



BRISTOL CITY COUNCIL  
LICENSING AUTHORITY

# MODEL OPERATING SCHEDULES

**(To have effect for the five year period beginning  
with 1 August 2015)**

## **TEMPLATE OPERATING SCHEDULES**

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See paragraph 2.14 of the policy, decision making on new applications for authorisations.

**TEMPLATE 01**

<p><b>Type of Premises: Late Night Entertainment venues (commonly referred to as nightclubs) ie those premises licensed for the sale of alcohol and regulated entertainment which trade beyond midnight on any day.</b></p>	
<p><b>Minimum issues that the applicant should address by way of steps in the operating schedule</b></p>	<p><b>Conditions that will usually be imposed as being consistent with proposed steps that address the issues listed.</b></p>
<p><b>General – all four licensing objectives</b>  <b>Steps and appropriate conditions often satisfy the promotion of more than one licensing objective. As a consequence steps and conditions are not listed under individual licensing objective headings for the purpose of this template.</b></p>	
<p>Measures will be put in place to ensure the safety of customers entering, exiting and whilst on the premises. <i>These measures are not only necessary to ensure public safety but also to prevent crime and disorder. The Licensing Authority expects applicants to identify the capacity proposed for their premises.</i></p>	<p><i>Overcrowding of premises can impinge on the safety of the public in that violence can erupt from such situations as spilt drinks or accidental barging between customers. In the event of an emergency overcrowding can also seriously impact on public safety. Overcrowding may also create opportunities for criminal activity such as pick-pocketing.</i></p> <p>CA08 The licence holder shall determine the occupant capacity of the premises on the basis of documented risk assessment(s).</p> <p>(i) The risk assessment(s) must take into account all relevant factors including space, means of access and egress, toilet provision, load-bearing capacity of floors, ventilation, etc and must be reviewed regularly, and if circumstances change.</p> <p>(ii) Where necessary separate occupancy levels must be set for different parts of the premises.</p> <p>(iii) The premises licence holder shall ensure that they consult the Public Health Services of Bristol City Council and any other relevant authority (for example the Fire Rescue Service regarding emergency evacuation limitations) as to the occupancy figure. Confirmation of the consultation and any outcomes shall form an integral part of the risk assessment on which the capacity figure is based.</p> <p>(iv) The capacity figure proposed by the premises licence holder shall be notified to the Licensing Authority in writing prior to the commencement of the licence.</p> <p>(v) Measures must be put in place to ensure that the capacity is not exceeded at any time.</p> <p>(vi) All documentation pertaining to the proposed figure must be kept on the premises and must be available immediately on request to any authorised officer of the Licensing Authority or a constable.</p> <p>CA11: The occupancy shall be restricted to <i>(Insert number)</i> persons in the premises. <i>(Limits may be also be appropriate for different rooms or floors of premises)</i> The occupancy figure includes staff, performers and public.</p>

	<p>The Premises Licence Holder shall ensure that there are appropriate management controls to ensure that the occupancy figure is not exceeded at any time. Appropriate controls shall be put in place to ensure that the occupancy of the premises / specified areas are not exceeded at any time.</p> <p>CA12: Manual and automatic electronic number control systems shall be installed, used and maintained at the premises at all times the premises is open to the public.</p> <p><i>Migration of patrons from one late night drinking venue to another can cause nuisance e.g. loud noise from 'drunken customers' meandering from venue to venue in the early hours of the morning.</i></p> <p>CA10: There shall be no entry or re-entry to the premises after (<i>Insert terminal hour for entry</i>) hours. Appropriate signage shall be clearly displayed at each exit from the premises advising patrons that re-entry to the premises after (<i>Insert terminal re-entry time</i>) hours on any morning is prohibited and that this prohibition also applies to people wishing to leave the premises to smoke.</p> <p><i>Tensions can arise where nightclub patrons are waiting for taxis in order to leave areas, resulting in frustration leading to disorder. Crowds of patrons present safety issues e.g. inebriated patrons wandering into roads etc.</i></p> <p>CA13: The premises licence holder shall support any taxi marshalling initiative that operates in the environs of the premises. This may include any fair and proportionate financial support from the premises licence holder.</p>
<p>Prevention of glassing incidents</p>	<p><i>There have been 'glassing' incidents in nightclubs resulting in serious injuries.</i></p> <p>GB01. The premises licence holder shall ensure that any bottles or glasses are removed from persons leaving the premises.</p> <p>GB04. The premises licence holder shall ensure that all drinking glasses used within the premises are of toughened or safety glass to the appropriate safety standard, in that they shall not produce sharp shards when broken</p> <p>GB08: Items of glass-wear (such as glasses, bottles, etc) shall not be permitted in the outdoor area/ dance-floor area* [*delete as appropriate].</p>
<p>Ensuring the safety of children and vulnerable persons. [1] <i>Where no events for persons under eighteen are</i></p>	<p>[1] CV12: There shall be no events for persons under 18 years of age</p>

<p><i>intended to be held.</i></p> <p>[2] <i>Where applicants have not indicated if any activities are to be provided.</i></p> <p><i>Whenever any relevant entertainment (with the meaning of the third schedule to the Local Government (Miscellaneous Provisions) Act 1982 is proposed to take place under this authorisation applicants are expected to take steps to ensure the premises are not used more than is permitted under the exemption.</i></p> <p>[3] <i>Applicants may wish to hold under eighteen events in which case the steps must be tailored to address</i></p>	<p>[2] CV11. The premises shall not be permitted to be used for any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children, which prohibited uses include, among other things, nudity or semi-nudity, films for restricted age groups or any relevant entertainment (with the meaning of the third schedule to the Local Government (Miscellaneous Provisions) Act 1982 except where that is expressly permitted under a licence or waiver granted or given under that legislation.</p> <p><i>The ability to monitor reliance on the very limited exemption serves to promote the prevention of crime objective</i></p> <p>Except where a sexual entertainment venue licence has been granted under the third schedule to the Local Government (Miscellaneous Provisions) Act 1982. the licensee shall ensure that the licensing authority is notified in advance of all performances of relevant entertainment (within the meaning given in the said third schedule) is to take place at the premises.</p> <p>[3] DC16: Where there is provided in any building regulated entertainment for children, or regulated entertainment at which the majority of the persons attending are children, then, if the number of children attending the regulated entertainment exceeds one hundred, it shall be the duty of the person providing the entertainment to station and keep stationed, wherever necessary, a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted to the building, or any part thereof, than the building or part can properly accommodate, and to control the movement of the children</p>
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<p><i>concerns which may arise from such a 'mixed age' use.</i></p> <p><i>[4] Use of premises by disabled person</i></p>	<p>and other persons admitted while entering and leaving the building or any part thereof, and to take all reasonable precautions for the safety of the children.</p> <p>[4] CV13: It shall be the responsibility of the premises license holder, to ensure that an appointed person shall be in charge of the premises when regulated entertainment is taking place to ensure the safety of disabled persons on the premises.</p>
<p>Provision of adult entertainment</p>	<p>SE01: Striptease or adult types of entertainment will only take place in designated areas approved by the Licensing Authority. Arrangements for access to the dressing room shall be approved by the Licensing Authority and shall be maintained at all times whilst strip tease is taking place and immediately thereafter.</p> <p>SE02: Whilst striptease entertainment is taking place, no person aged under the age of 18 will be allowed on that part of the licensed premises where the striptease/entertainment is taking place and such part must not be visible from other parts of the premises. A clear notice shall be displayed at each entrance to the premises in a prominent position so that it can be easily read by persons entering the premises on the following terms: - "No person under 18 years will be admitted"</p> <p>SE03: Dancers not performing must not be in the in a state of undress in any area to which the public have access.</p> <p>SE04: Dancers shall only perform on the stage area or to seated customers.</p> <p>SE05: Performers shall be aged not less than 18 years.</p> <p>SE06: The premises licence holder must not permit the display outside of the premises of photographs or other images which indicate and suggest that striptease or similar dancing takes place on the premises.</p> <p>SE07: There shall be at least (<i>Insert</i> number) registered door supervisor(s) on the premises when the striptease entertainment is taking place.</p> <p>SE08: There shall be no physical contact between customer and the performer before, during or after the performance other than the placing of money or tokens into the hands of the dancer, or by the placing of notes by the customer in a garter worn by the performer for that purpose.</p> <p>SE09: The premises licence holder, performer and any person concerned in the organisation or management of the entertainment shall not encourage, or permit encouragement of the audience to throw money at</p>

or otherwise give gratuities to the performers (other than in accordance with SE8 above).

SE10: The performer shall at all times wear, for females a g-string and males appropriate clothing to cover their genitalia adequately and the clothing shall not be transparent or removed.

SE11: No performer shall at any time reveal any part of their genitalia or anus.

SE12: No sex act shall take place.

SE13: The area proposed for striptease shall:

a) be in a position where the performance cannot be seen from the street.  
b) be in a designated area of the premises with segregation from the audience.

c) be in a position where the performers will have direct access to the dressing room without passing through or in close proximity to the audience.

SE14: The entertainment shall be given only by performers / entertainers and the audience shall not be permitted to participate.

SE15: Persons appearing on stage shall go directly between the dressing room and designated performance area without passing through or in close proximity to the audience.

SE16: Striptease / exotic / adult entertainment dancers (including table side / lap / pole dancers) must immediately dress at the conclusion of each performance.

SE17: Entertainment provided by topless (only) dancers to customers seated at tables may only take part in those parts of the premises approved by the Licensing Authority. No audience participation shall be permitted.

SE18: Should a customer attempt to touch a dancer, the dancer must withdraw and report the matter to her / his manager /supervisor.

SE19: No telephone number, address or information leading to any further meeting may be passed from customer to dancer or vice versa.

SE20: No dancer may perform if they are intoxicated.

SE21: No member of the public shall be admitted or allowed to remain in the dance area if they appear to be intoxicated.

SE22: All members of the public shall remain seated in the dance area other than when they arrive, depart, visit the toilet or go to the bar.

	<p>SE23: Signs must be displayed at the entrance to the dance area stating:</p> <ul style="list-style-type: none"> <li>(i) “Any customer attempting to make physical contact with a dancer will be asked to leave”.</li> <li>(ii) Signs must be sufficient in size, legible and positioned so as to be read by all customers entering the dance area.</li> </ul> <p>SE24: No dancer shall perform any sexually explicit or lewd act.</p> <p>SE25: Whilst dancing takes place not less than (insert agreed number) of Door Supervisors registered Security Industry Authority or other accredited scheme recognised by the Licensing Authority shall be employed in the part of the premises used for dancing unless alternative arrangements are approved by the Licensing Authority.</p> <p>SE26: CCTV shall be installed to cover all areas where dancing will take place. All cameras shall continually record whilst the premises are open to the public.</p> <p>SE27: Striptease entertainment or any exotic entertainment involving full nudity shall not be permitted at the premises.</p>
<p>Control and management of the sale of alcohol</p>	<p>SA01: All staff to be trained in the prevention of underage sales to a level commensurate with their duties. All such training to be updated as necessary, for instance when legislation changes, and should include training on how to deal with difficult customers. The training should be clearly documented and signed and dated by both the trainer and the member of staff receiving it. The documentation shall be available for inspection on request by an authorised officer of the Licensing Authority or a constable.</p> <p>SA02: (i) An approved proof of age scheme shall be adopted, implemented and advertised within the premise such as “Challenge 25” whereby an accepted form of photographic identification shall be requested before any alcohol is sold to any person who appears to be under 25 years of age. Acceptable proof of age shall include identification bearing the customer's photograph, date of birth and integral holographic mark or security measure. Suitable means of identification would include PASS approved proof of age card, photo-card driving licence and passport.</p> <p>(ii) Publicity materials notifying customers of the operation of the Challenge 25 scheme shall be displayed at the premises, including a Challenge 25 sign of at least A5 size at the entrance to the premises and where practicable at each point of sale.</p> <p>SA03: The premises licence holder shall require the DPS, or in his/her absence other responsible person, to keep an 'incident/refusals logbook' in a bound book in which full details of all incidents are recorded. This shall include details of any refused sales and shall give details of the persons involved, incident description, time and date, actions taken and final outcome of the situation. This shall be completed as soon as possible and</p>



<p><i>Applicant is expected to offer a step for drinking up time/wind down period between supply of alcohol and closure.</i></p>	<p>in any case no later than the close of business on the day of the incident. The time and date when the report was completed, and by whom, is to form part of the entry. The logbook is to be kept on the premises at all times and shall be produced to an authorised officer of the Licensing Authority or a constable when required.</p> <p>SA04: The premises shall be cleared of customers within 30 minutes of the last supply of alcohol on any day.</p> <p>NP66: There shall be no consumption of beverages purchased from the premises in open containers outside at the front of the premises.</p> <p>TL01: The premises licence holder, or the person appointed by the premises licence holder to be in charge of the premises when licensable activities are taking place, shall provide or have the unhampered use of a telephone on the licensed premises for use in an emergency. In premises that do not have the benefit of a permanent phone installation then a mobile phone must be available.</p>
<p>Where promotional events may take place steps are expected to be offered by the applicants for when the premises are used by third parties hirers and promoters.</p>	<p><i>Events involving the performance or promotion of novel or unusual activities is to take place they should be clearly identified by applicants and should have clearly identified steps to ensure promotion of the licensing objectives.</i></p> <p>SX03: A documented risk assessment of promotional or one-off 'entertainment' events shall be conducted by the management of the venue and such risk assessment shall be available upon request by an authorised officer of the Licensing Authority or a constable. Promotional or one-off events shall be notified to the Licensing Authority and the Police at least one month prior to the proposed event.</p> <p>SX04: Use of premises by third parties. Where the premises, or parts of the premises may be hired out by third parties or be used by events promoters, the premises licence holder must ensure that there are appropriate procedures in place that will ensure that as far as is possible, the third party is aware of the licensing conditions and has in place their own procedures which will ensure that the licensing objectives are not compromised.</p> <p>AD02: In respect of promoted events, that is, any events involving the conduct of licensable activities at the premises that are organised by persons other than the premises licence holder or those under his direct control, the premises licence holder shall ensure that a register is maintained in a bound book kept for that purpose. The register shall be kept at the premises and shall be produced by the designated premises supervisor (or his nominated deputy in his absence) to an authorised officer of the Licensing Authority or a constable upon request. The register shall record the following:</p> <ul style="list-style-type: none"> <li>(i) Date and time of event and brief description of it;</li> <li>(ii) Name of the promoter(s), that is, the person(s) responsible for organising the event;</li> </ul>

	<p>(iii) Where the promoter is a company, its registered number.</p> <p>(iv) The proper address of the promoter</p> <p>(v) Contact telephone number for promoter</p>
Advertising	<p><i>Advertising of events can result in fly posting resulting in litter and nuisance.</i></p> <p>AD01: The premises licence holder shall take all reasonable precautions and exercise all due diligence to ensure that no licensable activity shall be advertised in a manner which contravenes the general law or cause a nuisance to the general public.</p>
Provision of door supervisors	<p><i>The provision of door supervisors are key to the control and management of the premises both inside and outside, so as to prevent crime and disorder and to promote public safety.</i></p> <p>DC01: Door supervisors who have been approved by the Security Industry Authority or any accreditation scheme recognised by the Licensing Authority, shall be used to vet customers and maintain public order. The vetting process must include implementation of the premises' proof of age policy. All door supervisors must ensure that identification bearing the customers photograph, date of birth and integral holographic mark or security measure is produced before allowing entry and where it is not, entry shall be refused. Suitable means of identification would include PASS approved proof of age card, photo-card driving licences and passports.</p> <p>DC03: [A] The premises licence holder shall ensure that the following details for each door supervisor, are contemporaneously entered into a bound register kept for that purpose:</p> <ul style="list-style-type: none"> <li>(i) Full name,</li> <li>(ii) SIA Certificate number and or badge number, or registration number of any accreditation scheme recognised by the Licensing Authority (including expiry date of that registration or accreditation),</li> <li>(iii) The time they began their duty</li> <li>(iv) The time they completed their duty.</li> </ul> <p>This register is to be kept at the premises at all times and shall be so maintained as to enable an authorised officer of the Licensing Authority or a constable to establish the particulars of all door stewards engaged at the premises during the period of not less than 31 days prior to the request and shall be open to inspection by authorised officers of the Licensing Authority or a constable upon request.</p> <p>[B] The premises licence holder shall ensure that the following details for each door supervisor are entered into a bound register kept for that purpose to include the following details:</p> <ul style="list-style-type: none"> <li>(i) Name</li> <li>(ii) Date of birth</li> <li>(iii) Address</li> <li>(iv) Contact telephone numbers</li> <li>(iv) SIA Certificate number, or registration number of any accreditation scheme recognised by the Licensing Authority.</li> <li>(v) Commencement date of performing duties at the premises.</li> </ul>

