. Admission of children must be restricted in accordance with any recommendation made by the British Board of Film Classification unless where the relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question.
 2. Admission of children must be restricted in accordance with any recommendation made by this licensing authority.
 3. In this condition –
“children” means persons aged under 18; and
“film classification body” means the persons designated as the authority under section 4 of the Video Recording Act 1984 (c.39) (authority to determine suitability of video works for classification)..
- QC3 **Mandatory condition:
drinks promotion**
1. The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotion in relation to the premises where the promotion is carried on for the purpose of encouraging the sale or supply of alcohol on the premises..
- The definition of an irresponsible promotion can be found in The Licensing Act 2003 (Mandatory Licensing Conditions) (Amendment) Order 2014 (SI 2014/2440)
- QC5 **Mandatory condition:
free drinking water**
- The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

- QC6 ***Mandatory condition:
proof of age***
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
 - (iii) a holographic mark, or
 - (iv) an ultraviolet feature.
- QC7 ***Mandatory condition:
measures of alcohol***
- The responsible person must ensure that-
- (d) 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: 25ml or 35ml; and
 - (iii) Still wine in a glass 125ml; and
 - (e) These measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
 - (f) 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..
- QC8 ***Mandatory condition:
cost of alcohol -
permitted price***
2. The 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.
- The definition of the permitted price can be found in The Licensing Act 2003 (Mandatory Licensing Conditions) Order 2014 (SI 2014/1252)

The prevention of crime and disorder

It should be noted in particular that it is unlawful under the 2003 Act:

- *knowingly to sell or supply or attempt to sell or supply alcohol to a person who is drunk*
- *to knowingly allow disorderly conduct on licensed premises*
- *for the holder of a premises licence or a designated premises supervisor knowingly to keep or to allow to be kept on licensed premises any goods that have been imported without payment of duty or which have otherwise been unlawfully imported.*
- *to allow the presence of children under 16 who are not accompanied by an adult between midnight and 5am at any premises licensed for the sale of alcohol for consumption on the premises, and at any time in premises used exclusively or primarily for the sale and consumption of alcohol.*

Conditions enforcing these arrangements are therefore unnecessary.

CD36 **Alcohol, restrictions on sale**

1. There shall be no self service of alcohol by customers.
2. Alcohol shall only be sold or supplied to persons seated at counter or tables and by waiter or waitress service only.
3. Alcohol shall not be supplied or sold at or from the premises otherwise than to persons ordering food.
4. No beer, lager, cider, ale or spirit mixers with an Alcohol By Volume (ABV) content of above [insert percentage] will be sold or offered for sale.
5. All sealed containers of alcoholic drinks for sale for consumption off the premises must be clearly labelled or marked with the name and postcode of the premises.
6. The sale of alcohol shall be ancillary to the operation of the premises as a 'wine merchant' and that any alcohol sold for the consumption on the premises will mirror the stock carried i.e. wine, champagne and spirits. The sale of alcohol on the premises must be for the purposes of promoting the stock carried.
7. Measures of alcohol supplied shall not exceed 125ml.
8. Sale by retail of alcohol shall only be available to customers who are attending a bona fide cookery course event that they have pre-booked, and to no other members of the public.
9. The premises licence holder shall ensure that any beers, lagers or ciders with an Alcohol by Volume (ABV) in excess of 6.5% will only be displayed in an area behind the servery counter.
10. The premises licence holder shall ensure that any persons highlighted by the Police as a 'street drinker' and is barred from the premises, shall not be sold alcohol.
11. Spirits (with the exception of spirit mixers and premixed drinks) will be located behind the counter.
12. The chillers/fridges where alcohol is displayed will be locked/covered outside permitted hours
13. Super Strength lagers, beers and/or ciders with an ABV of 6.5% or higher shall not be sold at the premises.

CD28 ***Alcohol supplied with
takeaway service***

1. All sales of alcohol arising from a telephone order for delivery must be paid for by credit card.
2. All sales of alcohol for delivery must be paid at the time of ordering using a debit or credit card.
14. Alcohol shall not be supplied or sold at or from the premises otherwise than to persons ordering food.
3. All delivery persons must be aged (inset age) years or more
4. The alcohol must be packaged separately from goods that aren't subject to age related sales, so that it can easily be retrieved to prevent an illegal sale.
5. Details of the order (including the type, amount of alcohol, name and address of the customer) shall be kept at the licensed premises and must be shown on the printout despatched with the order.
6. All delivery drivers and riders must allow any police or authorised local authority officers to inspect any alcohol or order details on request.
7. The delivery of alcohol shall be made only to a residential or business address and the customer to be clearly resident inside the building. The delivery of alcohol will not be made or completed to a person in a public place (for example a street corner, park or bus stop)
8. The person taking the order and /or making the delivery must ensure that the recipient is 18 years of age. A check shall be made to ensure the person accepting the delivery has the debit/credit card used for the purchase. If they appear under 25 years of age, photographic ID will be required before the alcohol is handed over. Examples of appropriate ID include a passport, photographic driving licence, military ID and the Proof of Age Standards Scheme (PASS) approved age cards.
9. Where a third party courier is used to supply alcohol, they will be instructed to provide an age verification service or adopt a policy of checking age and ID at the time of delivery. The courier must adopt a policy of not allowing minors to sign for and accept deliveries. A record of all couriers used and the system that they use to verify age will be kept and produced upon request from the police or authorised local authority officers.

CD19 ***Bottle bans***

1. No glass bottles containing beverages of any kind, whether open or sealed, shall be given to customers on the premises whether at the bar or by staff service away from the bar.
2. No customers carrying open or sealed bottles shall be admitted to the premises at any time that the premises are open to the public.
3. Customers who are seated in (insert area) for the consumption of food may be sold bottles containing wine for

consumption with a table meal.

4. No bottles or glass receptacles be permitted to be taken into the external licensed area after 19.00 hours.

CD2 ***CCTV Numbers location and maintenance***

1. A closed-circuit television (CCTV) system shall be installed at the premises. The numbers and position of all cameras shall be agreed with the Metropolitan Police. The position of the cameras shall be noted on a plan of the licensed premises which shall be kept with the licence and provided to the licensing authority.

2. The CCTV system installed at the premises shall be maintained in effective working order and shall be in operation at all times the premises is open to the public.

3. All recordings made by the CCTV system shall be retained and stored in a suitable and secure manner for a minimum of 31 days, and shall be made available on request to the Metropolitan Police, the Licensing Authority or other Responsible Authorities.

4. At all times the premises is open to the public a minimum of one member of staff on duty will be able to operate the CCTV system.

5. The premises shall operate a closed-circuit television system (CCTV):

6. The CCTV shall cover all public areas including entrances and exits.

7. The CCTV shall cover all internal and external areas of the premises

8. The system will incorporate a camera covering each of the entrance doors and the main alcohol display area and will be capable of providing an image which is regarded as identification standard.

9. The cameras shall be noted on the plan attached to the premises licence in force at the premises. A copy of this plan shall be provided to the licensing authority.

10. The CCTV shall be maintained in effective working order, and shall be in operation at all times the premises is open to the public.

11. The CCTV shall record clear images permitting the identification of individuals.

12. All recordings made by the CCTV system shall be retained and stored in a suitable and secure manner for a minimum of 31 days.

13. At all times the premises is open to the public a minimum of one member of staff on duty will be able to operate the CCTV.

14. Viewable copies of the recordings shall be made available on request to police or authorised local authority officers as soon as reasonably practicable in accordance with the Data Protection Act 1998 (or any replacement legislation).

15. The licence holder shall notify the Licensing Authority within 24 hours when they become aware that the closed-circuit television (CCTV) system provided by the Market is not in operation.

CD42 **Challenge 25 Policy**
(Eat in and takeaways)

1. A challenge 25 scheme shall be maintained at the premises and for all deliveries. Staff selling or delivering alcohol shall request that any customer who looks under 25 years old, and who is attempting to purchase alcohol, provides valid photographic identification proving that they are at least 18 years old.
2. Examples of appropriate ID include a passport, photographic driving licence, UK armed services ID card and any Proof of Age Standards Scheme (PASS) accredited card such as the Proof of Age London (PAL) card
3. All staff involved in the sale of alcohol shall be trained in the prevention of sales of alcohol to underage persons, and the challenge 25 scheme in operation at the premises and for deliveries.
4. A record of such training shall be kept / be accessible at the premises at all times and be made immediately available for inspection at the premises to council or police officers on request. The training record shall include the trainee's name, the trainer's name, the signature of the trainee, the signature of the trainer, the date(s) of training and a declaration that the training has been received.
5. Clearly legible signs shall be prominently displayed where they can easily be seen and read by customers stating to the effect that a challenge 25 policy is in operation at the premises, that customers may be asked to provide proof of age and stating what the acceptable forms of proof of age are. Such signage shall be displayed at the entrance, at the points of sale and on any websites used for the sale of alcohol. The signage shall be kept free from obstructions at all times. For orders received via a phone this policy must be explained by staff to the person ordering.
6. A register of refused sales or deliveries of alcohol shall be maintained in order to demonstrate effective operation of the challenge 25 policy. The register shall be clearly and legibly marked on the front cover as a register of refused sales, with the address of the premises and with the name and address of the license holder. The register shall be kept / be accessible at the premises at all times. On a monthly basis, the Designated Premises Supervisor (DPS) shall check the register to ensure it is being properly completed. The DPS shall sign and date the register to that effect and where appropriate take corrective action in a timely manner if the register is not being completed correctly. The register shall be made immediately available for inspection at the premises to council or police officers on request.

- CD42 **Challenge 25 Policy – Website**
1. Challenge 25 policy will be promoted on company website. All customers purchasing alcohol will be asked to confirm they are over 18 years old when placing an order.
 2. Evidence of age in the form of photographic identification (ID) shall be requested from any person receiving the delivered alcohol.
 3. Examples of appropriate ID include a passport, photographic driving licence and the Proof of Age Standards Scheme (PASS) approved age cards.
- CD42 **Challenge 25 Policy**
1. Evidence of age in the form of photographic identification (ID) shall be requested from any person appearing to those selling or supplying alcohol to be under the age of 25 and who is attempting to buy alcohol.
 2. Examples of appropriate ID include a passport, photographic driving licence and the Proof of Age Standards Scheme (PASS) approved age cards.
 3. Notices shall be strategically and prominently placed at points of sale advising customers that they may be asked to provide evidence of age.
 4. A refusals book to record every instance that sales of alcohol are refused shall be maintained.
 5. The refusal book shall document the date and time a refusal of sale is made and the member of staff refusing the sale.
 6. The refusal book shall be available for inspection by an authorised officer of the licensing authority, trading standards officers or the police.
 7. The Licence holder shall ensure that any third party company employed by him/her for the role of delivering alcohol orders on behalf of said licence holder will require an adult signature at each delivery, to avoid any underage sales.
 8. If there is nobody available at the property to accept delivery who is able to provide proof of age or appear over 25, then no delivery shall be made.
 9. The Licence holder shall ensure that any third party company employed by him/her for the role of delivering alcohol orders shall ensure that the alcohol is delivered to the client who ordered the alcohol, or ensure that any 'Safe place' as designated by the client where the delivery can be left must be in an area not visible to the general public and not where any minor can access the delivery.
- CD42 **Challenge 25 Policy (TS General conditions)**
1. Evidence of age in the form of photographic identification (ID) shall be requested from any person appearing to those selling or supplying alcohol to be under the age of 25 and who is attempting to buy alcohol. Examples of appropriate ID include a passport, photographic driving licence and the Proof of Age Standards

Scheme (PASS) approved age cards.

2. Notices shall be placed at the premises' entrance and at all points of sale detailing the restrictions on sales of alcohol to children.

3. A record of refusals shall be maintained which documents every instance that a sale of alcohol (and any other age restricted product) is refused on the premises, indicating the date and time the refusal was made, and the member of staff making the refusal

4. The record of refusals shall be available for inspection by authorised officers of the licensing authority, officers of the trading standards service, and officers of the police

5. An effective methodology shall be in place at all points of sale to ensure staff undertake appropriate age checks on potential sales of alcohol (and any age restricted product)

6. All staff that undertake the sale or supply of alcohol (and any age related product) shall receive appropriate training in relation to undertaking appropriate age checks on such, before being allowed to sell or supply any alcohol (and any age restricted product). Refresher training will be carried out at least every three months.

7. Records of Staff training, relating to the sale or supply of alcohol (and any age restricted product), along with any training material used, will be kept and maintained by the Designated Premises Supervisor or the Premises Licence Holder.