	<p>(vi) The full details of any agency through which they have been allocated to work at the premises if appropriate These details should be easily accessible to any authorised officer of the Licensing Authority or a constable.</p> <p>DC05: The premises licence holder shall ensure that all door supervisors on duty at the premises wear a current identification badge, issued by the Security Industry Authority or any accreditation scheme recognised by the Licensing Authority, in a conspicuous position to the front of their upper body.</p> <p>DC10: The Premises Licence Holder shall keep a register of all security personnel employed at the premises, such a register to include the following details of those personnel and is to be kept on the premises at all times: Full Name, Date of Birth, Full Address and employing agency (if appropriate). This register will be made immediately available to an authorised officer of the Licensing Authority or a constable upon requirement.</p> <p>DC11: The premise licence holder shall require the designated premises supervisor, or in his/her absence other responsible person to identify by name, those persons performing duty as door security personnel to an authorised officer of the Licensing Authority or a Constable.</p> <p>DC22: A minimum of (insert number) door supervisors shall be permanently stationed at each entrance/exit [excluding fire exits] to the premises.</p> <p>DC24: All door supervisors shall be capable of communicating instantly with one another by way of radio or other simultaneous system of communication.</p> <p>DC23: Door Supervisors shall be on duty at the premises on each trading day from (Insert commencement hours) until (Insert terminal hours).</p>
Provision of CCTV	<p><i>CCTV is a key tool in the management and control of premises, not only providing the Police with evidence of crime but also for the premises licence holder as it can provide an overview of the whole premises and assist in management decision making</i></p> <p>CC01: CCTV shall be in use at the premises.</p> <p>(i) Where a CCTV system is to be installed, extended or replaced, it shall be to an appropriate standard as agreed with the Licensing Authority in consultation with the Police. Where a CCTV system is to be installed it shall be fully operational by <i>(insert date)</i>. Where existing CCTV systems are to be replaced or extended the replacement or extension to the system shall be concluded by <i>(insert date)</i> and the system be fully operational on that date.</p> <p>(ii) The CCTV equipment shall be maintained in good working order and continually record when licensable activity takes place and for a period of</p>

	<p>two hours afterwards.</p> <p>(iii) The premises licence holder shall ensure images from the CCTV are retained for a period of 31 days. This image retention period may be reviewed as appropriate by the Licensing Authority</p> <p>(iv) The correct time and date will be generated onto both the recording and the real time image screen.</p> <p>(v) If the CCTV equipment (Including any mobile units in use at the premises) breaks down the Premises Licence Holder shall ensure the designated premises supervisor, or in his/her absence other responsible person, verbally informs the Licensing Authority and the Police as soon as is reasonably practicable. This information shall be contemporaneously recorded in the incident report register and shall include the time, date and means this was done and to whom the information was reported. Equipment failures shall be repaired or replaced as soon as is reasonably practicable and without undue delay. The Licensing Authority and the Police shall be informed when faults are rectified.</p> <p>(vi) The premises Licence holder shall ensure that there are trained members of staff available during licensable hours to be able to reproduce and download CCTV images into a removable format at the request of an authorised officer of the Licensing Authority or a constable.</p> <p>(vii) There shall be clear signage indicating that CCTV equipment is in use and recording at the premises during all (Insert hours) hours</p> <p>CC08: CCTV. A minimum of (Insert number) head mounted mobile cameras (robo-cams) shall be in use at the premises from (Insert commencement hours) hours until closing on each day that the premises are open to the public. One such camera shall be permanently located at the entrance and in each (Insert specified areas where appropriate).</p> <p>CC12: The CCTV system shall include all external areas of the premises.</p> <p>CC13: A plan of the premises shall be annotated to show the location of all CCTV cameras within the premises, such a plan to be submitted to the Licensing Authority by the (Insert date). Such a plan to be regularly updated in the event of any changes to the location of such cameras.</p> <p>CC14: CCTV cameras shall monitor all areas used by premise patrons including any external smoking area to monitor numbers and prevent crime and disorder.</p> <p>CC15: The CCTV covering any dedicated smoking area shall be fully installed and operational before the smoking area can be used. Such CCTV to be maintained in accordance with all conditions covering such equipment.</p> <p>CC16: There shall be clear signage indicating that CCTV equipment is in use and recording at the premises during all (Insert hours) hours.</p>
Staff Training	<i>A lack of training for staff has often been identified as a factor in poorly run premises or in situations where control of a premises has broken down</i>

	<p><i>often resulting in licence reviews being instigated.</i></p> <p>TR03: The premises license holder shall provide training for all staff to ensure that they are familiar with all means of ingress and egress and the appropriate procedures in case of any emergencies that require an immediate evacuation of the premises. A record of the training shall be maintained and shall be available upon request by officers of the City Council of Bristol.</p> <p>TR04: All staff are to be trained with respect to underage sales, such training to be updated as necessary when legislation changes and should include training in how to refuse sales to difficult customers.</p> <p>TR05: A record of all staff training shall be maintained at the premises and made immediately available upon request to an authorised officer of the Licensing Authority or the Police. The documentation relating to training should extend back to a period of three years and should specify the time, date and details of the persons both providing the training and receiving the training.</p>
<p>Security / Searching of customers</p>	<p><i>Due to the volumes of people that nightclubs attract and that often the patrons may be inebriated the crime statistics are generally higher for this type of venue. Security and searching policies are therefore a key tool for premises licence holders to properly manage and control their premises.</i></p> <p>PS06: The premises licence holder shall ensure that signage is appropriately displayed in the premises advising all customers not to leave any belongings unattended.</p> <p>PS07: The premises licence holder shall ensure that a search policy is implemented at the premises. Searches shall only be conducted by same sex searchers.</p> <p>PS08: Drugs and weapons seized will be placed in a locked receptacle set aside for this purpose. The means for securing or unlocking the receptacle will be retained by the premises licence holder or the designated premises supervisor or in their absence any other responsible person. A record shall be made of the seizure, the time, date and by whom, and to whom the items were handed on to in a bound book specifically kept for that purpose. Such a book to be produced to an authorised officer of the Licensing Authority or a constable upon request. The premises licence holder shall make suitable arrangements with the Police for the collection of any seized items.</p> <p>PS10: An incident report logbook shall be held at the premises at all times and shall be produced to an authorised officer of the Licensing Authority or a constable immediately upon request. It shall contain the details of persons involved, incident description, time and date, actions taken and final outcome of the situation.</p>
<p>Control of Drugs</p>	<p><i>A proactive approach to the control and management of the use of illegal substances should assist premises licence holders in the prevention of</i></p>

	<p><i>criminal activity.</i></p> <p>DA01: Where there is reasonable suspicion that drugs, defined as Class A,B or C controlled substances under the Misuse of Drugs Act, or weapons are being carried, the premises licence holder shall ensure that the outer clothing, pockets and bags of those entering the premises are searched by door security personnel. In any event where controlled substances or weapons are found, the premises licence holder shall ensure that the designated premises supervisor or nominated person shall immediately inform the Police.</p> <p>DA02: The premises licence holder shall put up a clearly visible notice advising those attending that the Police will be informed if anyone is found in possession of controlled substances or weapons.</p> <p>DA03: The premises licence holder shall ensure that documented security arrangements are implemented at the premises to discourage the sale and consumption of controlled substances. Security arrangements shall include having a member of staff regularly check toilet areas, the date and times of all checks to be recorded in a bound book kept for that purpose and to be produced upon request to an authorised officer of the Licensing Authority or a constable. Signage shall also be placed in the toilet areas advising patrons that checks are conducted regularly.</p> <p>DA05: The premises licence holder shall ensure that, with regard to controlled substances, harm reduction information is displayed within the venue and that there are suitably experienced members of staff, or outreach workers from a local drugs agency, dedicated to providing harm reduction information and to dealing with drug related incidents or emergencies appropriately.</p> <p>DA06: The premises licence holder shall provide rest facilities, when required, to the satisfaction of the Licensing Authority which are cooler, quieter and preferably separate from the main dance area(s). These areas should offer adequate seating.</p>
<p>Liaison with external agencies and/or local forums</p>	<p><i>Co-operation, liaison and sharing of information can be beneficial to premises licence holders in promoting the licensing objectives.</i></p> <p>PW01: The premises licence holder shall ensure participation in any Pub Watch or similar scheme operating in the locality of the licensed premises.</p> <p>PW02: Subject to reasonable notice being given which save in an emergency shall be not less than seven days, the premises licence holder shall ensure attendance at any meeting convened by the Police to discuss any matters relating to the premises.</p>
<p>First Aiders</p>	<p>FA01: For events where it is anticipated that more than 100 persons will be in attendance the premises licence holder shall ensure that adequate first aid provision is available at all times that the license is in force and shall have a suitably qualified first-aider on the premises during the event.</p>

<p>Noise control  <i>.Steps should be advanced to avoid harm that can be caused by noise.</i></p>	<p><i>Noise nuisance arising from the operation of premises is a common factor in complaints from local residents. The following conditions are therefore aimed at controlling the incidents of noise breakout which undermines the prevention of nuisance objective</i></p> <p>NP02: Music shall not be played at a level that will cause unreasonable disturbance to the occupants of any properties in the vicinity.</p> <p>NP03: Except for access and egress all doors and windows shall be kept closed after (<i>Insert</i>) hours.</p> <p>NP04: No speakers for amplification of music shall be placed on the outside of the premises or on the outside of any building forming a part of the premises.</p> <p>NP05: Alarms shall be fitted to (Specify location of external windows/fire doors) to alert staff when (they are)(it is) opened without authorisation.</p> <p>NP39: (<i>Condition regarding limiter only triggered if nuisance witnessed</i>)</p> <p>(i) If officers of the council witness noise at a level that causes unreasonable disturbance to the occupants of any properties in the vicinity then a noise limiting device shall be used in relation to all sound amplification equipment used in conjunction with the Premises Licence.</p> <p>(ii) The noise limiting device shall be installed and set at a level approved by the Council through an authorised officer of the Pollution Control Team within 1 month of notification, for it's requirement, from the Licensing section.</p> <p>(iii) The noise limiting device shall be properly secured so that it can not be tampered with.</p> <p>(iv) The noise limiting device shall only be reset with the authority of the Council through an authorised officer of the Pollution Control Team.</p> <p>(v) If deemed necessary, the noise limiting device shall be reset to a level approved by the Council through an authorised officer of the Pollution Control Team within 14 days of notification.</p> <p><i>In those instances where premises abut residential accommodation there will be a requirement for an assessment of the potential for noise transmission which results in noise nuisance.</i></p> <p>NP32: A report shall be submitted detailing and recommending a scheme of sound insulation works for the partition between the licensed premises and adjacent residential useage. The report shall also consider the noise leakage from the building and also consider the volume and nature of the music likely to be desired by the premises. The report shall be submitted to and approved in writing by the Council through an authorised officer of the Pollution Control Team and all recommended works carried out in full prior to the commencement of any regulated entertainment should the Premises Licence be granted.</p> <p><i>Guidance</i>  <i>The noise assessment shall be carried out by a suitably qualified acoustic</i></p>
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consultant/engineer and shall take into account the provisions of PPG 24 Planning Policy Guidance: Planning and Noise, BS4142: 1997. "Method of rating industrial noise affecting mixed residential and industrial areas" and BS 8233: 1999 "Sound Insulation and Noise Insulation for Buildings - Code of Practice".

The recommended design criteria for dwellings are as follows:

Daytime (07.00 – 23.00) LAeq(16 hours) 35 dB & Noise Rating Curve NR35 in all rooms

Nighttime (23.00 – 07.00) LAeq(8 hours) 30 dB & Noise Rating Curve NR20 to NR25 in bedrooms

#### NP19: Monitoring

The manager, licence holder or other competent person shall carry out observations in the vicinity of the properties at (*insert location*), on at least (*insert time period e.g. hourly*) intervals between (*insert start time*) and (*insert finish time*) whilst the Premises Licence is being exercised in order to establish whether there is a noise breakout from the premises. If the observation reveals noise breakout at a level likely to cause disturbance to the occupants of properties in the vicinity then the volume of music shall be reduced to a level that does not cause disturbance. A record of such observations shall be kept in a book for that purpose, such a book shall be completed immediately after the observation detailing the time, location and duration of the observation, the level of noise breakout and any action taken to reduce noise breakout. Such book to be made available at all times upon request to an authorised officer of the Licensing Authority or a constable.

NP57: Clear notices displayed at all points where customers leave the building must instruct them to respect the needs of local residents and leave the premises and the area quietly.

#### Noise from plant & equipment

NP68: Noise from any ventilation, refrigeration or air conditioning plant or equipment shall not cause nuisance to the occupants of any properties in the vicinity.

Recommendation:

(i) The Rating Level of any noise from any fixed plant shall not exceed the background noise level by more than 0dB at the nearest noise sensitive property as determined by BS 4142: 1997 Method of Rating Industrial Noise Affecting Mixed Residential and Industrial Areas at any time.

(ii) Anti vibration mounts should be used to isolate plant from fixed structures and a flexible connector used to connect the flue to the fan if there is a potential to transmit vibration to any noise sensitive property. Any systems will also need regular maintenance so as to reduce mechanical noise.