8. Staff training records shall be available for inspection by authorised officers of the licensing authority, officers of the trading standards service , and officers of the police

CD42 **Challenge 25 Policy**
(Delivery ONLY
applications)

1. The Licence holder shall ensure that anyone utilised by the licence holder for the role of delivering alcohol orders ensures that the alcohol is delivered to the client who ordered the alcohol, or ensures that any 'safe place' as designated by the client where the delivery can be left must be in an area not visible to the general public and not where any minor can access the delivery.

3. A record of refusals shall be maintained which documents every instance that a sale or supply of alcohol is refused, indicating the date and time the refusal was made, and the member of staff making the refusal

4. The record of refusals shall be available for inspection by authorised officers of the licensing authority, officers of the trading standards service, and officers of the police

5. All staff that undertake the sale or supply of alcohol shall receive appropriate training in relation to undertaking appropriate age checks on such, before being allowed to sell or supply any alcohol. Refresher training will be carried out at least every three months.

6. Records of all staff training, relating to the sale or supply of

alcohol along with any training material used, will be kept and maintained by the Designated Premises Supervisor or the Premises Licence Holder.

7. Staff training records shall be available for inspection by authorised officers of the licensing authority, officers of the trading standards service, and officers of the police.

CD3 **Door Supervisors**

1. A minimum of 2 Security Industry Authority (SIA) registered Door Supervisors shall be employed on the premises from 21.00 hours on any day the premises are open for licensable activities beyond midnight and until all members of the public have left the premises. That a minimum of (*insert number*) Security Industry Authority registered Door Supervisors be employed on the premises from (*insert time*) on (*insert days*) until all members of the public have left the premises [Dance venue or large club add]: - at least (*insert numbers*) of whom shall be female.

2. That a minimum of 2 Security Industry Authority registered Door Supervisors be employed on the premises from 21.00 on any day on where non standard timings are implemented until all members of the public have left the premises

3. A minimum of 2 Security Industry Authority door supervisors to be employed from 21.00 hours on any day the premises are open to the general public for licensing activities beyond midnight and until all the public have left the premises.

4. The number of licensed Door Supervisors on duty at the venue prior to the nightclub operation commencing shall be assessed in accordance with the expected capacity including guest list and advance tickets sales. Door Supervisors shall commence their shift at least 1 hour prior to the venue opening.

5. At any time, there will be a minimum of 6 door supervisors on duty when the premises is in operation, with an additional 1 door supervisor per 100 persons or part thereof above 325 on the premises.

6. Of these numbers, there shall be a minimum of 2 Door Supervisors Sundays to Thursdays and 3 Door Supervisors Fridays and Saturdays stationed at the front entrance between 22.00 hours until the premises close to the public.

7. A log shall be kept of the door staff working on any night to include their full name, date of birth, Security Industry Authority licence number, company and booking on-off times

CD27 **Notice of Events**

1. The Police and Licensing Authority shall be given a minimum of ten days notice in writing when any unspecified special occasion (maximum of 12 per calendar year as stated on the front of the licence) are planned, the details of the event to be notified beforehand with the Police having an absolute Power of Veto in every case.

CD7 **Notices, Contact Number**

1. A direct telephone number for the duty manager must be prominently displayed where it can conveniently be read from the exterior of the premises by the public. The telephone number

		<p>must be manned at all times the premises is open for licensable activity.</p> <p>2. That the Licensee provides local residents with a landline telephone number at the premises. The telephone number must be manned at all times the premises is open for licensable activity.</p>
CD5	Notices, Police/Crime Prevention	<p>1. Notices shall be strategically and prominently placed throughout the premises stating the Police will be informed in the event of any individual being found in possession of controlled substances or offensive weapons.</p> <p>2. Notices shall be strategically and prominently placed throughout the premises informing customers about the need to be aware of pickpockets or bag snatchers, and to guard their property, or unattended bags.</p> <p>3. Notices shall be strategically and prominently placed throughout the premises displaying the name of a contact for customers if they wish to report concerns.</p> <p>4. Notices detailing the admission policy shall be displayed on the exterior wall at the entrance to the premises.</p> <p>5. Notices will be strategically and prominently placed throughout the premises advising CCTV has been installed and is in use on the premises</p>
CD20	Open Containers	<p>1. Customers will not be permitted to bring bottles or glass receptacles (containing alcoholic drink or otherwise) into the premises</p> <p>2. Customers will not be permitted to remove from the premises any drinks supplied by the premises (alcoholic or otherwise) in [<i>open or/and sealed</i>] containers.</p> <p>3. Alcohol shall not be sold in an open container or be consumed in the licensed premises</p>
CD31	Panic Buttons	The panic buttons installed at the premises shall be maintained in effective working order.
CD29	Personal Licence Holder	<p>1. A personal licence holder will be present on the premises whenever they are trading after 21.00 hours.</p> <p>2. A personal licence holder must be present at the premises to supervise all sales of alcohol.</p>
CD21	Plastic Containers & Toughened Glass	<p>1. All drinks must be served in open (polycarbonate / plastic containers / toughened glass containers)</p> <p>2. Any drinks sold for consumption in the (insert area) must be served in plastic containers.</p> <p>3. Patrons holding glass containers shall not be allowed on the dance floor at any time.</p>
CD38	Police Risk Assessment	That a Metropolitan Police risk assessment, currently form 696, shall be completed and submitted to the police at least 10 days

prior to any promoted dance event which is open to the public

CD22 ***Proof of Age Cards***

1. Evidence of age in the form of a photographic identification (ID) shall be requested from any person appearing to those selling or supplying alcohol to be under the age of [18/21] and who is attempting to buy alcohol.

2. Examples of appropriate ID include a passport, photographic driving licence, Military ID and the Proof of Age Standards Scheme (PASS) approved age cards.

CD32 ***Refusals Book***

1. A refusals book to record every instance that sales of alcohol and any other age-restricted goods are refused shall be maintained.

- The refusals book shall document the date and time a refusal of sale is made and the member of staff refusing the sale.
- The refusal book shall be available for inspection by the police or authorised local authority officers

2. A point of sale till prompts system shall be in place to ensure staff undertake age checks on age restricted products

CD9 ***Responsibility of Licensee***

1. No soliciting for custom, including the distribution of leaflets, shall take place from the premises, immediately outside the Premises or in the vicinity of the premises.

2. The licensee must at all times comply with the Event Management Plan

3. The Premises Licence Holder and/or Designated Premises Supervisor shall not purchase any alcohol goods from door to door sellers.

4. The Premises Licence Holder and Designated Premises Licence Holder shall ensure alcohol is only purchased from an authorised wholesaler and shall produce receipts for the same upon request for inspection. (An authorised wholesaler means an established warehouse or trade outlet with a fixed address and not a van or street trader, even if they claim they are part of, or acting on behalf of, an authorised wholesaler who provides full itemised VAT receipts).

5. The Premises Licence Holder and Designated Premises Supervisor shall ensure persons responsible for purchasing alcohol do not take part in any stock swaps or lend or borrow any alcohol goods from any other source unless the source is another venue owned and operated by the same company who also purchase their stock from an authorised wholesaler.

6. Prominent signs shall be displayed at all entrances to the premises stating the premises will not buy goods from any caller to the premises. The signs shall be displayed regardless of whether public access is permitted at that entrance.

7. The Premises Licence Holder shall ensure all receipts for alcohol goods purchased include the following details:

- Seller's name and address
- Seller's company details, if applicable
- Seller's VAT details, if applicable
- Vehicle registration detail, if applicable

8. Legible copies of the documents referred to in Condition (number) above shall be retained on the premises and made available for inspection by police or authorised local authority officers on request.

9. Copies of the documents referred to in Condition (number) above shall be retained on the premises for period of not less than twelve months.

10. An ultra violet light shall be purchased and used at the store to check the authenticity of all stock purchased which bears a customs stamp.

11. Where the trader becomes aware that any alcohol may be not duty paid they shall inform the Police of this immediately.

12. Premises licence holder shall display 'Ask for Angela' and 'Ask for Clive' posters or window stickers which signals that the premises is signed up to this scheme. All staff to be fully aware that this campaign is in operation.

13. Checking employees right to work in the UK. Premises Licence Holder and Designated Premises Supervisor will implement the following procedures:

- (a) A digital HR system to store records and be kept available for inspection,
- (b) Identification to be verified, including right to work documents.
- (c) No new starters to begin work, until they had demonstrated a right to work in the UK
- (d) Copies of all staff documents must be retained for a minimum period of 12 months.
- (e) Copies of all staff documents to be made available to the Home Office or other responsible authorities upon request.

CD37 *Restaurant Conditions*

1. The premises must only operate as a restaurant
 - in which customers are seated at a table
 - which provide food in the form of substantial table meals that are prepared on the premises and are served and consumed at the table using non disposable crockery.
 - which do not provide any take away service of food or drink for immediate consumption.
 - where alcohol must not be sold, supplied, or consumed on the premises otherwise than to persons who are taking substantial table meals and provided always that the consumption of alcohol by such persons is ancillary to taking such meals.
 - where suitable beverages other than alcohol including drinking water shall be equally available for consumption with or otherwise as an ancillary to his meal.
 - The supply of alcohol to customers must be by waiter or waitress service only.

2. Alcohol shall be sold or supplied in the restaurant area (marked on the plan attached in Annex 4) only to persons with and for consumption at a meal supplied at the same time,

consumed with the meal and paid for together with the meal.

CD26 **Restricted use of licence**

1. The provision of Regulated Entertainment (live music) shall be restricted to those events which are private and when members of the public are refused admission.

2. Entry to members of the public shall be restricted to pre booked private functions and the specific occasions listed on page one of this licence.

3. The seating area within the premises is to be cleared by 23.00 hours and is not to be used after that time.

4. After 23.00 hours food may only be sold for consumption off the premises.

3. Food shall be available at all times the premises are used for licensable activities.

CD23 **Restriction on Drinking Areas**

1. Alcoholic drinks may only be consumed in (insert area) of the premises when (insert times).

2. Licensable activities shall only take place in those areas designated on the approved plans lodged with the Licensing Authority.

CD10 **Security, admission/ID Scan**

1. Admission shall be refused to any person [*found with, or suspected of carrying, or under the influence*] of drugs / carrying an offensive weapon.

2. The premises shall install and maintain a recognised electronic identification (ID) scanning system for customers entering the premises.

3. The system shall be operated at all times door staff are on duty. All persons entering the premises will be scanned.

4. The system shall have the ability to share alerts with other venues using similar ID scanning equipment, identify the hologram of an ID card and read both Passports and ID cards, including Proof of Age Standards Scheme (PASS) approved age cards.

5. The system should be able to conduct tests to determine if a document is genuine or counterfeit.

6. The system must be compliant with Information Commissioners good practice guidance for ID scanning in clubs and bars.

7. Information relating to the use of the scanning equipment will be made available to the Police or authorised officer of the licensing authority

8. The premises licence holder shall install and maintain an electronic identification and age verification system (EIAVS) approved by the Metropolitan Police which will provide a full face photograph of customers entering the premises.

9. The EIAVS will be in use on the following days and times:-

- On Fridays and Saturdays from 21.00 hours or from the commencement of door supervisors at the premises if door supervisors commence work before 21.00 hours.
- On all major sporting events, bank holidays, Halloween, Christmas Eve and New Years Eve from 21.00 hours or from the commencement of door supervisors if door supervisors commence work before 21.00 hours.

10. The EIAVS will be linked to a central database approved by the Metropolitan Police and will update automatically.

11. The EIAVS will, if a request is made by the Metropolitan Police, print a report which will include a full face photograph and identification details of the individual so requested by the Metropolitan Police.

12. All customers must be scanned in via the EIAVS with the exception of those customers admitted to the premises with the written approval of a member of the management team or DPS. The written approval shall include the name of the DPS/manager, a description of the person and the reason why such approval was given and the written approval must be retained for a period of 28 days and made available to the Metropolitan Police or responsible authority if so requested

CD40 ***Security, general***

The premises shall operate a clear window policy to deter underage and proxy sales and persons loitering outside.

CD11 ***Security, incidents***

1. An incident logbook to record every instance of crime and disorder shall be maintained and available for inspection at reasonable times.

2. An incident logbook shall be kept and maintained on the premises. The log shall be used to record incidents which occur on the premises and carry a significant risk of leading to crime and disorder, prejudice to public safety, public nuisance or harm to children. The log will include the date, time and name of the member of staff making the record, along with the details of the incident and any action taken.

3. The incident logbook shall be available for inspection by the police or authorised local authority officers.

4. An incident logbook shall be kept and maintained on the premises and made available on request to the Police or the Licensing Authority, which will record the following:

- a. All crime reported to the venue
- b. All ejections of patrons
- c. Any complaints received
- d. Any incidents of disorder
- e. All seizures of drugs or weapons

5. Any person found to be dealing drugs will be detained and the police informed immediately. Drugs seized will be handed over to the Police.