*Guidance on the above can be gained at 'Guidance on the Control of Odour & Noise from Commercial Kitchen Exhaust System' Published electronically by Department for Environment, Food and Rural Affairs.*



	<p><i>Product Code PB10527.</i></p> <p>NP65: A clear notice shall be displayed at any exit to the premises to instruct customers to respect the needs of local residents and leave the premises and the area quietly.</p> <p><i>Whilst it is recognised that short-term exposure is unlikely to cause long term hearing damage, it is recognised that it may cause short-term health problems such as tinnitus, acoustic trauma or temporary threshold shift if the noise levels are excessive.</i></p> <p>NP01. The premises licence holder shall ensure that:</p> <p>(i) Speakers are not placed in positions where members of the public can stand within close proximity to them.</p> <p>(ii) Consumer-friendly signs that give advice about hearing protection shall be appropriately displayed.</p> <p>(iii) Earplugs are either available free of charge or that they are available for purchase by patrons.</p>
<p>Special effects or novel performances <i>Steps advanced to ensure safety during the use of special effects</i></p>	<p><i>Special effects and unusual or novel performances often have inherent risks which can undermine the promotion of the public safety objectives.</i></p> <p>Pyrotechnics and other special effects.</p> <p>SX01: (i) All special effects, equipment and mechanical installations shall be selected, arranged, stored and used so as to minimise any risk to the safety of the audience, performance and staff. This must be on the basis of a written risk assessment.</p> <p>(ii) 'Special effects' include: dry ice machines, cryogenic fog machines, smoke machines and any other type of fog generators, pyrotechnics including fireworks, explosives and other highly flammable substances, real flame, firearms, motor vehicles, strobe lighting, lasers, foam, any other unusual or novel effect.</p> <p>(iii) Furthermore written permission must be sought from the licensing authority <u>before</u> using any of the above - for the first time and after any significant changes have been made to the venue, usage of the effect or the equipment itself.</p> <p>SX05: Except where expressly permitted no lasers, smoke producing effects, light shows (strobe lights) or pyrotechnics shall be used at any time when licensable activity is taking place</p> <p>SX06: Except where expressly permitted, explosives or highly flammable substances shall not be brought on to or used in the premises at any time when any licensable activity is taking place</p> <p>SX07: Acts and Performances. No act or performance where there may be a risk of injury from fire; falling objects or people; impact; moving equipment; animals or any other source should take place within the venue unless it is done safely and without risk to the public. Control measures must be decided on the basis of a written risk assessment, which must be submitted to the licensing authority at least 14 days before</p>

	<p>the event. Written permission of the licensing authority must be given before the act or performance can go ahead.</p> <p>SX08: Unless the express consent of the Licensing Authority is obtained and subject to any conditions attached to such consent, no person shall give at the premises (otherwise than as provided by Section 5 of the Hypnotism Act, 1952) any exhibition, demonstration or performance of hypnotism, mesmerism or any similar act or process which produces or is intended to produce in any person any form of induced sleep or trance in which the susceptibility of the mind of that person to suggestion or direction is increased or intended to be increased.</p>
<p>Safe movement of customers in and around premises</p>	<p><i>Not only is public safety affected by the movement and congregation of customers in venues but that crime and disorder can result from patrons frustration at not having unhindered access to all areas or from congested bottlenecks within premises.</i></p> <p>GS01: All doors and fastenings shall at all times be kept in proper working order</p> <p>GS02: Any door not usable by the public shall be marked "PRIVATE", notices bearing the words "NO EXIT" or "NO WAY OUT" shall not be used.</p> <p>GS03: A door or gate shall not open immediately upon a step or steps. A landing having a width of not less than 900 mm shall be provided between the door and gate and the step or steps.</p> <p>GS06: Curtains shall not be hung across gangways or over staircases; where hung over doorways or across corridors they shall draw easily from the centre and slide freely and shall be clear of the floor.</p> <p>GS09: Stairways, corridors or gangways shall not be used as cloakrooms and no pegs for hanging hats, cloaks or other articles shall be fitted therein. Where cloakrooms are provided, they shall be so situated that the persons using them shall not interfere with the free use of any exit route.</p> <p>GS10: The public shall be permitted to leave by all exit and entrance doors after each performance, entrances being considered and treated as exits for all purposes, provided that they are not revolving doors or fitted with turnstiles.</p> <p>GS26: All traffic routes used by members of the public (including entrance ways, gangways, lobbies, corridors, passages and exit routes and all steps and stairways) should have:</p> <ul style="list-style-type: none"> <li>(i) Nosings of the treads of steps in a contrasting colour to the remainder of the tread. The nosings shall show up clearly under emergency lighting conditions.</li> <li>(ii) Any changes in level clearly visible to members of the public, such as by using contrasting colours or additional lighting.</li> <li>(iii) Mats more than 1 cm thick sunk to floor level unless of rubber with</li> </ul>

	<p>wide bevelled edges.</p> <p>(iv) A continuous handrail securely fixed on each side of all staircases, steps and landings at a height of not less than 840 mm nor more than 1 metre, measured vertically from the pitch line, except that only one such handrail need be provided to such staircases, flights of steps or landings which are less than 1 m wide. Where a staircase is 1.8 metres or more in width, a central handrail shall, in addition, be provided, properly supported and secured to the steps.</p> <p>GS27: Heavy Fittings. Heavy fittings such as projectors, stage lights, etc must have not less than two independent means of suspension e.g. clamp and chain.</p>
Electrical Safety	<p>EL06: The premise licence holder shall ensure that a Residual Current Device protection, sensitive to tripping currents of not more than 30 milli-amps, are fitted to all power circuits supplying sockets that may be used by entertainers / members of the public for plugging in electrical equipment. These should be regularly tested to ensure they are still functioning as required.</p> <p>EL09: Electrical installation in areas used by members of the public shall be subject to the following:</p> <p>(i) Any alterations made to electrical installations, including the use of temporary wiring and distribution systems, shall comply with the relevant edition of the Regulations for the Electrical Equipment of Buildings issued by the Institution of Electrical Engineers (BS 7671 or any British Standard replacing or amending the same).</p> <p>(ii) All electrical equipment and installations shall be subject to regular visual checks to ensure that they are safe and in good working order, as well as formal routine tests by a competent person as advised in the aforementioned BS 7671 guidance.</p> <p>(iii) A Residual Current Device protection sensitive to tripping currents of not more than 30 milli-amps, must be fitted to power circuits supplying outdoor sockets and also indoor sockets that might be expected, with the use of plug-in extension leads, to power outdoor circuits.</p>
Gas safety	<p>EL10 : Gas installations or boilers</p> <p>A gas safety inspection shall be carried out on all gas pipework and appliances (mains or cylinder) at intervals determined by an engineer who is suitably registered by Gas Safe. The gas safety certificate shall be retained for inspection.</p>
Sanitary Facilities	<p><i>The Licensing Authority receive numerous complaints of urinating in streets and gardens etc by late night revellers. Poor sanitary facilities also represent a public health hazard. Sanitary facilities that are at least adequate therefore help to promote the prevention of public nuisance.</i></p> <p>SF02: Adequate sanitary accommodation shall be provided at the premises in accordance with either the District Surveyors Technical Standards for places of entertainment or the BS6465 standard for sanitary</p>

	provisions or any British Standard replacing or amending the same.
Control of waste materials	<p><i>Accumulations of rubbish or inconsiderate disposal of waste such as glass bottles can cause nuisance to occupants in the vicinity.</i></p> <p>WM1: No accumulation of combustible rubbish, dirt, surplus material or stored goods shall be permitted to remain in any part of the premises except in an appropriate place and of such quantities so as not to cause a nuisance, obstruction or other safety hazard.</p> <p>WM7. Activities relating to the on site disposal (including placing into external receptacles) and collection of refuse, bottles and recyclable materials shall only take place between (<i>insert hours and days as necessary</i>).</p> <p>WM8: The collection of refuse, bottles and recyclable materials shall only take place (<i>insert hours and days as necessary</i>).</p> <p>WM9: Activities relating to deliveries shall only take place between (<i>insert hours and days as necessary</i>).</p>
Ventilation	<p><i>In the event that premises are poorly ventilated may have an adverse effect on patrons or may lead to patrons seeking to open doors and windows resulting in nuisance to surrounding properties from noise breakout.</i></p> <p>VN01: All parts of the licensed premises shall be effectively and suitably ventilated by a sufficient quantity of fresh or purified air. The air within the premises shall be maintained at a reasonable and comfortable temperature immediately before and during their use by patrons. <i>Guidance on this should be sought from Guide B 'Heating, Ventilation, Air conditioning and refrigeration' issued by the CIBSE (Chartered Institute for Building Services Engineers) or any document replacing the same.</i></p> <p>WM10: Odour from any flue used for the dispersal of cooking smells serving the building shall not cause nuisance to the occupants of any properties in the vicinity. Recommendation: It is recommended that any flues for the dispersal of cooking smells shall either:</p> <p>(i) Terminates at least 1 metre above the ridge height of any building in the vicinity, with no obstruction of upward movement of air or:</p> <p>(ii) Have a method of odour control such as activated carbon filters, electrostatic precipitation or inline oxidation. <i>Guidance on the above can be gained at 'Guidance on the Control of Odour &amp; Noise from Commercial Kitchen Exhaust System' Published electronically by Department for Environment, Food and Rural Affairs.</i></p> <p>Product Code PB10527. <a href="http://www.defra.gov.uk/environment/noise/research/kitchenexhaust/pdf/kitchenreport.pdf">http://www.defra.gov.uk/environment/noise/research/kitchenexhaust/pdf/kitchenreport.pdf</a></p>
Indoor sporting activities. Application	<i>Indoor sports may be varied and diverse but often can result if opposing supporters being present in confined spaces. This can lead to crime and disorder or public safety issues and extra care is therefore required. It is</i>

<p><i>may be made for regulated entertainment which includes indoor sporting activities and boxing and wrestling. If such activities are to be applied for then special consideration should be given to the steps which are offered to promote the licensing objectives.</i></p>	<p><i>important that the safety of participants is also protected.</i></p> <p>IS01: An appropriately qualified medical practitioner is to be present throughout a sports entertainment which consists of boxing, wrestling, judo, karate or other indoor sports entertainment of similar nature unless the licensing authority specifically exempts a particular sports entertainment from this requirement.</p> <p>IS02: Where a ring is involved it shall be constructed and supported by a competent person and is inspected by a competent authority. Any material used to form a skirt around the ring is to be flame retardant.</p> <p>IS03: Where any structure is used in relation to any contact sport it shall be constructed and supported by a competent person and is inspected by a competent authority. Any materials used in relation to the structure shall be flame retardant.</p> <p>IS04: At any indoor sports entertainment consisting of wrestling or entertainments of a similar nature the public shall be prevented from occupying any seat or place within 2.5 metres of the ring or sporting area.</p>
<p>Smoking Areas / Outdoor Areas</p>	<p><i>The advent of the smoking ban has had a major impact on the way in which a number of premises operate. Disorder can arise from patrons seeking to leave premises to smoke and being refused re- admittance or from patrons congregating outside of venues alongside those queuing to enter. There is also a potential for increased nuisance arising from patrons congregating outside a venue.</i></p> <p><i>Dedicated smoking areas within the curtilage of premises.</i></p> <p>SM01: The smoking area shall be permanently monitored by a minimum of (Insert number) SIA or other accredited scheme recognised by the Licensing Authority registered door staff during (Insert Hours) hours. The amount of people in this area will not exceed (Insert occupancy number) persons; this shall be monitored with (insert method of monitoring occupancy number) from a position (insert positions from which monitoring is to take place). The numbers and location shall be permanently monitored by an SIA or other accredited scheme recognised by the Licensing Authority registered door supervisor (or door supervisors accredited by a scheme recognised by the Licensing Authority) located at <i>(insert location from which door staff can conduct this duty)</i>.</p> <p>NP63: The premises supervisor, manager or other competent person shall manage any outdoor area to ensure that customers do not behave in a noisy, rowdy or offensive manner.</p> <p>NP64: Clear notices must be displayed at prominent points in all outdoor areas (informing them as to the requirements of points <i>(insert &amp; insert i.e. no drinks, hours of use, above and)</i> requesting that they respect the needs of local residents and behave in a quiet and orderly manner.</p>

	<p>PS01: Outdoor lighting shall be positioned, so far as is reasonably practicable, so as to limit its intrusion into residential accommodation in the vicinity of the licensed premises whilst maintaining an adequate level of lighting for the safe access and egress of customers and persons employed at the premises.</p>
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**TEMPLATE 02**

<b>Type of Premises: Traditional public house type premises in predominantly commercial areas.</b>	
<b>Minimum issues that the applicant should address by way of steps in the operating schedule</b>	<b>Conditions that will usually be imposed as being consistent with proposed steps that address the issues listed.</b>
<p><b>General – all four licensing objectives</b>  <b>Steps and appropriate conditions often satisfy the promotion of more than one licensing objective. As a consequence steps and conditions are not listed under individual licensing objective headings for the purpose of this template.</b></p>	
Control and management of the premises <i>Applicant is expected to offer a step for drinking up time/wind down period between supply of alcohol and closure.</i>	SA04: The premises shall be cleared of customers within 30 minutes of the last supply of alcohol on any day.
External Areas	<p><i>Where a premises has external areas such as beer gardens or forecourts that it is intended are to be used by patrons it is anticipated that specific steps will be proffered to address the control and management of those areas. Of particular concern is the potential for noise nuisance arising from the use of such areas.</i></p> <p>EX01: The (insert name of area ie beer garden, upper patio, etc) shall only be open to customers (Insert days) from (insert commencement time) until 22.00 hours. Adequate notices shall be displayed to inform patrons of this requirement.</p> <p>EX02: All outside areas must be closed and cleared of customers by 22.00 hours. Adequate notices shall be displayed to inform patrons of this requirement.</p> <p>EX03: The premises licence holder shall ensure that the (insert location(s)) are monitored to ensure that no illegal activity is taking place.</p> <p><i>Where external areas are limited in size in relation to the premises building then it may be appropriate to propose the following:</i></p>

	<p>EX04: The premises licence holder shall forward a plan to the Licensing Authority within (Insert period) of the date of the grant of the licence (ie not later than (Insert date)) of the external areas, which shall illustrate the layout and numbers of all furniture including tables and chairs, access and egress points to those areas.</p> <p>EX06: A risk assessment shall be conducted and regularly reviewed to assess the numbers of persons that the outside area can safely accommodate. The premises licence holder shall ensure that there are measures in place to monitor the external area to ensure that a safe occupancy figure is not exceeded.</p> <p><i>Any external area</i></p> <p>NP29: The premises licence holder shall take all reasonable steps to ensure that patrons using any outside areas (such as terraces and beer gardens) do so in a quiet and orderly fashion.</p> <p>NP62: Any outdoor areas to (the front/rear of) the premises must not be used by customers or staff after 22.00 hours.</p> <p>NP63: The premises supervisor, manager or other competent person shall manage the outdoor area to ensure that customers do not behave in a noisy, rowdy or offensive manner.</p> <p>NP64: Clear notices must be displayed at prominent points in all outdoor areas (informing them as to the requirements of points (<i>insert &amp; insert i.e. no drinks, hours of use, above and</i>) requesting that they respect the needs of local residents and behave in a quiet and orderly manner.</p>
<p>Provision of CCTV</p>	<p><i>CCTV is a key tool in the management and control of premises, not only providing the Police with evidence of crime but also for the premises licence holder as it can provide an overview of the whole premises and assist in management decision making</i></p> <p>CC01: CCTV shall be in use at the premises.</p> <p>(i) Where a CCTV system is to be installed, extended or replaced, it shall be to an appropriate standard as agreed with the Licensing Authority in consultation with the Police. Where a CCTV system is to be installed it shall be fully operational by (<i>insert date</i>). Where existing CCTV systems are to be replaced or extended the replacement or extension to the system shall be concluded by (<i>insert date</i>) and the system be fully operational on that date.</p> <p>(ii) The CCTV equipment shall be maintained in good working order and continually record when licensable activity takes place and for a period of two hours afterwards.</p> <p>(iii) The premises licence holder shall ensure images from the CCTV are retained for a period of 31 days. This image retention period may be reviewed as appropriate by the Licensing Authority</p> <p>(iv) The correct time and date will be generated onto both the recording and</p>



	<p>the real time image screen.</p> <p>(v) If the CCTV equipment (Including any mobile units in use at the premises) breaks down the Premises Licence Holder shall ensure the designated premises supervisor, or in his/her absence other responsible person, verbally informs the Licensing Authority and the Police as soon as is reasonably practicable. This information shall be contemporaneously recorded in the incident report register and shall include the time, date and means this was done and to whom the information was reported. Equipment failures shall be repaired or replaced as soon as is reasonably practicable and without undue delay. The Licensing Authority and the Police shall be informed when faults are rectified.</p> <p>(vi) The premises Licence holder shall ensure that there are trained members of staff available during licensable hours to be able to reproduce and download CCTV images into a removable format at the request of an authorised officer of the Licensing Authority or a constable.</p> <p>(vii) There shall be clear signage indicating that CCTV equipment is in use and recording at the premises during all (Insert hours) hours</p> <p>CC12: The CCTV system shall include all external areas of the premises.</p> <p>CC14: CCTV cameras shall monitor all areas used by premise patrons including any external smoking area to monitor numbers and prevent crime and disorder.</p> <p>CC16: There shall be clear signage indicating that CCTV equipment is in use and recording at the premises during all (Insert hours) hours.</p>
<p>Provision of door supervisors.</p>	<p><i>The provision of door supervisors is key to the control and management of the premises both inside and outside, so as to prevent crime and disorder and to promote public safety. Predominantly commercial areas statistically have larger numbers of people in the vicinity and suffer from increased levels of disorder. As a consequence it may be considered pertinent to provide door supervisors on the busier days of the week such as Thursday, Friday and Saturday evenings.</i></p> <p>DC01: Door supervisors who have been approved by the Security Industry Authority or any accreditation scheme recognised by the Licensing Authority, shall be used to vet customers and maintain public order. The vetting process must include implementation of the premises' proof of age policy. All door supervisors must ensure that identification bearing the customers photograph, date of birth and integral holographic mark or security measure is produced before allowing entry and where it is not, entry shall be refused. Suitable means of identification would include PASS approved proof of age card, photo-card driving licences and passports.</p> <p>DC03: [A] The premises licence holder shall ensure that the following details for each door supervisor, are contemporaneously entered into a bound register kept for that purpose:</p> <p>(i) Full name,</p> <p>(ii) SIA Certificate number and or badge number, or registration number of</p>

any accreditation scheme recognised by the Licensing Authority (including expiry date of that registration or accreditation),

(iii) The time they began their duty

(iv) The time they completed their duty.