6. All incidents of sexual harassment or assault are to be recorded in compliance with data and confidentiality guidelines in the incident log-book, which will be securely stored

7. An incident log (whether kept in written or electronic form) shall be retained at the premises and made available to an authorised officer of the Police or the Local Authority.

CD12 ***Security, search policy***

1. The licensee must take all necessary precautions to prevent drugs entering the premises. Everyone entering an event (with the exception of those entitled to enter under s179 of the Licensing Act 2003) including those on the guest list and employees must be searched. The search must include outer clothing, pockets and bags. Such 100% entry searching must be maintained at busy periods except that where the police have so demanded searching may be suspended in the interest of public safety. Searches must be carried out by a door supervisor of the same sex registered by the Security Industry Authority.

2. The licensee must take all necessary precautions to prevent drugs entering the premises. Every patron entering an event including those on the guest list must be searched. Searches must be carried out by a door supervisor of the same sex registered by Security Industry Authority.

3. A prominent notice shall be placed at the entrance of the venue informing customers:

- (i) of the search policy,
- (ii) that entry will be refused until a search has been undertaken,
- (iii) That if drugs or offensive weapons are found on persons, that person will be detained and the police called.

CD1 ***Signage detailing opening hours***

Notices shall be strategically and prominently placed on or immediately outside the premises detailing the normal hours under the terms of the premises licence or club premises certificate at which licensable activities are permitted to take place.

CD14 ***Staffing of Toilets***

All sanitary accommodation must be staffed continually by suitably qualified persons whilst the premises are in use.

CD30 ***Staffing, General***

1. A minimum of two members of staff to be present on the premises at all times the store is open beyond 23.00 hours.

2. Staff shall regularly supervise customer areas and activities

1. All staff that undertake the sale and supply or supply of alcohol shall receive appropriate training in relation to undertaking appropriate age checks on such, before being allowed to sell or supply any alcohol
2. Staff training records shall be available at the premises for inspection by authorised offices of the licensing authority, officers of the trading standards service and officers of the police.
3. All staff shall be trained before they are allowed to sell any alcohol to the public.
4. Records of staff training along with any training material used must be kept by the Designated Premises Supervisor or Premises Licence Holder.
5. The premises licence holder shall implement a training manual and all members of staff shall be suitably trained in underage sales prevention before making any sales of alcohol.
6. Refresher training shall be carried out every six months for all staff and documented within the training records.
7. All staff that undertake the sale or supply of alcohol (and any other age-restricted product) shall receive appropriate training in relation to undertaking appropriate age checks on such, before being allowed to sell or supply any alcohol (and any other age-restricted product). Refresher training will be carried out at least every three months.
8. Records of staff training, relating to the sale or supply of alcohol (and any other age-restricted product) along with any training material used, will be kept and maintained by the Designated Premises Supervisor or the Premises Licence Holder.
9. Staff training records shall be available for inspection by authorised officers of the licensing authority, officers of the trading standards service, and officers of the police.
10. Welfare and Vulnerability Engagement (WAVE) training
 - (a) All members of customer facing staff, including SIA door staff and those involved in the sale or supply of alcohol will be provided with Welfare and Vulnerability Engagement (WAVE) training to provide those working in the licensed industry with an awareness of vulnerability and their responsibilities towards people visiting their premises. This training is available at <https://nbcc.police.uk/crime-prevention/safeguarding/welfare-and-vulnerability-engagementwave-lesson-plan?highlight=WyJ3YXZlIlI0=>
 - (b) The licence holder and Designated Premises Supervisor will ensure that specialised training is provided for staff on sexual harassment and assault, with a focus on how to identify, respond and intervene safely if incidents take place.

CD18 ***Text/Radio
Communication***

1. That an adequate text/radio two way communication link connecting the premises to the local police be provided at the premises when it is open to the public.
2. The text/radio link must be made available to and monitored by the designated premises supervisor or a responsible member of staff at all times that the premises are open to the public.
3. Any police instructions/directions given over the text/radio link must be complied with whenever given.
4. All instances of crime or disorder are reported via the text/radio link by the designated premises supervisor or a responsible member of staff to an agreed police contact point.

Public Safety

It should be noted that conditions relating to public safety should be those which are necessary, in the particular circumstances of any individual premises or club premises, and should not duplicate other requirements of the law. Equally, the attachment of conditions to a premises licence or club premises certificate will not in any way relieve employers of the statutory duty to comply with the requirements of other legislation including the Health and Safety at Work etc. Act 1974, associated regulations and especially the requirements under the Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005 to undertake risk assessments. Employers should assess the risks, including risks from fire, and take measures necessary to avoid and control these risks. Conditions enforcing these arrangements are therefore unnecessary.

- PS2 **Accommodation Limit**
1. The maximum number of persons to be accommodated on the premises at any one time shall not exceed (*insert numbers*).
 2. The maximum number of persons to be accommodated in the (*specify area*) at any one time shall not exceed (*insert numbers*).
 3. That a suitable system be put in place to monitor the number of persons within the premises to ensure the capacity is not exceeded
 4. That a suitable system be put in place to monitor the number of persons within the (*specify area*) to ensure the capacity is not exceeded
 5. The maximum number of persons to be accommodated in the (*specify area*) at any one time shall not exceed (*insert numbers*).
- PS8 **Charge of Licensed Premises/Duty Manager**
1. The duty manager shall be familiar with all licence conditions.
 2. The duty manager shall not engage in any duties, which will prevent general supervision of the premises. The duty manager shall whenever necessary be assisted by suitable adults.
 3. Before admitting the public the duty manager shall carry out all necessary safety checks as identified by the health and safety risk assessment for the premises/activity.
 4. Before admitting members of the public the duty manager shall carry out checks to ensure all emergency access points are open, clear and free from all obstruction. Such checks shall be recorded and open to inspection by Licensing Officers.
 5. The duty manager shall maintain good order at the premises
 6. A competent person shall be in charge of the electrical or other installation whilst the public are on the premises.
 7. Staff shall be familiar with all licence requirements and conditions.