This register is to be kept at the premises at all times and shall be so maintained as to enable an authorised officer of the Licensing Authority or a constable to establish the particulars of all door stewards engaged at the premises during the period of not less than 31 days prior to the request and shall be open to inspection by authorised officers of the Licensing Authority or a constable upon request.

[B] The premises licence holder shall ensure that the following details for each door supervisor are entered into a bound register kept for that purpose to include the following details:

(i) Name

(ii) Date of birth

(iii) Address

(iv) Contact telephone numbers

(iv) SIA Certificate number, or registration number of any accreditation scheme recognised by the Licensing Authority.

(v) Commencement date of performing duties at the premises.

(vi) The full details of any agency through which they have been allocated to work at the premises if appropriate

These details should be easily accessible to any authorised officer of the Licensing Authority or a constable

DC05: The premises licence holder shall ensure that all door supervisors on duty at the premises wear a current identification badge, issued by the Security Industry Authority or any accreditation scheme recognised by the Licensing Authority, in a conspicuous position to the front of their upper body.

DC10: The Premises Licence Holder shall require the Designated Premises Supervisor, or in his/ her absence other responsible person, to keep an "Incident report register" in a bound book, in which full details of all incidents are recorded. This shall be completed as soon as possible and in any case no later than the close of business on the day of the incident. The time and date when the report was completed, and by whom, is to form part of the entry. The register is to be kept on the premises at all times and shall be produced to an authorised officer of the Licensing Authority or a constable when required.

DC11: The premise licence holder shall require the designated premises supervisor, or in his/her absence other responsible person to identify by name, those persons performing duty as door security personnel to an authorised officer of the Licensing Authority or a Constable.

DC23: Door Supervisors shall be employed at the premises on each trading day from (Insert commencement hours) until (Insert terminal hours).

DC24: All door supervisors shall be capable of communicating instantly with

	<p>one another by way of radio or other simultaneous system of communication.</p> <p>DC27: When licensable activities occur on a Sunday before a Bank Holiday, SIA registered door staff shall be employed during all trading hours.</p>
Sanitary facilities	<p><i>The Licensing Authority receive numerous complaints of urinating in streets and gardens etc by late night revellers. Poor sanitary facilities also represent a public health hazard. Sanitary facilities that are at least adequate therefore help to promote the prevention of public nuisance.</i></p> <p>SF02: Adequate sanitary accommodation shall be provided at the premises in accordance with either the District Surveyors Technical Standards for places of entertainment or the BS6465 standard for sanitary provisions or any British Standard replacing or amending the same.  <i>NB If these premises are not currently compliant to this standard, this guidance should be used as a factor in determining maximum occupancy for the premises and in the longer term, the applicant should aim to ensure compliance with the British Standard if any refurbishment takes place.</i></p>
Prevention of underage sales	<p>SA01: All staff to be trained in the prevention of underage sales to a level commensurate with their duties. All such training to be updated as necessary, for instance when legislation changes, and should include training on how to deal with difficult customers. The training should be clearly documented and signed and dated by both the trainer and the member of staff receiving it. The documentation shall be available for inspection on request by an authorised officer of the Licensing Authority or a constable.</p> <p>SA02: (a) An approved proof of age scheme shall be adopted, implemented and advertised within the premise such as “Challenge 25” whereby an accepted form of photographic identification shall be requested before any alcohol is sold to any person who appears to be under 25 years of age. Acceptable proof of age shall include identification bearing the customers photograph, date of birth and integral holographic mark or security measure. Suitable means of identification would include PASS approved proof of age card, photo-card driving licence and passport.  (b) Publicity materials notifying customers of the operation of the Challenge 25 scheme shall be displayed at the premises, including a Challenge 25 sign of at least A5 size at the entrance to the premises and where practicable at each point of sale.</p> <p>SA03: The premises licence holder shall require the designated premises supervisor, or in his/her absence other responsible person, to keep an 'incident/refusals logbook in a bound book in which full details of all incidents are recorded. This shall include details of any refused sales and shall give details of the persons involved, incident description, time and date, actions taken and final outcome of the situation. This shall be completed as soon as possible and in any case no later than the close of</p>

	business on the day of the incident. The time and date when the report was completed, and by whom, is to form part of the entry. The logbook is to be kept on the premises at all times and shall be produced to an authorised officer of the Licensing Authority or a constable when required.
Electrical safety	<p><i>As traditional pub type venues may not have purpose built regulated entertainment facilities and that a number of performers may bring their own equipment it is important that the premises electrical systems are suitably protected to prevent any risk to public safety.</i></p> <p>EL06: The licence holder shall ensure that a Residual Current Device protection, sensitive to tripping currents of not more than 30 milli-amps, are fitted to all power circuits supplying sockets that may be used by entertainers / members of the public for plugging in electrical equipment.</p>
Gas safety	<p>EL10: Gas installations or boilers</p> <p>A gas safety inspection shall be carried out on all gas pipework and appliances (mains or cylinder) at intervals determined by an engineer who is suitably registered by Gas Safe. The gas safety certificate shall be retained for inspection.</p>
Noise control Applicants should carefully consider the steps they will take to ensure that any noise emanating from the premises is reduced so as not to cause a nuisance.	<p><i>Noise nuisance arising from the operation of premises is a common factor in complaints from local residents. The following conditions are therefore aimed at controlling the incidents of noise breakout which undermines the prevention of nuisance objective</i></p> <p><i>This condition is directed at those premises which have residential accommodation either above or are directly joined with.</i></p> <p>A report shall be submitted detailing and recommending a scheme of sound insulation works for the partition between the licensed premises and adjacent residential useage. The report shall also consider the noise leakage from the building and also consider the volume and nature of the music likely to be desired by the premises. The report shall be submitted to and approved in writing by the Council through an authorised officer of the Pollution Control Team and all recommended works carried out in full prior to the commencement of any regulated entertainment should the Premises Licence be granted.</p> <p><i>Guidance</i></p> <p><i>The noise assessment shall be carried out by a suitably qualified acoustic consultant/engineer and shall take into account the provisions of PPG 24 Planning Policy Guidance: Planning and Noise, BS4142: 1997. "Method of rating industrial noise affecting mixed residential and industrial areas" and BS 8233: 1999 "Sound Insulation and Noise Insulation for Buildings - Code of Practice".</i></p> <p><i>The recommended design criteria for dwellings are as follows:</i></p> <p><i>Daytime (07.00 – 23.00) LAeq(16 hours) 35 dB &amp; Noise Rating Curve NR35 in all rooms</i></p> <p><i>Nighttime (23.00 – 07.00) LAeq(8 hours) 30 dB &amp; Noise Rating Curve NR20 to NR25 in bedrooms</i></p>

NP02: Music shall not be played at a level that will cause unreasonable disturbance to the occupants of any properties in the vicinity.

NP03: Except for access and egress all external doors and windows within the licensed premises to be kept closed for the duration of events subject to this licence.

NP04: No speakers for amplification of music shall be placed on the outside of the premises or on the outside of any building forming a part of the premises.

NP05: Alarms shall be fitted to (*Specify location of external windows/fire doors*) to alert staff when (*they are*)(*it is*) opened without authorisation.

NP19: Monitoring

The manager, licence holder or other competent person shall carry out observations in the vicinity of the properties at (*insert location*), on at least (*insert time period e.g. hourly*) intervals between (*insert start time*) and (*insert finish time*) whilst the Premises Licence is being exercised in order to establish whether there is a noise breakout from the premises. If the observation reveals noise breakout at a level likely to cause disturbance to the occupants of properties in the vicinity then the volume of music shall be reduced to a level that does not cause disturbance. A record of such observations shall be kept in a book for that purpose, such a book shall be completed immediately after the observation detailing the time, location and duration of the observation, the level of noise breakout and any action taken to reduce noise breakout. Such book to be made available at all times upon request to a police officer or an officer of City Council of Bristol.

*Where there is residential accommodation within the vicinity of the premises the following condition should be considered as a protective measure to prevent the potential occurrence of noise nuisance.*

NP39: (*Condition regarding limiter only triggered if nuisance witnessed*)

(i) If officers of the council witness noise at a level that causes unreasonable disturbance to the occupants of any properties in the vicinity then a noise limiting device shall be used in relation to all sound amplification equipment used in conjunction with the Premises Licence.

(ii) The noise limiting device shall be installed and set at a level approved by the Council through an authorised officer of the Pollution Control Team within 1 month of notification, for it's requirement, from the Licensing Authority.

(iii) The noise limiting device shall be properly secured so that it can not be tampered with.

(iv) The noise limiting device shall only be reset with the authority of the Council through an authorised officer of the Pollution Control Team.

(v) If deemed necessary, the noise limiting device shall be reset to a level approved by the Council through an authorised officer of the Pollution Control Team within 14 days of notification.

*A noise limiter may be required for those premises where there is a known*

*history of noise nuisance or transmission and that this is not the first occasion when a premises licence has been applied for or granted to the premises. Applicants should consult the Pollution control section of Bristol City Council to discuss this point prior to submission of an application.*

NP57: Clear notices displayed at all points where customers leave the building must instruct them to respect the needs of local residents and leave the premises and the area quietly.

Noise from plant & equipment

NP68: Noise from any ventilation, refrigeration or air conditioning plant or equipment shall not cause nuisance to the occupants of any properties in the vicinity.

Recommendation:

(i) The Rating Level of any noise from any fixed plant shall not exceed the background noise level by more than 0dB at the nearest noise sensitive property as determined by BS 4142: 1997 Method of Rating Industrial Noise Affecting Mixed Residential and Industrial Areas at any time.

(ii) Anti vibration mounts should be used to isolate plant from fixed structures and a flexible connector used to connect the flue to the fan if there is a potential to transmit vibration to any noise sensitive property. Any systems will also need regular maintenance so as to reduce mechanical noise.

*Guidance on the above can be gained at 'Guidance on the Control of Odour & Noise from Commercial Kitchen Exhaust System' Published electronically by Department for Environment, Food and Rural Affairs. Product Code PB10527.*

NP65: A clear notice shall be displayed at any exit to the premises to instruct customers to respect the needs of local residents and leave the premises and the area quietly.

WM7: Activities relating to the on-site disposal (*including placing into external receptacles*) and collection of refuse, bottles and recyclable materials shall only take place between (*insert hours and days as necessary*).

WM8: The collection of refuse, bottles and recyclable materials shall only take place (*insert hours and days as necessary*).

WM9: Activities relating to deliveries shall only take place between (*insert hours and days as necessary*).

NP01: The premises licence holder shall ensure that:

(i) Speakers are not placed in positions where members of the public can stand within close proximity to them.

(ii) Consumer-friendly signs that give advice about hearing protection shall be appropriately displayed.

(iii) Earplugs are either available free of charge or that they are available for purchase by patrons.

<p>Staff Training</p>	<p>TR03: The premises licence holder shall provide training for all staff to ensure that they are familiar with all means of ingress and egress and the appropriate procedures in case of any emergencies that require an immediate evacuation of the premises. A record of the training shall be maintained and shall be available upon request by authorised members of the Licensing Authority or a constable.</p> <p>TR04: All staff are to be trained with respect to underage sales, such training to be updated as necessary when legislation changes and should include training in how to refuse sales to difficult customers.</p> <p>TR05: A record of all staff training shall be maintained at the premises and made immediately available upon request to an authorised officer of the Council or the Police. The documentation relating to training should extend back to a period of three years and should specify the time, date and details of the persons both providing the training and receiving the training.</p>
<p>Prevention of Nuisance</p>	<p><i>Where it is anticipated that hot food will be provided there may be a potential for nuisance arising from odours in which case the following condition may be relevant.</i></p> <p>WM10: Odour from any flue used for the dispersal of cooking smells serving the building shall not cause nuisance to the occupants of any properties in the vicinity.</p> <p>Recommendation: It is recommended that any flues for the dispersal of cooking smells shall either:</p> <p>(i) Terminates at least 1 metre above the ridge height of any building in the vicinity, with no obstruction of upward movement of air or:</p> <p>(ii) Have a method of odour control such as activated carbon filters, electrostatic precipitation or inline oxidation.</p> <p><i>Guidance on the above can be gained at 'Guidance on the Control of Odour &amp; Noise from Commercial Kitchen Exhaust System' Published electronically by Department for Environment, Food and Rural Affairs. Product Code PB10527.</i></p> <p><a href="http://www.defra.gov.uk/environment/noise/research/kitchenexhaust/pdf/kitchenreport.pdf">http://www.defra.gov.uk/environment/noise/research/kitchenexhaust/pdf/kitchenreport.pdf</a></p> <p><i>Those applications which indicate the provision of regulated entertainment should consider the impact of any advertising that may be undertaken. It is anticipated that steps will be included to address the potential.</i></p> <p>AD01: The premises licence holder shall take all reasonable precautions and exercise all due diligence to ensure that no licensable activity shall be advertised in a manner which contravenes the general law or cause a nuisance to the general public.</p> <p>AD02: In respect of promoted events, that is, any events involving the conduct of licensable activities at the premises that are organised by persons other than the premises licence holder or those under his direct control, the premises licence holder shall ensure that a register is</p>

	<p>maintained in a bound book kept for that purpose. The register shall be kept at the premises and shall be produced by the designated premises supervisor (or his nominated deputy in his absence) to an authorised officer of the Licensing Authority or a constable upon request. The register shall record the following:</p> <ul style="list-style-type: none"> <li>(i) Date and time of event and brief description of it;</li> <li>(ii) Name of the promoter(s), that is, the person(s) responsible for organising the event;</li> <li>(iii) Where the promoter is a company, its registered number.</li> <li>(iv) The proper address of the promoter</li> <li>(v) Contact telephone number for promoter</li> </ul>
<p>Security of premises</p>	<p>Outdoor lighting shall be positioned, so far as is reasonably practicable, so as to limit its intrusion into residential accommodation in the vicinity of the licensed premises whilst maintaining an adequate level of lighting for the safe access and egress of customers and persons employed at the premises.</p>