- PS180 **Plans**
1. Existing Ground Floor Licensing Plan drawing number 7198/110 as shown on Premises Licence 2010/123456 shall continue to have effect until such time as the proposed works are completed as notified to the Licensing Authority.
 2. Once the proposed works are completed as notified to the Licensing Authority the Proposed Ground Floor Licensing Plan drawing number 7189/110 as shown on Premises Licence number shall have effect
- PS166 **Safety Arrangements, Risk Assessment**
- An event specific management document shall be provided to the Licensing Authority outlining the proposed management structure, responsibilities and contact details for each individual event, together with details of the organisation, control, monitoring and review mechanisms as identified by the event specific risk assessment. In all cases, this shall be submitted to the Licensing Authority at least 21 days in advance of the event (with the exception of events where guests are predominantly seated when the management document shall be submitted at least 14 days in advance of the event). The health and safety officer shall have an absolute power of veto where they are not satisfied with the measures proposed to ensure public safety.
- PS166 **Safety Arrangements, Risk Assessment**
- For each event held under the licence an Event Safety Management Document (specific to the event) shall be completed outlining the proposed management structure, responsibilities and contact details for each event, together with details of the organisation, control, monitoring and review mechanisms as identified by the event specific risk assessment.
- In all cases, this shall be submitted to the Licensing Authority, the officer dealing with Public Safety, the Metropolitan Police and the London Fire and Emergency Planning Authority one calendar month in advance of the event, except when the proposed maximum occupancy shall exceed 2500 when two calendar months notice shall be required.
- The Public Safety Officer, the Metropolitan Police and the London Fire Brigade shall have an absolute power of veto where they are not satisfied with the measures proposed.

The prevention of public nuisance

It should be noted that provisions of the Environmental Protection Act 1990 and the Noise Act 1996 provide some protection to the general public from the effects of noise nuisance. In addition, the provisions in Part 8 of the Licensing Act 2003 enables a senior police officer to close down instantly for up to 24 hours licensed premises and premises carrying on temporary permitted activities that are causing nuisance resulting from noise emanating from the premises. These matters should be considered before deciding whether or not conditions are necessary for the prevention of public nuisance.

- PN32 **Complaints Book** The licensee shall maintain and make available for inspection by the police or authorised local authority officers a log of all complaints received from local residents concerning the operation of the premises
- PN1 **Conduct of Premises**
1. No poster, advertisement, photograph, sketch, synopsis or programme shall be displayed, sold or supplied anywhere by or on behalf of the licensee which is unsuitable for general exhibition. If the licensee is notified by the Licensing Authority in writing that it objects under this rule to a poster, advertisement, photograph, sketch, synopsis or programme, it shall not be displayed, sold or supplied.
 2. No advertisement of any kind (including placard, poster, sticker, flyer, picture, letter, sign or other mark) that advertises or promotes the establishment, its premises, or any of its events, facilities, goods or services shall be inscribed or affixed upon the surface of the highway, or upon any building, structure, works, street furniture, free, or any other property.
 3. The licensee shall ensure that no noise shall emanate from the premises nor vibration be transmitted through the structure of the premises, which gives rise to a nuisance.
 4. Clear legible notices are to be displayed at all exits from the premises requesting patrons to respect the needs of local residents and to leave the premises and area quietly.
 5. A notice shall be prominently displayed near to the exit reminding patrons to leave the premises in an orderly fashion.
- PN36 **Deliveries**
1. No deliveries or collections relating to licensable activities at the premises will take place between the hours of [*insert hours*].
 2. All deliveries shall be made to the Ram Street entrance only.
- PN41 **Dispersal Policy**
1. There shall be a dispersal policy commencing thirty minutes prior to closing, consisting of:
 - Lowering tempo and volume of music;
 - Gradually increasing lighting;
 - Announcing availability of soft-drinks and giving details of in-house taxis; and,
 - House lights to be switched on ten minutes prior to closing of bar.
 2. The dispersal of customers from the premises must be managed in accordance with the following:
 - Clear and legible notices must be prominently displayed at all exits requesting customers to respect local residents and leave

the area quietly.

- Public announcements requesting customers to leave quietly to minimise disturbance to nearby residents.
- A [specify minutes] period where [music volume is reduced / lighting increased / alcohol sales cease]

3. The premises licence holder shall take all reasonable steps to ensure that any persons loitering outside the premises disperse quickly and do not congregate.

di ***Drinking Up / Winding Down Time***

1. The supply of alcohol and the provision of regulated entertainment shall cease 30 minutes prior to the closing times of the premises

2. The premises will close to the public 30 minutes after licensable activities cease

3. Alcohol shall not be sold or supplied except during authorised hours. The restrictions do not prohibit during the first thirty minutes after the authorised hours the consumption of the alcohol on the premises.

4. The premises will close to the public 30 minutes after the sale of alcohol ceases.

PN23 ***Gardens/External drinking areas***

1. The garden and garden bar shall not be used after 23.20 Monday to Saturday and 22.20 on Sunday and shall be cleared of customers by that time when the premises is open to the public

2. The supply of alcohol in the external drinking area to cease at 23.00 hours Monday to Saturday, and at 22.30 hours on Sundays. A 20 minutes period to be allowed from the end of supply of alcohol in the external drinking area Monday to Sunday, for drinking up/dispersal.

3. The external areas of the premises shall not be used for regulated entertainment

4. The external drinking areas shall not be used after 23.20 Monday to Saturday and 22.50 on Sunday and shall be cleared of customers by that time when the premises is open to the public.

5. Staff shall ensure, as far as reasonably practicable, that patrons in external areas behave in an orderly and neighbourly fashion.

6. The licensee shall display clear and legible notices in the external drinking area of the premises reminding patrons to behave in a neighbourly fashion.

7. External chairs and tables shall be brought into the premises or otherwise removed from outside by 18.00 hours on every day.

8. Notices shall be placed in the area reminding customers to respect neighbours and to use the area quietly.

9. The area will be used as a smoking area and staff and security shall monitor the area and encourage customers to return swiftly back into the venue.

10. No music shall be audible in the garden area

11. The external area of the premises shall cease trading at 22.00hrs and be clear by 22.30hrs (excluding the smoking area).

12. The external area of the premises shall not be used for the playing of recorded music at any level at any time.

13. The external area of the premises shall not be used for the showing of screened live feed broadcasting at any time

14. If the premises propose to have an event in the external area for which a Temporary Event notice is required then at least 14 days notice of the event including the date and proposed time will be given to local residents

15. No more than [*insert number*] customers will be permitted to enter or remain in [*define outdoor area(s)*] of the premises at any one time, between the hours of [*specify*].

16. The external bar (positioned as shown on the plan shown in annex 4) shall be in use [*insert hours and days*] only and shall be closed at all other times.