**TEMPLATE 03**

<b>Type of Premises: Traditional public house type premises in predominantly residential areas.</b>	
<b>Minimum issues that the applicant should address by way of steps in the operating schedule</b>	<b>Conditions that will usually be imposed as being consistent with proposed steps that address the issues listed.</b>
<b>General – all four licensing objectives Steps and appropriate conditions often satisfy the promotion of more than one licensing objective. As a consequence steps and conditions are not listed under individual licensing objective headings for the purpose of this template.</b>	
Control and management of the premises <i>Applicant is expected to offer a step for drinking up time/wind down period between supply of alcohol and closure.</i>	SA04: The premises shall be cleared of customers within 30 minutes of the last supply of alcohol on any day.
External Areas	<p><i>Where a premises has external areas such as beer gardens or forecourts that it is intended are to be used by patrons it is anticipated that specific steps will be proffered to address the control and management of those areas. Of particular concern is the potential for noise nuisance arising from the use of such areas.</i></p> <p>EX01: The (insert name of area ie beer garden, upper patio, etc) shall only be open to customers (Insert days) from (insert commencement time) until 22.00 hours. Adequate notices shall be displayed to inform patrons of this requirement.</p> <p>EX02: All outside areas must be closed and cleared of customers by 22.00 hours. Adequate notices shall be displayed to inform patrons of this requirement.</p> <p>EX03: The premises licence holder shall ensure that the (insert location(s)) are monitored to ensure that no illegal activity is taking place.</p> <p><i>Where external areas are limited in size in relation to the premises building</i></p>

	<p><i>then it may be appropriate to propose the following:</i></p> <p>EX04: The premises licence holder shall forward a plan to the Licensing Authority within (Insert period) of the date of the grant of the licence (ie not later than (Insert date)) of the external areas, which shall illustrate the layout and numbers of all furniture including tables and chairs, access and egress points to those areas.</p> <p>EX06: A risk assessment shall be conducted and regularly reviewed to assess the numbers of persons that the outside area can safely accommodate. The premises licence holder shall ensure that there are measures in place to monitor the external area to ensure that a safe occupancy figure is not exceeded.</p> <p><i>Any external area</i></p> <p>NP29: The premises licence holder shall take all reasonable steps to ensure that patrons using any outside areas (such as terraces and beer gardens) do so in a quiet and orderly fashion.</p> <p>NP62: Any outdoor areas to (the front/rear of) the premises must not be used by customers or staff after 22.00 hours.</p> <p>NP63: The premises supervisor, manager or other competent person shall manage the outdoor area to ensure that customers do not behave in a noisy, rowdy or offensive manner.</p> <p>NP64: Clear notices must be displayed at prominent points in all outdoor areas (informing them as to the requirements of points (<i>insert &amp; insert i.e. no drinks, hours of use, above and</i>) requesting that they respect the needs of local residents and behave in a quiet and orderly manner.</p>
Sanitary facilities	<p><i>The Licensing Authority receive numerous complaints of urinating in streets and gardens etc by late night revellers. Poor sanitary facilities also represent a public health hazard. Sanitary facilities that are at least adequate therefore help to promote the prevention of public nuisance.</i></p> <p>SF02: Adequate sanitary accommodation shall be provided at the premises in accordance with either the District Surveyors Technical Standards for places of entertainment or the BS6465 standard for sanitary provisions or any British Standard replacing or amending the same.</p> <p><i>NB If these premises are not currently compliant to this standard, this guidance should be used as a factor in determining maximum occupancy for the premises and in the longer term, the applicant should aim to ensure compliance with the British Standard if any refurbishment takes place.</i></p>
Prevention of underage sales	<p>SA01: All staff to be trained in the prevention of underage sales to a level commensurate with their duties. All such training to be updated as necessary, for instance when legislation changes, and should include training on how to deal with difficult customers. The training should be clearly documented and signed and dated by both the trainer and the member of staff receiving it. The documentation shall be available for</p>

	<p>inspection on request by an authorised officer of the Council or the Police.</p> <p>SA02: An approved proof of age scheme shall be adopted, implemented and advertised within the premise such as “Challenge 25” whereby an accepted form of photographic identification shall be requested before any alcohol is sold to any person who appears to be under 25 years of age. Acceptable proof of age shall include a passport, a photo driving licence or a PASS approved proof of age card.</p> <p>SA03: The premises licence holder shall require the DPS, or in his/her absence other responsible person, to keep an 'incident/refusals logbook in a bound book in which full details of all incidents are recorded. This shall include details of any refused sales and shall give details of the persons involved, incident description, time and date, actions taken and final outcome of the situation. This shall be completed as soon as possible and in any case no later than the close of business on the day of the incident. The time and date when the report was completed, and by whom, is to form part of the entry. The logbook is to be kept on the premises at all times and shall be produced to a Police or Licensing Officer when required.</p>
Electrical safety	<p><i>As traditional pub type venues may not have purpose built regulated entertainment facilities and that a number of performers may bring their own equipment it is important that the premises electrical systems are suitably protected to prevent any risk to public safety.</i></p> <p>EL06: The licence holder shall ensure that a Residual Current Device protection, sensitive to tripping currents of not more than 30 milli-amperes, are fitted to all power circuits supplying sockets that may be used by entertainers / members of the public for plugging in electrical equipment.</p>
Gas safety	<p>EL10 Gas installations or boilers</p> <p>A gas safety inspection shall be carried out on all gas pipework and appliances (mains or cylinder) at intervals determined by an engineer who is suitably registered by Gas Safe. The gas safety certificate shall be retained for inspection.</p>
Noise control <i>Applicants should carefully consider the steps they will take to ensure that any noise emanating from the premises is reduced so as not to cause a nuisance.</i>	<p><i>Noise nuisance arising from the operation of premises is a common factor in complaints from local residents. The following conditions are therefore aimed at controlling the incidents of noise breakout which undermines the prevention of nuisance objective</i></p> <p><i>This condition is directed at those premises which have residential accommodation either above or are directly joined with.</i></p> <p>A report shall be submitted detailing and recommending a scheme of sound insulation works for the partition between the licensed premises and adjacent residential useage. The report shall also consider the noise leakage from the building and also consider the volume and nature of the music likely to be desired by the premises. The report shall be submitted to and approved in writing by the Council through an authorised officer of the Pollution Control Team and all recommended works carried out in full prior to the commencement of any regulated entertainment should the Premises</p>

Licence be granted.

*Guidance*

*The noise assessment shall be carried out by a suitably qualified acoustic consultant/engineer and shall take into account the provisions of PPG 24 Planning Policy Guidance: Planning and Noise, BS4142: 1997. "Method of rating industrial noise affecting mixed residential and industrial areas" and BS 8233: 1999 "Sound Insulation and Noise Insulation for Buildings - Code of Practice".*

*The recommended design criteria for dwellings are as follows:*

*Daytime (07.00 – 23.00) LAeq(16 hours) 35 dB & Noise Rating Curve NR35 in all rooms*

*Nighttime (23.00 – 07.00) LAeq(8 hours) 30 dB & Noise Rating Curve NR20 to NR25 in bedrooms*

NP02: Music shall not be played at a level that will cause unreasonable disturbance to the occupants of any properties in the vicinity.

NP03: Except for access and egress all external doors and windows within the licensed premises to be kept closed for the duration of events subject to this licence.

NP04: No speakers for amplification of music shall be placed on the outside of the premises or on the outside of any building forming a part of the premises.

NP05: Alarms shall be fitted to (*Specify location of external windows/fire doors*) to alert staff when (*they are*)(*it is*) opened without authorisation.

NP19: Monitoring

The manager, licence holder or other competent person shall carry out observations in the vicinity of the properties at (*insert location*), on at least (*insert time period e.g. hourly*) intervals between (*insert start time*) and (*insert finish time*) whilst the Premises Licence is being exercised in order to establish whether there is a noise breakout from the premises. If the observation reveals noise breakout at a level likely to cause disturbance to the occupants of properties in the vicinity then the volume of music shall be reduced to a level that does not cause disturbance. A record of such observations shall be kept in a book for that purpose, such a book shall be completed immediately after the observation detailing the time, location and duration of the observation, the level of noise breakout and any action taken to reduce noise breakout. Such book to be made available at all times upon request to a police officer or an officer of City Council of Bristol.

*Where there is residential accommodation within the vicinity of the premises the following condition should be considered as a protective measure to prevent the potential occurrence of noise nuisance.*

NP39: (*Condition regarding limiter only triggered if nuisance witnessed*)

(i) If officers of the council witness noise at a level that causes unreasonable disturbance to the occupants of any properties in the vicinity

- then a noise limiting device shall be used in relation to all sound amplification equipment used in conjunction with the Premises Licence.
- (ii) The noise limiting device shall be installed and set at a level approved by the Council through an authorised officer of the Pollution Control Team within 1 month of notification, for its requirement, from the Licensing Authority.
  - (iii) The noise limiting device shall be properly secured so that it can not be tampered with.
  - (iv) The noise limiting device shall only be reset with the authority of the Council through an authorised officer of the Pollution Control Team.
  - (v) If deemed necessary, the noise limiting device shall be reset to a level approved by the Council through an authorised officer of the Pollution Control Team within 14 days of notification.

*A noise limiter may be required for those premises where there is a known history of noise nuisance or transmission and that this is not the first occasion when a premises licence has been applied for or granted to the premises. Applicants should consult the Pollution control section of Bristol City Council to discuss this point prior to submission of an application.*

NP57: Clear notices displayed at all points where customers leave the building must instruct them to respect the needs of local residents and leave the premises and the area quietly.

#### Noise from plant & equipment

NP68: Noise from any ventilation, refrigeration or air conditioning plant or equipment shall not cause nuisance to the occupants of any properties in the vicinity.

Recommendation:

(i) The Rating Level of any noise from any fixed plant shall not exceed the background noise level by more than 0dB at the nearest noise sensitive property as determined by BS 4142: 1997 Method of Rating Industrial Noise Affecting Mixed Residential and Industrial Areas at any time.

(ii) Anti vibration mounts should be used to isolate plant from fixed structures and a flexible connector used to connect the flue to the fan if there is a potential to transmit vibration to any noise sensitive property. Any systems will also need regular maintenance so as to reduce mechanical noise.

*Guidance on the above can be gained at 'Guidance on the Control of Odour & Noise from Commercial Kitchen Exhaust System' Published electronically by Department for Environment, Food and Rural Affairs. Product Code PB10527.*

NP65: A clear notice shall be displayed at any exit to the premises to instruct customers to respect the needs of local residents and leave the premises and the area quietly.

WM7: Activities relating to the on-site disposal (*including placing into external receptacles*) and collection of refuse, bottles and recyclable materials shall only take place between (*insert hours and days as*

	<p><i>necessary</i>).</p> <p>WM8: The collection of refuse, bottles and recyclable materials shall only take place (<i>insert hours and days as necessary</i>).</p> <p>WM9: Activities relating to deliveries shall only take place between (<i>insert hours and days as necessary</i>).</p> <p>NP01: The premises licence holder shall ensure that:</p> <p>(i) Speakers are not placed in positions where members of the public can stand within close proximity to them.</p> <p>(ii) Consumer-friendly signs that give advice about hearing protection shall be appropriately displayed.</p> <p>(iii) Earplugs are either available free of charge or that they are available for purchase by patrons.</p>
Staff Training	<p>TR03: The premises license holder shall provide training for all staff to ensure that they are familiar with all means of ingress and egress and the appropriate procedures in case of any emergencies that require an immediate evacuation of the premises. A record of the training shall be maintained and shall be available upon request by authorised members of the Licensing Authority or a constable.</p> <p>TR04: All staff are to be trained with respect to underage sales, such training to be updated as necessary when legislation changes and should include training in how to refuse sales to difficult customers.</p> <p>TR05: A record of all staff training shall be maintained at the premises and made immediately available upon request to an authorised officer of the Council or the Police. The documentation relating to training should extend back to a period of three years and should specify the time, date and details of the persons both providing the training and receiving the training.</p>
Premises security	<p>PS01: Outdoor lighting shall be positioned, so far as is reasonably practicable, so as to limit its intrusion into residential accommodation in the vicinity of the licensed premises whilst maintaining an adequate level of lighting for the safe access and egress of customers and persons employed at the premises.</p>
Prevention of Nuisance	<p><i>Where it is anticipated that hot food will be provided there may be a potential for nuisance arising from odours in which case the following condition may be relevant.</i></p> <p>WM10: Odour from any flue used for the dispersal of cooking smells serving the building shall not cause nuisance to the occupants of any properties in the vicinity.</p> <p>Recommendation: It is recommended that any flues for the dispersal of cooking smells shall either:</p> <p>(a) Terminates at least 1 metre above the ridge height of any building in the vicinity, with no obstruction of upward movement of air or:</p> <p>(b) Have a method of odour control such as activated carbon filters,</p>

electrostatic precipitation or inline oxidation.

*Guidance on the above can be gained at 'Guidance on the Control of Odour & Noise from Commercial Kitchen Exhaust System' Published electronically by Department for Environment, Food and Rural Affairs.*

*Product*

*Code*

*PB10527.*

<http://www.defra.gov.uk/environment/noise/research/kitchenexhaust/pdf/kitchenreport.pdf>

*Those applications which indicate the provision of regulated entertainment should consider the impact of any advertising that may be undertaken. It is anticipated that steps will be included to address the potential.*

AD01: The premises licence holder shall take all reasonable precautions and exercise all due diligence to ensure that no licensable activity shall be advertised in a manner which contravenes the general law or cause a nuisance to the general public.

AD02: In respect of promoted events, that is, any events involving the conduct of licensable activities at the premises that are organised by persons other than the premises licence holder or those under his direct control, the premises licence holder shall ensure that a register is maintained in a bound book kept for that purpose. The register shall be kept at the premises and shall be produced by the designated premises supervisor (or his nominated deputy in his absence) to an authorised officer of the Licensing Authority or a constable upon request. The register shall record the following:

- (i) Date and time of event and brief description of it;
- (ii) Name of the promoter(s), that is, the person(s) responsible for organising the event;
- (iii) Where the promoter is a company, its registered number.
- (iv) The proper address of the promoter
- (v) Contact telephone number for promoter

**TEMPLATE 04**

<b>Type of Premises: Hot food takeaway premises (Mobile and static)</b>	
<b>Minimum issues that the applicant should address by way of steps in the operating schedule</b>	<b>Conditions that will usually be imposed as being consistent with proposed steps that address the issues listed.</b>
<p><b>General – all four licensing objectives</b>  <b>Steps and appropriate conditions often satisfy the promotion of more than one licensing objective. As a consequence steps and conditions are not listed under individual licensing objective headings for the purpose of this template.</b></p>	
<p><i>All of the following suggestions may not be appropriate for mobile food takeaways such as burger vans but proprietors of such vehicles must be extra vigilant to ensure that the operation of their premises do not undermine the licensing objectives.</i></p>	
CCTV	<p><i>CCTV is a key tool in the management and control of premises, not only providing the Police with evidence of crime but also for the premises licence holder as it can provide an overview of the whole premises and assist in management decision making. Such conditions may not be appropriate for mobile traders.</i></p> <p>CC01: CCTV shall be in use at the premises.</p> <p>(i) Where a CCTV system is to be installed, extended or replaced, it shall be to an appropriate standard as agreed with the Licensing Authority in consultation with the Police. Where a CCTV system is to be installed it shall be fully operational by <i>(insert date)</i>. Where existing CCTV systems are to be replaced or extended the replacement or extension to the system shall be concluded by <i>(insert date)</i> and the system be fully operational on that date.</p> <p>(ii) The CCTV equipment shall be maintained in good working order and continually record when licensable activity takes place and for a period of two hours afterwards.</p> <p>(iii) The premises licence holder shall ensure images from the CCTV are retained for a period of 31 days. This image retention period may be reviewed as appropriate by the Licensing Authority</p> <p>(iv) The correct time and date will be generated onto both the recording and the real time image screen.</p> <p>(v) If the CCTV equipment (Including any mobile units in use at the premises) breaks down the Premises Licence Holder shall ensure the designated premises supervisor, or in his/her absence other responsible person, verbally informs the Licensing Authority and the Police as soon as is reasonably practicable. This information shall be contemporaneously recorded in the incident report register and shall include the time, date and means this was done and to whom the information was reported. Equipment failures shall be repaired or replaced as soon as is reasonably practicable and without undue delay. The Licensing Authority and the Police shall be informed when faults are rectified.</p> <p>(vi) The premises Licence holder shall ensure that there are trained</p>



	<p>members of staff available during licensable hours to be able to reproduce and download CCTV images into a removable format at the request of an authorised officer of the Licensing Authority or a constable.</p> <p>(vii) There shall be clear signage indicating that CCTV equipment is in use and recording at the premises during all (Insert hours) hours</p>
Door supervision	<p><i>Consideration should be given to the necessity of a condition dependant on the location of the premises, the hours of operation, and only be applicable when judged proportionate, e.g. on specific days of the week. This condition may not be appropriate for mobile traders.</i></p> <p>DC23: The premises licence holder shall ensure that a minimum of (Insert number) door supervisors shall be on duty at the premises between (Insert commencement hours) until (Insert terminal hours) on (Insert days).</p> <p>DC03: [A] The premises licence holder shall ensure that the following details for each door supervisor, are contemporaneously entered into a bound register kept for that purpose:</p> <ul style="list-style-type: none"> <li>(i) Full name,</li> <li>(ii) SIA Certificate number and or badge number, or registration number of any accreditation scheme recognised by the Licensing Authority (including expiry date of that registration or accreditation),</li> <li>(iii) The time they began their duty</li> <li>(iv) The time they completed their duty.</li> </ul> <p>This register is to be kept at the premises at all times and shall be so maintained as to enable an authorised officer of the Licensing Authority or a constable to establish the particulars of all door stewards engaged at the premises during the period of not less than 31 days prior to the request and shall be open to inspection by authorised officers of the Licensing Authority or a constable upon request.</p> <p>[B] The premises licence holder shall ensure that the following details for each door supervisor are entered into a bound register kept for that purpose to include the following details:</p> <ul style="list-style-type: none"> <li>(i) Name</li> <li>(ii) Date of birth</li> <li>(iii) Address</li> <li>(iv) Contact telephone numbers</li> <li>(iv) SIA Certificate number, or registration number of any accreditation scheme recognised by the Licensing Authority.</li> <li>(v) Commencement date of performing duties at the premises.</li> <li>(vi) The full details of any agency through which they have been allocated to work at the premises if appropriate</li> </ul> <p>These details should be easily accessible to any authorised officer of the Licensing Authority or a constable.</p> <p>DC10: The Premises Licence Holder shall require the Designated Premises Supervisor, or in his/ her absence other responsible</p>

	<p>person, to keep an “Incident report register” in a bound book, in which full details of all incidents are recorded. This shall be completed as soon as possible and in any case no later than the close of business on the day of the incident. The time and date when the report was completed, and by whom, is to form part of the entry. The register is to be kept on the premises at all times and shall be produced to a Police or Licensing Officer when required.</p>
<p>Management of waste.</p>	<p><i>Improper or inconsiderate storage or disposal of waste can cause public nuisance. Matters such as grease being allowed to build up on sites which when not being used for siting the mobile trader and are used by the public as a footway, can cause serious slip hazards.</i></p> <p>WM1: No accumulation of combustible rubbish, dirt, surplus material or stored goods shall be permitted to remain in any part of the premises except in an appropriate place and of such quantities so as not to cause a nuisance, obstruction or other safety hazard.</p> <p>WM2: The premises licence holder shall ensure that adequate measures are in place to prevent the escape of odours from the premises. This includes odour from food preparation and refuse storage.</p> <p>WM3: The licence holder shall ensure that adequate measures are in place to remove litter or waste arising from their customers and to prevent such litter from accumulating in the immediate vicinity of their premises. In particular, where necessary the premises licence holder shall ensure that adequate measures are in place to provide customers with sufficient receptacles for the depositing of waste materials such as food wrappings, drinks containers, smoking related litter, etc.</p> <p>WM4 The premises licence holder shall ensure that a sufficient number of suitable receptacles are located in appropriate locations for the depositing of waste materials such as food wrappings, drinks containers, smoking related litter, etc. by customers.</p> <p>WM5: The premises licence holder, premises supervisor or event manager, shall ensure that measures shall be put in place to remove litter or waste arising from customers and to prevent such litter from accumulating in the immediate vicinity of the premises or neighbouring premises.</p> <p>WM6: An adequate number of waste receptacles for use by patrons shall be provided in positions agreed with the licensing authority and it shall be the responsibility of the licensee to empty and dispose of the collected refuse at a frequency to be agreed with the licensing authority</p> <p>WM7: Activities relating to the on site disposal (<i>including placing</i></p>

	<p><i>into external receptacles</i>) and collection of refuse, bottles and recyclable materials shall only take place between (<i>insert hours and days as necessary</i>).</p> <p>WM8: The collection of refuse, bottles and recyclable materials shall only take place (<i>insert hours and days as necessary</i>).</p> <p>WM9: Activities relating to deliveries shall only take place between (<i>insert hours and days as necessary</i>).</p> <p>WM11: The premises licence holder shall ensure that all packaging provided with takeaway food is marked in some way as to show its point of origin.</p> <p>WM12: Foul water arising from the operation of the premises shall be disposed of in an appropriate manner.</p> <p>WM13: Where a premises is regularly removed from site the premises licence holder shall ensure that site is properly cleaned and that any accumulations of surface grease are properly cleansed and removed from the site.</p>
Odour control / Ventilation system	<p>WM01: Odour from any flue used for the dispersal of cooking smells serving the building shall not cause nuisance to the occupants of any properties in the vicinity.</p> <p><i>Recommendation: It is recommended that any flues for the dispersal of cooking smells shall either:</i></p> <p><i>(i) Terminates at least 1 metre above the ridge height of any building in the vicinity, with no obstruction of upward movement of air or:</i></p> <p><i>(ii) Have a method of odour control such as activated carbon filters, electrostatic precipitation or inline oxidation.</i></p> <p><i>ence on the above can be gained at ‘Guidance on the Control of Odour &amp; Noise from Commercial Kitchen Exhaust System’ Published electronically by Department for Environment, Food and Rural Affairs. Product Code PB10527.</i></p> <p><a href="http://www.defra.gov.uk/environment/noise/research/kitchenexhaust/pdf/kitchenreport.pdf">http://www.defra.gov.uk/environment/noise/research/kitchenexhaust/pdf/kitchenreport.pdf</a></p>
Noise Control	<p><u>Noise from plant &amp; equipment</u></p> <p>NP68: Noise from any ventilation, refrigeration or air conditioning plant or equipment shall not cause nuisance to the occupants of any properties in the vicinity.</p> <p>Recommendation:</p> <p>(i) The Rating Level of any noise from any fixed plant shall not exceed the background noise level by more than 0dB at the nearest noise sensitive property as determined by BS 4142: 1997 Method of Rating Industrial Noise Affecting Mixed Residential and Industrial Areas at any time.</p> <p>(ii) Anti vibration mounts should be used to isolate plant from fixed</p>

	<p>structures and a flexible connector used to connect the flue to the fan if there is a potential to transmit vibration to any noise sensitive property. Any systems will also need regular maintenance so as to reduce mechanical noise.</p> <p><i>Guidance on the above can be gained at 'Guidance on the Control of Odour &amp; Noise from Commercial Kitchen Exhaust System' Published electronically by Department for Environment, Food and Rural Affairs. Product Code PB10527.</i></p> <p>NP57: Clear notices displayed at all points where customers leave the building must instruct them to respect the needs of local residents and leave the premises and the area quietly.</p>
Security Of Premises	<p>PS01: Outdoor lighting shall be positioned, so far as is reasonably practicable, so as to limit its intrusion into residential accommodation in the vicinity of the licensed premises whilst maintaining an adequate level of lighting for the safe access and egress of customers and persons employed at the premises</p>

**TEMPLATE 05**

<b>Type of Premises: Small to medium mixed retail use premises to be licensed for the ‘off’ sales of alcohol.</b>	
<b>Minimum issues that the applicant should address by way of steps in the operating schedule</b>	<b>Conditions that will usually be imposed as being consistent with proposed steps that address the issues listed.</b>
<b>General – all four licensing objectives Steps and appropriate conditions often satisfy the promotion of more than one licensing objective. As a consequence steps and conditions are not listed under individual licensing objective headings for the purpose of this template.</b>	
CCTV	<p><i>CCTV is a key tool in the management and control of premises, not only providing the Police with evidence of crime but also for the premises licence holder as it can provide an overview of the whole premises and assist in management decision making</i></p> <p>CC01: CCTV shall be in use at the premises.</p> <p>(i) Where a CCTV system is to be installed, extended or replaced, it shall be to an appropriate standard as agreed with the Licensing Authority in consultation with the Police. Where a CCTV system is to be installed it shall be fully operational by <i>(insert date)</i>. Where existing CCTV systems are to be replaced or extended the replacement or extension to the system shall be concluded by <i>(insert date)</i> and the system be fully operational on that date.</p> <p>(ii) The CCTV equipment shall be maintained in good working order and continually record when licensable activity takes place and for a period of two hours afterwards.</p> <p>(iii) The premises licence holder shall ensure images from the CCTV are retained for a period of 31 days. This image retention period may be reviewed as appropriate by the Licensing Authority</p> <p>(iv) The correct time and date will be generated onto both the recording and the real time image screen.</p> <p>(v) If the CCTV equipment (Including any mobile units in use at the premises) breaks down the Premises Licence Holder shall ensure the designated premises supervisor, or in his/her absence other responsible person, verbally informs the Licensing Authority and the Police as soon as is reasonably practicable. This information shall be contemporaneously recorded in the incident report register and shall include the time, date and means this was done and to whom the information was reported. Equipment failures shall be repaired or replaced as soon as is reasonably practicable and without undue delay. The Licensing Authority and the Police shall be informed when faults are rectified.</p> <p>(vi) The premises Licence holder shall ensure that there are</p>

	<p>trained members of staff available during licensable hours to be able to reproduce and download CCTV images into a removable format at the request of an authorised officer of the Licensing Authority or a constable.</p> <p>(vii) There shall be clear signage indicating that CCTV equipment is in use and recording at the premises during all (Insert hours) hours</p>
<p>Prevention of underage sales</p>	<p><i>The issue of underage drinking is of serious concern and undermines the protection of children from harm objective</i></p> <p>SA01: All staff to be trained in the prevention of underage sales to a level commensurate with their duties. All such training to be updated as necessary, for instance when legislation changes, and should include training on how to deal with difficult customers. The training should be clearly documented and signed and dated by both the trainer and the member of staff receiving it. The documentation shall be available for inspection on request by an authorised officer of the Licensing Authority or a constable.</p> <p>SA02: (a) An approved proof of age scheme shall be adopted, implemented and advertised within the premise such as “Challenge 25” whereby an accepted form of photographic identification shall be requested before any alcohol is sold to any person who appears to be under 25 years of age. Acceptable proof of age shall include identification bearing the customers photograph, date of birth and integral holographic mark or security measure. Suitable means of identification would include PASS approved proof of age card, photo-card driving licence and passport.</p> <p>(b) Publicity materials notifying customers of the operation of the Challenge 25 scheme shall be displayed at the premises, including a Challenge 25 sign of at least A5 size at the entrance to the premises and where practicable at each point of sale.</p> <p>SA03: The premises licence holder shall require the designated premises supervisor, or in his/her absence other responsible person, to keep an 'incident/refusals logbook in a bound book in which full details of all incidents are recorded. This shall include details of any refused sales and shall give details of the persons involved, incident description, time and date, actions taken and final outcome of the situation. This shall be completed as soon as possible and in any case no later than the close of business on the day of the incident. The time and date when the report was completed, and by whom, is to form part of the entry. The logbook is to be kept on the premises at all times and shall be produced to an authorised officer of the Licensing Authority or a constable when required.</p>

	CV14: A till prompt system shall be installed to assist staff by reminding them to challenge for ID when a sale is made.
Location of alcohol	<p><i>The location of alcohol in stores often gives rise to concerns regarding potential for theft and availability to underage purchasers. This is of particular importance in the smaller premises where staff numbers are limited.</i></p> <p>PS11: Spirits shall be located (insert location), and all other alcoholic beverages to be located on display in such a position that it is not obscured from the constant view of the cashier / staff by other fixtures. (If this is not reasonably practical because of refrigeration or other limitations, the Licensing Authority shall be consulted regarding other suitable locations in the premises).</p>
Waste Management	<p>WM8: The collection of refuse, bottles and recyclable materials shall only take place (<i>insert hours and days as necessary</i>).</p> <p>WM9: Activities relating to deliveries shall only take place between (<i>insert hours and days as necessary</i>).</p>
Premises security and prevention of nuisance	<p>PS01: Outdoor lighting shall be positioned, so far as is reasonably practicable, so as to limit its intrusion into residential accommodation in the vicinity of the licensed premises whilst maintaining an adequate level of lighting for the safe access and egress of customers and persons employed at the premises</p> <p><u>Noise from plant &amp; equipment</u></p> <p>NP68: Noise from any ventilation, refrigeration or air conditioning plant or equipment shall not cause nuisance to the occupants of any properties in the vicinity.</p> <p>Recommendation:</p> <p>(i) The Rating Level of any noise from any fixed plant shall not exceed the background noise level by more than 0dB at the nearest noise sensitive property as determined by BS 4142: 1997 Method of Rating Industrial Noise Affecting Mixed Residential and Industrial Areas at any time.</p> <p>(ii) Anti vibration mounts should be used to isolate plant from fixed structures and a flexible connector used to connect the flue to the fan if there is a potential to transmit vibration to any noise sensitive property. Any systems will also need regular maintenance so as to reduce mechanical noise.</p> <p><i>Guidance on the above can be gained at 'Guidance on the Control of Odour &amp; Noise from Commercial Kitchen Exhaust System' Published electronically by Department for Environment, Food and Rural Affairs. Product Code PB10527.</i></p>

**TEMPATE 06**

<b>Type of Premises: Large mixed retail use premises to be licensed for the ‘off’ sales of alcohol, ie supermarkets.</b>	
<b>Minimum issues that the applicant should address by way of steps in the operating schedule</b>	<b>Conditions that will usually be imposed as being consistent with proposed steps that address the issues listed.</b>
<b>General – all four licensing objectives Steps and appropriate conditions often satisfy the promotion of more than one licensing objective. As a consequence steps and conditions are not listed under individual licensing objective headings for the purpose of this template.</b>	
CCTV	<p><i>CCTV is a key tool in the management and control of premises, not only providing the Police with evidence of crime but also for the premises licence holder as it can provide an overview of the whole premises and assist in management decision making</i></p> <p>CC01: CCTV shall be in use at the premises.</p> <p>(i) Where a CCTV system is to be installed, extended or replaced, it shall be to an appropriate standard as agreed with the Licensing Authority in consultation with the Police. Where a CCTV system is to be installed it shall be fully operational by <i>(insert date)</i>. Where existing CCTV systems are to be replaced or extended the replacement or extension to the system shall be concluded by <i>(insert date)</i> and the system be fully operational on that date.</p> <p>(ii) The CCTV equipment shall be maintained in good working order and continually record when licensable activity takes place and for a period of two hours afterwards.</p> <p>(iii) The premises licence holder shall ensure images from the CCTV are retained for a period of 31 days. This image retention period may be reviewed as appropriate by the Licensing Authority</p> <p>(iv) The correct time and date will be generated onto both the recording and the real time image screen.</p> <p>(v) If the CCTV equipment (Including any mobile units in use at the premises) breaks down the Premises Licence Holder shall ensure the designated premises supervisor, or in his/her absence other responsible person, verbally informs the Licensing Authority and the Police as soon as is reasonably practicable. This information shall be contemporaneously recorded in the incident report register and shall include the time, date and means this was done and to whom the information was reported. Equipment failures shall be repaired or replaced as soon as is reasonably practicable and without undue delay. The Licensing Authority and the Police shall be informed when faults are rectified.</p> <p>(vi) The premises Licence holder shall ensure that there are</p>