17. The external patio area shall be cleared of customers by 23.00 hours and that persons shall only be permitted to use the area for the purpose of smoking after that time

PN3 ***Hours of Closing,
British Summer Time***

On the morning that Greenwich Mean Time changes to British Summer Time one hour will be added to the terminal hour of licences having a terminal hour of later than 2am.

PN34 ***Hours of operation***

Notwithstanding the consent of the Licensing Authority to the hours sought, the licence holder will not exercise the privileges of the licence outside the hours imposed by the current planning permission or any future planning permission relating to the use of the premises.

PN5 ***Latest Admission***

1. That there shall be no admission or re-admission to the premises after (*insert times*).

2. A latest admission time of Midnight shall apply on Friday and Saturday nights with an appropriate sign to that effect placed on the entrance to the premises.

PN4 ***Light Pollution***

A risk assessment for light pollution from the building shall be conducted and implemented in conjunction with the Environmental Services Division no later than 3 months after the second appointed day.

PN6 ***Litter***

1. At [*specify hours*] [*specify areas*] outside the premises, including [*specify areas*] must be swept and/or washed, and litter and sweepings collected and stored [*specify storage and collection*].

2. Where the premises provide late night refreshments for consumption off the premises sufficient waste bins must be provided at or near the exits, to enable the disposal of waste.

3. The premises licence holder shall ensure that all staff shall be vigilant in relation to litter issues, routinely checking the premises during opening hours to ensure they are clean and tidy and to ensure the frontage of the premises is swept at least once each trading day.
- PN30 **Live performances**
4. Live music shall be limited to no more than 4 performers in the bar at any one time.
5. Live music to cease 30 minutes before the supply of alcohol (no more than 36 occasions per annum)
6. Live music will be limited to 2 times per week and will end no later than 23.00 hours, unless the music is part of a private function
- PN24 **Lobbies**
- An inner door and lobby must be provided to the external doors to the premises.
- PN38 **Management Responsibility**
- The Duty Manager, wearing a high visibility waistcoat, shall patrol the outside of the building at regular intervals when licensable activities are taking place in the Halls
- PN21 **Mini-cabs**
1. The premises shall maintain an arrangement with a mini-cab/taxis company with a view to providing a service directly to the premises. The premises shall encourage their customers to use this service wherever possible.
2. Patrons waiting for mini-cabs/taxis are to be encouraged to wait inside the premises and a notice is to be displayed to that effect.
3. The licensee shall put in place an arrangement with a suitably licensed mini-cab firm to provide a service to patrons.
4. That patrons waiting for mini-cabs shall be advised to wait inside the premises and that the mini-cab driver shall call at the premises to pick up a named passenger.
5. A taxi marshal shall be employed at the premises to assist with the dispersal of patrons on such nights that customers are admitted after 2am.
- PN7 **Noise, acoustic Survey**
1. That the Licensee commission an acoustic survey of the premises to be carried out by a competent person in order to identify possible sources of sound leakage likely to cause a disturbance to neighbours given the nature of the entertainment provided. That the applicant carry out all remedial works identified as necessary by *(insert date)* to the satisfaction of the Licensing Authority prior to the variation taking effect.
2. The licensee shall arrange for a qualified person, approved by the Head of Environmental Services and Community Safety, to conduct an acoustic survey of the premises within 3 months of the granting of the variation. A copy of his/her report must be submitted to the Head of Environmental Services and Community Safety and the recommendations contained in the report to be implemented in full to the satisfaction of the Head of Environmental Services and Community Safety before the variation shall take effect. This must be no later than 6 months from the granting of the variation.

PN8	Noise, Sound Limiting Device	<p>1. The licensee shall provide a system or device which shall control the maximum audible levels of music played at the premises at a set level and be subject to the following provisions:-</p> <ol style="list-style-type: none"> a) The system or device shall be installed at the premises and set, within three months of the date of the grant of the licence at a level approved by an authorised officer of the Licensing Authority and this level shall be adjusted thereafter at his direction where he considers it is necessary for the prevention of public nuisance; b) All music played at the premises shall be played through this system or device; c) The system or device shall not be adjusted or altered without the prior written approval of an authorised officer of the Licensing Authority; d) The system or device used shall not be changed or replaced without the prior written approval of an authorised officer of the Licensing Authority; e) The system or device shall be maintained in a secure state as approved by an authorised officer of the Licensing Authority, so that it is not able to be tampered with easily; and f) The system or device shall be monitored and be maintained in effective working order so that the maximum levels of music played at the premises do not exceed the level that has been set.
PN12	Noise, Sound Limiting Device, Password	That the key/password for the sound limiting device installed at the premises be kept by a third party nominated by the licensee and approved by the Licensing Authority and that no changes be made to the set levels without the consent of the Licensing Authority.
PN13	Noise, Sound Limiting Device, Plans & Spec	That the Licensee provides detailed plans and specifications of the sound system(s) installed at the premises to the Licensing Authority by <i>(insert date)</i> for his approval and that no additions or alterations are made to the system without his consent.
PN3	Restriction on Entertainment	<p>The following restrictions shall apply to the licensable areas of the premises:</p> <p><u>Salon Bar</u>: The provision of regulated entertainment shall be restricted to live music of no more than two performers at any one time.</p> <p><u>Public Bar</u>: The provision of regulated entertainment shall be restricted to live music of no more that two acoustic performers at any one time.</p> <p><u>Tavistock</u>: The provision of regulated entertainment shall be restricted to live music of no more than four performers at any one time and DJ's for private functions only.</p>
PN37	Restriction on Late Night Refreshment	That the provision of late night refreshment after 23.00 hours on Thursday to Saturday will be to persons attending pre-booked events or to performers, event organisers and bona fide guests of the aforementioned only.