	<p>trained members of staff available during licensable hours to be able to reproduce and download CCTV images into a removable format at the request of an authorised officer of the Licensing Authority or a constable.</p> <p>(vii) There shall be clear signage indicating that CCTV equipment is in use and recording at the premises during all (Insert hours) hours</p>
<p>Prevention of underage sales</p>	<p><i>The issue of underage drinking is of serious concern and undermines the protection of children from harm objective. Persons who make such sales are committing an offence and therefore it is of assistance to premises licence holders to be able to demonstrate they have made their best endeavours to prevent such occurrences within their premises.</i></p> <p>SA01: All staff to be trained in the prevention of underage sales to a level commensurate with their duties. All such training to be updated as necessary, for instance when legislation changes, and should include training on how to deal with difficult customers. The training should be clearly documented and signed and dated by both the trainer and the member of staff receiving it. The documentation shall be available for inspection on request by an authorised officer of the Licensing Authority or a constable.</p> <p>SA02: (i) An approved proof of age scheme shall be adopted, implemented and advertised within the premise such as "Challenge 25" whereby an accepted form of photographic identification shall be requested before any alcohol is sold to any person who appears to be under 25 years of age. Acceptable proof of age shall include identification bearing the customers photograph, date of birth and integral holographic mark or security measure. Suitable means of identification would include PASS approved proof of age card, photo-card driving licence and passport.</p> <p>(ii) Publicity materials notifying customers of the operation of the Challenge 25 scheme shall be displayed at the premises, including a Challenge 25 sign of at least A5 size at the entrance to the premises and where practicable at each point of sale.</p> <p>SA03: The premises licence holder shall require the designated premises supervisor, or in his/her absence other responsible person, to keep an 'incident/refusals logbook in a bound book in which full details of all incidents are recorded. This shall include details of any refused sales and shall give details of the persons involved, incident description, time and date, actions taken and final outcome of the situation. This shall be completed as soon as possible</p>

	<p>and in any case no later than the close of business on the day of the incident. The time and date when the report was completed, and by whom, is to form part of the entry. The logbook is to be kept on the premises at all times and shall be produced to an authorised officer of the Licensing Authority or a constable when required.</p> <p>CV14: A till prompt system shall be installed to assist staff by reminding them to challenge for ID when a sale is made.</p> <p>CV15: Documented delegation of authorisations to sell alcohol shall be maintained at the premises and shall be available on request by the Police and authorised officer of the Council.</p>
Waste management	<p><i>Where the premises also provided late night refreshment and there is potential for patrons to purchase ready to eat hot foods the following conditions would be deemed appropriate for the prevention of litter or accumulations of rubbish.</i></p> <p>WM1: No accumulation of combustible rubbish, dirt, surplus material or stored goods shall be permitted to remain in any part of the premises except in an appropriate place and of such quantities so as not to cause a nuisance, obstruction or other safety hazard.</p> <p>WM2: The premises licence holder shall ensure that adequate measures are in place to prevent the escape of odours from the premises. This includes odour from food preparation and refuse storage.</p> <p>WM3: The licence holder shall ensure that adequate measures are in place to remove litter or waste arising from their customers and to prevent such litter from accumulating in the immediate vicinity of their premises. In particular, where necessary the premises licence holder shall ensure that adequate measures are in place to provide customers with sufficient receptacles for the depositing of waste materials such as food wrappings, drinks containers, smoking related litter, etc.</p> <p>WM4 The premises licence holder shall ensure that a sufficient number of suitable receptacles are located in appropriate locations for the depositing of waste materials such as food wrappings, drinks containers, smoking related litter, etc. by customers.</p> <p>WM5: The premises licence holder, premises supervisor or event manager, shall ensure that measures shall be put in place to remove litter or waste arising from customers and to</p>

	<p>prevent such litter from accumulating in the immediate vicinity of the premises or neighbouring premises.</p> <p>WM8: The collection of refuse, bottles and recyclable materials shall only take place (<i>insert hours and days as necessary</i>).</p> <p>WM9: Activities relating to deliveries shall only take place between (<i>insert hours and days as necessary</i>).</p>
Premises security	<p>PS12: The requirement for the presence of a security officer shall be subject to consultation and review with the Licensing Authority and the police. On those occasions when security staff are deemed to be required they shall be at the premises between the hours of (Insert hours) hours daily.</p> <p>OR</p> <p>PS13: The need for security guards shall be assessed by the licence holder / designated premises supervisor on a regular basis and security guards shall be employed when and where the assessment requires. However, as a minimum, one dedicated SIA registered security guard shall be employed at the premises.</p> <p>PS14: The premises licence holder shall provide contact details for any security personal employed at the premises to an authorised officer of the Licensing Authority or a constable upon request.</p>
Prevention Of Nuisance	<p><u>Noise from plant &amp; equipment</u></p> <p>NP68: Noise from any ventilation, refrigeration or air conditioning plant or equipment shall not cause nuisance to the occupants of any properties in the vicinity.</p> <p>Recommendation:</p> <p>(i) The Rating Level of any noise from any fixed plant shall not exceed the background noise level by more than 0dB at the nearest noise sensitive property as determined by BS 4142: 1997 Method of Rating Industrial Noise Affecting Mixed Residential and Industrial Areas at any time.</p> <p>(ii) Anti vibration mounts should be used to isolate plant from fixed structures and a flexible connector used to connect the flue to the fan if there is a potential to transmit vibration to any noise sensitive property. Any systems will also need regular maintenance so as to reduce mechanical noise.</p> <p><i>Guidance on the above can be gained at 'Guidance on the Control of Odour &amp; Noise from Commercial Kitchen Exhaust System' Published electronically by Department for</i></p>

*Environment, Food and Rural Affairs. Product Code PB10527.*

PS01: Outdoor lighting shall be positioned, so far as is reasonably practicable, so as to limit its intrusion into residential accommodation in the vicinity of the licensed premises whilst maintaining an adequate level of lighting for the safe access and egress of customers and persons employed at the premises

**TEMPLATE 07**

<b>Type of Premises: Premises primarily selling alcohol by way of 'Off' sales only.</b>	
<b>Minimum issues that the applicant should address by way of steps in the operating schedule</b>	<b>Conditions that will usually be imposed as being consistent with proposed steps that address the issues listed.</b>
<b>General – all four licensing objectives</b> <b>Steps and appropriate conditions often satisfy the promotion of more than one licensing objective. As a consequence steps and conditions are not listed under individual licensing objective headings for the purpose of this template.</b>	
CCTV	<p><i>CCTV is a key tool in the management and control of premises, not only providing the Police with evidence of crime but also for the premises licence holder as it can provide an overview of the whole premises and assist in management decision making</i></p> <p>CC01: CCTV shall be in use at the premises.</p> <p>(i) Where a CCTV system is to be installed, extended or replaced, it shall be to an appropriate standard as agreed with the Licensing Authority in consultation with the Police. Where a CCTV system is to be installed it shall be fully operational by <i>(insert date)</i>. Where existing CCTV systems are to be replaced or extended the replacement or extension to the system shall be concluded by <i>(insert date)</i> and the system be fully operational on that date.</p> <p>(ii) The CCTV equipment shall be maintained in good working order and continually record when licensable activity takes place and for a period of two hours afterwards.</p> <p>(iii) The premises licence holder shall ensure images from the CCTV are retained for a period of 31 days. This image retention period may be reviewed as appropriate by the Licensing Authority</p> <p>(iv) The correct time and date will be generated onto both the recording and the real time image screen.</p> <p>(v) If the CCTV equipment (Including any mobile units in use at the premises) breaks down the Premises Licence Holder shall ensure the designated premises supervisor, or in his/her absence other responsible person, verbally informs the Licensing Authority and the Police as soon as is reasonably practicable. This information shall be contemporaneously recorded in the incident report register and shall include the time, date and means this was done and to whom the information was reported. Equipment failures shall be repaired or replaced as soon as is reasonably practicable and without undue delay. The Licensing Authority and the Police shall be informed when faults are rectified.</p> <p>(vi) The premises Licence holder shall ensure that there are trained members of staff available during licensable hours to</p>

	<p>be able to reproduce and download CCTV images into a removable format at the request of an authorised officer of the Licensing Authority or a constable.</p> <p>(vii) There shall be clear signage indicating that CCTV equipment is in use and recording at the premises during all (Insert hours) hours</p>
<p>Prevention of underage sales</p>	<p><i>The issue of underage drinking is of serious concern and undermines the protection of children from harm objective. Persons who make such sales are committing an offence and therefore it is of assistance to premises licence holders to be able to demonstrate they have made their best endeavours to prevent such occurrences within their premises.</i></p> <p>SA01: All staff to be trained in the prevention of underage sales to a level commensurate with their duties. All such training to be updated as necessary, for instance when legislation changes, and should include training on how to deal with difficult customers. The training should be clearly documented and signed and dated by both the trainer and the member of staff receiving it. The documentation shall be available for inspection on request by an authorised officer of the Licensing Authority or a constable.</p> <p>SA02: (i) An approved proof of age scheme shall be adopted, implemented and advertised within the premise such as “Challenge 25” whereby an accepted form of photographic identification shall be requested before any alcohol is sold to any person who appears to be under 25 years of age. Acceptable proof of age shall include identification bearing the customers photograph, date of birth and integral holographic mark or security measure. Suitable means of identification would include PASS approved proof of age card, photo-card driving licence and passport.</p> <p>(ii) Publicity materials notifying customers of the operation of the Challenge 25 scheme shall be displayed at the premises, including a Challenge 25 sign of at least A5 size at the entrance to the premises and where practicable at each point of sale.</p> <p>SA03: The premises licence holder shall require the designated premises supervisor, or in his/her absence other responsible person, to keep an 'incident/refusals logbook in a bound book in which full details of all incidents are recorded. This shall include details of any refused sales and shall give details of the persons involved, incident description, time and date, actions taken and final outcome of the situation. This shall be completed as soon as possible and in any case no later than the close of business on the day of the incident. The time and date when the report was</p>

	<p>completed, and by whom, is to form part of the entry. The logbook is to be kept on the premises at all times and shall be produced to an authorised officer of the Licensing Authority or a constable when required.</p> <p>CV14: A till prompt system shall be installed to assist staff by reminding them to challenge for ID when a sale is made.</p> <p>CV15: Documented delegation of authorisations to sell alcohol shall be maintained at the premises and shall be available on request by the Police and authorised officer of the Council.</p>
Prevention Of Nuisance	<p>WM8: The collection of refuse, bottles and recyclable materials shall only take place (<i>insert hours and days as necessary</i>).</p> <p>WM9: Activities relating to deliveries shall only take place between (<i>insert hours and days as necessary</i>).</p> <p>PS01: Outdoor lighting shall be positioned, so far as is reasonably practicable, so as to limit its intrusion into residential accommodation in the vicinity of the licensed premises whilst maintaining an adequate level of lighting for the safe access and egress of customers and persons employed at the premises.</p> <p><u>Noise from plant &amp; equipment</u></p> <p>NP68: Noise from any ventilation, refrigeration or air conditioning plant or equipment shall not cause nuisance to the occupants of any properties in the vicinity.</p> <p>Recommendation:</p> <p>(i) The Rating Level of any noise from any fixed plant shall not exceed the background noise level by more than 0dB at the nearest noise sensitive property as determined by BS 4142: 1997 Method of Rating Industrial Noise Affecting Mixed Residential and Industrial Areas at any time.</p> <p>(ii) Anti vibration mounts should be used to isolate plant from fixed structures and a flexible connector used to connect the flue to the fan if there is a potential to transmit vibration to any noise sensitive property. Any systems will also need regular maintenance so as to reduce mechanical noise.</p> <p><i>Guidance on the above can be gained at 'Guidance on the Control of Odour &amp; Noise from Commercial Kitchen Exhaust System' Published electronically by Department for Environment, Food and Rural Affairs. Product Code PB10527.</i></p>

**TEMPLATE 08**

<b>Type of Premises: Main Use Cinemas and Theatres</b>	
<b>Minimum issues that the applicant should address by way of steps in the operating schedule</b>	<b>Conditions that will usually be imposed as being consistent with proposed steps that address the issues listed.</b>
<p><b>General – all four licensing objectives</b>  <b>Steps and appropriate conditions often satisfy the promotion of more than one licensing objective. As a consequence steps and conditions are not listed under individual licensing objective headings for the purpose of this template.</b></p>	
Prevention Of Nuisance	<p><i>In those instances where premises abut residential accommodation there will be a requirement for an assessment of the potential for noise transmission which results in noise nuisance.</i></p> <p>NP32: A report shall be submitted detailing and recommending a scheme of sound insulation works for the partition between the licensed premises and adjacent residential useage. The report shall also consider the noise leakage from the building and also consider the volume and nature of the music likely to be desired by the premises. The report shall be submitted to and approved in writing by the Council through an authorised officer of the Pollution Control Team and all recommended works carried out in full prior to the commencement of any regulated entertainment should the Premises Licence be granted.</p> <p><i>Guidance</i></p> <p><i>The noise assessment shall be carried out by a suitably qualified acoustic consultant/engineer and shall take into account the provisions of PPG 24 Planning Policy Guidance: Planning and Noise, BS4142: 1997. "Method of rating industrial noise affecting mixed residential and industrial areas" and BS 8233: 1999 "Sound Insulation and Noise Insulation for Buildings - Code of Practice".</i></p> <p><i>The recommended design criteria for dwellings are as follows:</i></p> <p><i>Daytime (07.00 – 23.00) LAeq(16 hours) 35 dB &amp; Noise Rating Curve NR35 in all rooms</i></p> <p><i>Nighttime (23.00 – 07.00) LAeq(8 hours) 30 dB &amp; Noise Rating Curve NR20 to NR25 in bedrooms</i></p> <p>NP02: Amplified music shall not be played at a level that will cause unreasonable disturbance to the occupants of any properties in the vicinity.</p> <p><u>Noise from plant &amp; equipment</u></p> <p>NP68: Noise from any ventilation, refrigeration or air conditioning plant or equipment shall not cause nuisance to the occupants of any properties in the vicinity.</p> <p>Recommendation:</p>



	<p>(i) The Rating Level of any noise from any fixed plant shall not exceed the background noise level by more than 0dB at the nearest noise sensitive property as determined by BS 4142: 1997 Method of Rating Industrial Noise Affecting Mixed Residential and Industrial Areas at any time.</p> <p>(ii) Anti vibration mounts should be used to isolate plant from fixed structures and a flexible connector used to connect the flue to the fan if there is a potential to transmit vibration to any noise sensitive property. Any systems will also need regular maintenance so as to reduce mechanical noise.</p> <p>NP03: Except for access and egress all doors and windows shall be kept closed during periods of entertainment associated with the Premises Licence.</p> <p>NP04: No speakers for amplification of music shall be placed on the outside of the premises or on the outside of any building forming a part of the premises.</p>
<p>Protection Of Children where films are to be shown.</p>	<p><i>The following conditions only pertain to those premises where application is made for the exhibition of films.</i></p> <p><b><u>CE CINEMATOGRAPHIC / FILM EXHIBITIONS</u></b></p> <p>CE01: <i>Careful consideration should be given as to the circumstances in which these conditions may be pertinent i.e. main use cinema or video juke boxes in pubs and clubs.</i></p> <p>No film shall be exhibited unless –</p> <p>(i) it has received a ;U', 'PG', '12A', '15' or '18' certificate of the British Board of Film Classifications; or</p> <p>(ii) it is a current newsreel, which has not been submitted to the British Board of Film Classification.</p> <p>(iii) no film classified as R18 may be exhibited in these premises.</p> <p>CE02: No person apparently under the age of eighteen years shall be admitted to any exhibition at which there is to be shown any film which has received an '18' certificate from the British Board of Film Classification. In such circumstances a "Challenge 25 policy should be adhered to and valid proof of age required before admittance.</p> <p>CE03: No person apparently under the age of fifteen years shall be admitted to any exhibition at which there is to be shown any film which has received an '15' certificate from the British Board of Film Classification.</p> <p>CE04: No person apparently under the age of twelve years shall be admitted to any exhibition at which there is to be shown any film which has received an '12A' certificate from the British Board of Film Classification unless accompanied by an adult.</p> <p>CE05: Notwithstanding the classification requirements, a film may be exhibited, or persons or any class of persons, may be admitted thereto if</p>

the permission of the Licensing Authority is first obtained and any conditions of such permission are complied with.

CE06: A representation or written statement of the terms of any certificate given by the British Board of Film Classification shall be shown on the screen immediately before the showing of any film to which it relates and the representation or statement shall be shown for long enough and in a form large enough for it to be read from any seat in the auditorium.

CE07: There shall be prominently exhibited at each public entrance whenever the premises are open to the public a notice indicating in tabular form and in clear bold letters and figures-

(i) the title of each film to be shown on that day, other than trailers and films of less than five minutes duration:

(ii) the approximate times of commencement of each such film;

(iii) whether each such film has received a 'U', 'PG', '12A', '15' or '18' certificate from the British Board of Film Classification, and

(iv) the effect of such 'U', 'PG', '12A', '15' or '18' certificates in relation to the admission of persons under the age of eighteen years.

CE08: The notice shall be not less than 36 inches in dimensions and shall be in the form specified hereunder, the distinguishing initial letters 'U', 'PG', '12A', '15' and '18' being not less than 1 ½ inches in height.

CATEGORY 'U': Passed for universal exhibition.

CATEGORY 'PG': Passed for universal exhibition but parents are advised that the film contains some scenes which may be unsuitable for young children.

CATEGORY '12A': Passed as suitable only for exhibition to persons of twelve years and over. Children under 12 must be accompanied by an adult.

CATEGORY '15': Passed as suitable only for exhibition to persons of fifteen years and over.

CATEGORY '18': Passed as suitable only for exhibition to adults. When a programme includes an '18' film no persons under eighteen years can be admitted.

CE09: The nature of any certificate received in respect of a film from the British Board of Film Classification shall be clearly indicated by the figure 'U', 'PG', '12A', '15' or '18' in any advertisement of the film displayed at the premises.

CE10: No advertisement displayed at the premises of a film to be exhibited at the premises shall depict as a scene or incident in the film any scene or incident which is not included in the film as certified by the British Board of Film Classification or approved for exhibition by the licensing authority, as the case may be.

CE11: Where the Licensing Authority has given notice in writing to the licensee of the premises objecting to an advertisement on the ground

	<p>that, if displayed, it would offend against good taste or decency or be likely to encourage or incite to crime or to lead to disorder or to be offensive to public feeling that advertisement shall not be displayed at the premises except with the consent in writing of the Licensing Authority.</p> <p>CE12: Where the Licensing Authority has given notice in writing to the licensee of the premises prohibiting the exhibition of a film on the ground that it contains matter which, if exhibited, would offend against good taste or decency or would be likely to encourage or incite to crime or to lead to disorder or to be offensive to public feeling, that film shall not be exhibited in the premises except with the consent in writing of the Licensing Authority.</p> <p>CE13: If the Licensing Authority request the licensee to exhibit to them any film shown or proposed to be shown by him, he shall do so at such time and to such persons as the Licensing Authority may direct.</p> <p>CE14: No persons shall be permitted to enter or continue within the licensed premises in a state of intoxication. All persons within the premises whose conduct is deemed by the licensee to be conducive to any breach of the peace, tumult or disorder shall be forthwith removed there from. The licensee shall be responsible for the maintenance of good order and decent behaviour in the licensed premises, and he shall by himself and his servants assist to the utmost in the capture and expulsion of any offender.</p> <p>CE15: There shall be fixed on each floor of the hall a special white signal light, to the approval of the Chief Constable, which shall be operated by a switch in the operator's box, and by a switch or switches fitted in an approved position in the hall. This light shall be used as a warning to attendants that an emergency exists and upon receiving the signal, attendants will take steps forthwith to control the movements of the audience and ensure the orderly and safe clearance of the hall.</p>
<p><i>The licensing authority does not encourage applications for the exhibition of R18 films in its area but where permission to do so is sought, applicants are expected to offer "restricted club" type conditions in line with BBFC and other long</i></p>	<p><b>Conditions to be complied with when showing 'RESTRICTED (18)' films</b></p> <p>CE16: No films in the 'RESTRICTED (18)' category may be exhibited except in a cinema operating as a club in accordance with the conditions set out below.</p> <p>CE17: No club showing films in the 'RESTRICTED (18)' category may operate in a multi-screen complex whilst persons under the age of 18 are being admitted to any performance given in that complex.</p> <p>CE18: An exception may be made to the above condition only if the cinema club and all facilities adjacent thereto, including foyers, lavatories and refreshment areas, are wholly segregated and accessible only through a separate entrance and box office.</p>

<p><i>standing guidance.</i></p>	<p>CE19: All registers of members and visitors books of their guests shall be available for immediate inspection by the licensing authority during any performance, or at any other reasonable time.</p> <p>CE20: Tickets shall in no circumstances be sold to persons other than members.</p> <p>CE21: Front of house advertising for films in the 'RESTRICTED (18)' category will specify the category in which the film has been passed for exhibition but will include no pictorial material or other information about the names of performers or the plot. Newspaper advertisements for an exhibition will be limited to the inclusion of the titles of such films in the film listings column together with the category in which the film has been passed for exhibition.</p> <p>CE22: No persons under 18 years of age shall be employed in any capacity at licensed premises which are operating as cinema clubs showing films in the 'RESTRICTED (18)' category.</p> <p>CE23: Except with the prior consent of the licensing authority in writing, no intoxicating drinks shall be consumed, supplied or sold on the premises.</p> <p>CE24: Membership rules for club cinemas shall include the following:</p> <ul style="list-style-type: none"> <li>(i) only members and their guests shall attend exhibitions of moving pictures classified in the 'RESTRICTED (18)' category.</li> <li>(ii) membership shall be open to persons of both sexes of not less than 18 years of age. Applications for membership, including both name and address, shall be in writing, signed by the applicant, and if deemed necessary such applications shall provide satisfactory references and proof of age.</li> <li>(iii) no person shall be admitted to membership until the expiration of at least 24 hours after such written application has been approved by the licensed proprietors.</li> <li>(iv) members shall be entitled on any one day to bring not more than one guest to accompany the member and the name of the guest shall be entered in the visitor's book and countersigned by the member.</li> <li>(v) tickets shall be sold only to members on the production of a membership card, and members shall, if required, sign an acknowledgement for the ticket or tickets issued.</li> <li>(vi) membership cards shall be personal to the member and shall not be transferable to any other person.</li> <li>(vii) neither membership tickets nor guest tickets shall be transferable.</li> <li>(viii) no member shall introduce as a guest any person under the age of 18 or any person whose application for membership has been refused.</li> <li>(ix) proof of identity, or of age, or of any particulars of any guest shall be produced by any member or guest if demanded by the proprietors.</li> <li>(x) an annual subscription shall be fixed for the club and shall run for 12 months from the date of registration.</li> <li>(ii) a subscription may not entitle the club member to attend other clubs</li> </ul>
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	<p>under the same management unless the prior consent of the licensing authority has been obtained.</p> <p>(xii) on admission a member shall be bound by the rules of the club and by any byelaws and regulations made thereunder.</p> <p>CE25: For the purposes of these conditions ‘film’ means any exhibition of moving pictures produced otherwise than by the simultaneous reception and exhibition of television programmes broadcast by the British Broadcasting Corporation or the Independent Broadcasting Authority or programmes included in a cable programme service which is, or does not require to be, licensed under section 4 of the Cable and Broadcasting Act 1984.</p>
<p>General Public Safety</p>	<p><i>Many cinemas and concert halls have expansive ceilings and as a consequence the following condition may be required.</i></p> <p><u>CL CEILINGS</u></p> <p>CL01: All ceilings and ornamental plasterwork in those parts of the premises to which the public are admitted shall be inspected at least once in every five years by a qualified person appointed by, or on behalf of the occupier of the premises free of expense to the Licensing Authority, and a certificate concerning the conditions of such ceilings and plasterwork shall, after each inspection, be forwarded to the Licensing Authority. Such inspections shall be made in the presence of an officer of the Licensing Authority.</p> <p>CL02: The certificate required to be submitted by the previous paragraph of this conditions shall be in the following form: -  “I/We hereby certify that the ceilings and ornamental plasterwork over all parts of the premises to which the public have access at <i>(insert name of premises)</i> have been inspected on <i>(insert date)</i> and these inspections indicate that such ceilings and plasterwork, so far as can be ascertained by visual or other examination, appear to be in a safe condition on this date.  Signed .....  Competent Technical Advisor(s) to the Licensee(s). Date .....  I/We hereby certify that I/We were present at the inspection referred to in this certificate and that the inspection was thoroughly carried out.  Signed .....  Technical Advisor(s) to the Licensing Authority. Date .....</p> <p>CL03: It shall be competent for the Licensing Authority in any instance to require the provision of a certificate as to the safe condition of the aforesaid ceilings and plasterwork at such lesser intervals than five years as the Licensing Authority deem necessary.</p>

<b>Type of Premises: Restaurants</b>	
<b>Minimum issues that the applicant should address by way of steps in the operating schedule</b>	<b>Conditions that will usually be imposed as being consistent with proposed steps that address the issues listed.</b>
<p><b>General – all four licensing objectives</b>  <b>Steps and appropriate conditions often satisfy the promotion of more than one licensing objective. As a consequence steps and conditions are not listed under individual licensing objective headings for the purpose of this template.</b></p>	
Prevention Of Nuisance	<p>WM10: Odour from any flue used for the dispersal of cooking smells serving the building shall not cause nuisance to the occupants of any properties in the vicinity.  Recommendation: It is recommended that any flues for the dispersal of cooking smells shall either:</p> <ul style="list-style-type: none"> <li>(i) Terminates at least 1 metre above the ridge height of any building in the vicinity, with no obstruction of upward movement of air or:</li> <li>(ii) Have a method of odour control such as activated carbon filters, electrostatic precipitation or inline oxidation.</li> </ul> <p><i>Guidance on the above can be gained at 'Guidance on the Control of Odour &amp; Noise from Commercial Kitchen Exhaust System' Published electronically by Department for Environment, Food and Rural Affairs. Product Code PB10527</i>  <a href="http://www.defra.gov.uk/environment/noise/research/kitchenexhaust/pdf/kitchenreport.pdf">http://www.defra.gov.uk/environment/noise/research/kitchenexhaust/pdf/kitchenreport.pdf</a></p> <p><i>In those instances where premises abut residential accommodation there will be a requirement for an assessment of the potential for noise transmission which results in noise nuisance.</i></p> <p>NP32: A report shall be submitted detailing and recommending a scheme of sound insulation works for the partition between the licensed premises and adjacent residential useage. The report shall also consider the noise leakage from the building and also consider the volume and nature of the music likely to be desired by the premises. The report shall be submitted to and approved in writing by the Council through an authorised officer of the Pollution Control Team and all recommended works carried out in full prior to the commencement of any regulated entertainment should the Premises Licence be granted.</p> <p><i>Guidance</i>  <i>The noise assessment shall be carried out by a suitably qualified acoustic consultant/engineer and shall take into account the provisions of PPG 24 Planning Policy Guidance: Planning and Noise, BS4142: 1997. "Method of rating industrial noise affecting mixed residential and industrial areas" and BS 8233: 1999 "Sound Insulation and Noise Insulation for Buildings - Code of Practice".</i></p>

*The recommended design criteria for dwellings are as follows:  
Daytime (07.00 – 23.00) LAeq(16 hours) 35 dB & Noise Rating Curve NR35 in all rooms  
Nighttime (23.00 – 07.00) LAeq(8 hours) 30 dB & Noise Rating Curve NR20 to NR25 in bedrooms*

NP02: Amplified music shall not be played at a level that will cause unreasonable disturbance to the occupants of any properties in the vicinity.

NP03: Except for access and egress all doors and windows shall be kept closed during periods of entertainment associated with the Premises Licence.

NP04: No speakers for amplification of music shall be placed on the outside of the premises or on the outside of any building forming a part of the premises.

Noise from plant & equipment

NP68: Noise from any ventilation, refrigeration or air conditioning plant or equipment shall not cause nuisance to the occupants of any properties in the vicinity.

Recommendation:

(i) The Rating Level of any noise from any fixed plant shall not exceed the background noise level by more than 0dB at the nearest noise sensitive property as determined by BS 4142: 1997 Method of Rating Industrial Noise Affecting Mixed Residential and Industrial Areas at any time.

(ii) Anti vibration mounts should be used to isolate plant from fixed structures and a flexible connector used to connect the flue to the fan if there is a potential to transmit vibration to any noise sensitive property. Any systems will also need regular maintenance so as to reduce mechanical noise.

*Guidance on the above can be gained at 'Guidance on the Control of Odour & Noise from Commercial Kitchen Exhaust System' Published electronically by Department for Environment, Food and Rural Affairs. Product Code PB10527.*

Customer Noise

NP57: Clear notices displayed at all points where customers leave the building must instruct them to respect the needs of local residents and leave the premises and the area quietly.

NP58: The [*garden / patio*] must not be used by customers after the hours of (*Insert*).

NP63: The premises supervisor, manager or other competent person shall manage the outdoor area to ensure that customers do not behave in a noisy, rowdy or offensive manner.

NP64: Clear notices must be displayed at prominent points in all outdoor areas (informing them as to the requirements of points (*insert & insert i.e. no drinks, hours of use, above and*) requesting that they respect the needs of local residents and behave in a quiet and orderly manner.

Signage

N69: Signs shall be prominently displayed at the premises requesting that patrons respect local residents and leave the premises quietly.

WM7: Activities relating to the on site disposal (*including placing into external receptacles*) and collection of refuse, bottles and recyclable materials shall only take place between (*insert hours and days as necessary*).

WM8: The collection of refuse, bottles and recyclable materials shall only take place (*insert hours and days as necessary*).

WM9: Activities relating to deliveries shall only take place between (*insert hours and days as necessary*).

PS01: Outdoor lighting shall be positioned, so far as is reasonably practicable, so as to limit its intrusion into residential accommodation in the vicinity of the licensed premises whilst maintaining an adequate level of lighting for the safe access and egress of customers and persons employed at the premises.

SA 02 An approved proof of age scheme shall be adopted, implemented and advertised within the premise such as "Challenge 25" whereby an accepted form of photographic identification shall be requested before any alcohol is sold to any person who appears to be under 25 years of age. Acceptable proof of age shall include identification bearing the customers photograph, date of birth and integral holographic mark or security measure. Suitable means of identification would include PASS approved proof of age card, photo-card driving licence and passport.

(b) Publicity materials notifying customers of the operation of the Challenge 25 scheme shall be displayed at the premises, including a Challenge 25 sign of at least A5 size at the entrance to the premises and where practicable at each point of sale.

EL10 Gas installations or boilers

A gas safety inspection shall be carried out on all gas pipework and appliances (mains or cylinder) at intervals determined by an engineer who is suitably registered by Gas Safe. The gas safety certificate shall be retained for inspection.



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