- PN40 **Restriction on Licence** The principle function area of the premises shall be predominantly laid out with tables for food service. The restaurant area set out on the premises plan shall always be laid out with tables for food service.
- PN2 **Rubbish**
1. During the hours of operation of the premises, the licence holder shall ensure sufficient measures are in place to remove and prevent litter or waste arising or accumulating from customers in the area immediately outside the premises, and that this area shall be swept and or washed, and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements by close of business.
 2. No collections of waste or recycling materials (including bottles) from the premises shall take place between (insert times).
 3. The placing of refuse outside the premises on the public highway for collection can only take place between (insert time) to (insert time) and (insert time) and (insert time).
 4. Refuse left on the public highway may only be immediately adjacent to the premises street entrance.
 5. Rubbish bins and sacks must show the name of either the business or the waste collector and a contact telephone number.
 6. All waste shall be properly presented and placed out for collection no earlier than 30 minutes before the scheduled collection times.
- PN35 **Smoking Area**
1. Customers permitted to temporarily leave and then re-enter the premises to smoke must be restricted to a designated smoking area defined as [specify location / mark on plan]. No more than [insert number] of customers will be permitted to remain in the designated smoking area at any one time.
 1. Clear legible notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.
- PN15 **Windows and Doors**
1. All external windows and doors must be kept shut at all times regulated entertainment is being provided / after [*insert hours*]. Doors may be opened for normal entrance and egress of people but must be shut immediately thereafter.
 2. The windows at first floor level at the rear of the premises shall remain closed and doors at first floor level at the rear of the premises and the outside door on the western side of the premises shall remain closed, except during access and egress, when the premises are used for regulated entertainment.
 3. Doors to the beer garden to be kept closed when the garden is in use.

The protection of children from harm

- *It is unlawful to permit unaccompanied children under the age of 16 to be present on premises exclusively or primarily used for supply of alcohol for consumption on those premises under the authorisation of a premises licences, club premises certificates or a temporary event notice.*
- *In addition, it is an offence to permit the presence of children under 16 who are not accompanied by an adult between midnight and 5am at all premises supplying alcohol for consumption on those premises under the authorisation of any premises licence, club premises certificate or temporary event notice.*

Conditions duplicating these provisions are, therefore, unnecessary.

CH14 Access for Children to Licensed Premises - General

1. Access of children under the age of 18 shall not be permitted in the (*premises/entertainment are*) when the premises is being used for (*insert licensable activity*) / at any time.

2. Access of unaccompanied children under the age of 16 shall not be permitted after 11.00pm when the premises are serving alcohol for consumption on the premises.

3. The restriction of access of children under 18 shall apply between (*insert times*).

4. Access of persons under the age of 18 shall not be permitted to the premises unless accompanied by a responsible adult after Midnight

5. Access of children under the age of 16/18 shall not be permitted in the premises after (*insert hour*).

6. Access of unaccompanied children shall not be permitted on the premises at any time.

7. The Licensing authority will be notified at least 28 days in advance of any event to which children under 18 are permitted. Where access to persons under 18 years of age is permitted after 21:00hrs, the Police and Licensing Authority shall be given 14 days notice of the proposed event. The Police shall retain a power of veto over the event

CH1 Entertainment for Children

Entertainment specially presented for children shall not be given for children without the Licensing Authority's consent. At least 14 day's notice shall be given to the Licensing Authority of any intention to provide such entertainment in premises not normally used for children's entertainment.

CH16 Notice, Sales / admission to Children

1. Notices shall be strategically and prominently placed on the premises detailing the restrictions on sales to children.

2. Notices shall be strategically and prominently placed on or immediately outside the premises detailing the restrictions on the admission to children.

CH7 Prohibition on use (sexual Nature)

Any entertainment performance, service, or exhibition involving nudity or sexual stimulation which would come within the definition of a sex establishment in Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 as amended shall not be provided.

NOTE: This condition does not apply to any entertainment that is an integral part of a licensed performance of a play.

Licensing Act 2003 section 177a / Live Music Act 2012

LM3 ***Licensing Act 2003.
Section 177a***

The provision of entertainment consisting of the performance of live music and recorded music is not to be regarded as the provision of regulated entertainment provided:

- Music takes place on premises which are authorised by a premises licence or club premises certificate to be used for the supply of alcohol for consumption on the premises,
- At the time of the music, the premises are open for the purposes of being used for the supply of alcohol for consumption on the premises,
- If the music is amplified, it takes place in the presence of an audience of no more than 500 patrons, and
- The music takes place between 8am and 11pm on the same day

Any condition of the premises licence or club premises certificate detailed below which relates to live music, recorded music or both does not have effect in relation to the music.

LM4 ***Licensing Act 2003.
Section 177a***

The effect of the de-regulation provided by section 177A of the Licensing Act 2003 does not apply to these premises. All conditions relating to live music and recorded music shall apply at all times the premises is open to the public

Quick Reference Guide

ALCOHOL

Restriction on sale	CD36	p.8
Supplied with takeaway	CD28	p.9
Strength (ABV)	CD36	p.8
Open containers	CD36	p.8
Delivery service	CD28	p.9
Third party courier	CD28	p.9
Restaurant Conditions	CD37	p.17
Notices – Children	CH16	p.31

GLASS/BOTTLES

Bottle bans	CD19	p.9
Drinks supplied in bottles	CD19	p.9
Admission to premises with bottles	CD19	p.9
Taken into external area	CD19	p.10

CCTV

Location of cameras	CD2	p.10
Maintenance	CD2	p.10
Viewable copies	CD2	p.10

CONDUCT OF PREMISES

Poster/flyer/advertisement	PN1	p.25
Deliveries	PN36	p.25
Complaints book	PN32	p.25

DOOR SUPERVISORS

Numbers/times	CD3	p.14
Work log	CD3	p.14
Uniform/identification	CD3	p.14

ENTRANCE/EGRESS

Times entrance closed	CD25	p.9
Customer search	CD25	p.9
Entry queue	CD25	p.9
Restriction of entry	CD25	p.9
Latest admission	CD4	p.10
Children	CH14	p.31
Dispersal	PN41	p.25
Winding down	PN22	p.26

NOTICES

Sale/admission to children	CH16	p.31
Leaving premises	PN1	p.25

PROOF OF AGE

Challenge 25	CD42	p.11
Examples of appropriate ID	CD42	p.11
Staff training records	CD42	p.11
A register of refusals	CD42	p.11
Delivery only applications	CD42	p.13

REGULATED ENTERTAINMENT

Live/Recorded music deregulation	LM3	p.32
Live/Recorded music licensable	LM4	p.32
Entertainment for children	CH1	p.31

RESPONSIBILITY OF LICENSEE

No soliciting custom	CD9	p.16
Event Management Plan	CD9	p.16
Receipts for alcohol goods		
Purchased	CD9	p.16
display 'Ask for Angela' and		
'Ask for Clive' posters	CD9	p.17
Checking employees right to work		
in the UK.	CD9	p.17

SEXUAL ENTERTAINMENT

Prohibition of use	CH7	p.31
--------------------	------------	------

STAFF TRAINING

Staff training records	CD41	p.21
Refresher training	CD41	p.21
Welfare and Vulnerability		
Engagement (WAVE)	CD41	p.21

