

## Existing and Proposed Conditions for The Winchmore

### Annex 1 - Mandatory conditions

The Mandatory Conditions are attached and form part of the Operating Schedule of your licence/certificate. You must ensure that the operation of the licensed premises complies with the attached Mandatory Conditions as well as the Conditions in Annex 2 and Annex 3 (if applicable). Failure to do this can lead to prosecution or review of the licence.

### Annex 2 - Conditions consistent with the Operating Schedule

1. There shall be no adult entertainment or services, activities or matters ancillary to the use of the premises that may give rise to concern in respect of children.
2. An alarm system shall be installed operated and maintained at the premises.
3. The car-park shall be locked no later than 30 minutes after closing time to prevent members of the public parking in the car park after the premises has closed.
4. Litter bins and wall mounted ashtrays shall be provided outside the premises.
5. Staff shall actively discourage patrons from congregating around the outside of the premises, except in the designated smoking area, after 23:00.
6. At least six prominent, clear and legible notices shall be displayed throughout the premises, including all toilets warning customers that drug use will not be tolerated.
7. The premises shall operate the Local Authority or similar proof of age scheme and display the relevant material. Only passport, photographic driving licences and ID with the P.A.S.S. logo (Proof of Age Standards Scheme) may be accepted.
9. A member of staff (which may include a door supervisor) shall monitor the car park at regular intervals during the 30 minutes prior to the premises closing time on Friday and Saturday nights to ensure customers leave the car park quietly.
10. All external doors and windows to be kept closed but not locked during regulated entertainment except for access and egress.
11. Prominent, clear and legible notices shall be displayed at all public exits from the premises and in the car park requesting customers to respect the needs of local residents and leave the premises and area quietly.
12. All visiting performers providing live or recorded music at the premises shall be briefed prior to events taking place with regard to the premises licence conditions relating to noise and the use of the sound limiter. They must sign a booking form / protocol confirming they have been informed of and understand the

terms of use. These booking forms / protocols must be kept for six months and must be made available to an authorised officer of the Council or police, upon request. If regular performers are employed this can be done on a monthly basis with times and dates being specified on the booking form / protocol.

13. No speakers shall be positioned anywhere on the ground floor that has a glass roof.

14. No speakers shall be positioned in the outside areas.

15. A Dispersal Policy, to be provided to the local police and local authority, shall be implemented forthwith and an up-to-date copy shall be provided to the local authority.

16. A digital CCTV system must be installed in the premises complying with the following criteria: (1) Cameras must be sited to observe the entrance and exit doors both inside and outside, including the car park and all floor areas open to the public; (2) Cameras on the entrances must capture full frame shots of the heads and shoulders of all people entering the premises i.e. capable of identification; (3) Cameras overlooking floor areas should be wide angled to give an overview of the premises; (4) Cameras must capture a minimum of 16 frames per second; (5) Be capable of visually confirming the nature of the crime committed; (6) Provide a linked record of the date, time, and place of any image; (7) Provide good quality images - colour during opening times; (8) Operate under existing light levels within and outside the premises; (9) Have the recording device located in a secure area or locked cabinet; (10) Have a monitor to review images and recorded picture quality; (11) Be regularly maintained to ensure continuous quality of image capture and retention; (12) Have signage displayed in the customer area to advise that CCTV is in operation; (13) Digital images must be kept for 31 days; (14) Police or authorised local authority employees will have access to images at any reasonable time; (15) The equipment must have a suitable export method, e.g. CD/DVD writer so that the police can make an evidential copy of the data they require. This data should be in the native file format, to ensure that no image quality is lost when making the copy. If this format is non-standard (i.e. manufacturer proprietary) then the manufacturer should supply the replay software to ensure that the video on the CD can be replayed by the police on a standard computer. Copies must be made available to Police or authorised local authority employees on request.

17. The duties of staff will include the supervision of persons leaving and entering the premises to ensure that this is achieved without causing nuisance to local residents.

18. A written or electronic record of refused sales shall be kept on the premises and completed when necessary. This record shall be made available to Police and/or the Local Authority upon request and shall be kept for at least one year from the date of the last entry.

19. All staff shall receive induction and refresher training (at least every three months) relating to the sale of alcohol and the times and conditions of the premises licence.

20. All training relating to the sale of alcohol and the times and conditions of the premises licence shall be documented and records kept at the premises. These records shall be made available to the Police and/or Local Authority upon request and shall be kept for at least one year.

21. The management shall make subjective assessments of noise levels outside at the perimeter of the premises approximately half hourly from 20:00 until close, whilst regulated entertainment is provided to ensure that noise from the premises does not cause a disturbance to local residents. Records shall be kept of the times, dates and any issues discovered. These records shall be kept for one year. Records must be made available to an authorised officer of the Council or police, upon request. Where monitoring by staff identifies that noise from the premises is audible at the perimeter, measures shall be taken to reduce this i.e. turning volume down.

22. All refuse and bottles shall be disposed of in bins quietly so as not to disturb neighbours or local residents. There shall be no disposal of glass bottles outside between 22:00 and 08:00.

23. Toilets at the premises shall be checked for any sign of drug use every two hours from 19:00 until closing time. A record shall be kept of the times, dates and any issues discovered. These records shall be kept for 28 days.

24. An external area shall be designated for the use of smokers from 22:00 until closing time. There shall be no more than 10 persons using this designated area during these times. The designated area shall be adequately supervised by staff to control the number and behaviour of patrons so as to not cause noise nuisance. Notices shall be displayed in the area specifying the terms of its use and asking patrons to respect the needs of local residents and to use the area quietly. No alcoholic drinks or glass containers shall be taken into the designated smoking area during these times. A plan showing the location of this area shall be provided to Licensing Team within 7 days.

25. The seating in the external area to the front of the premises shall not be used after 19:00.

26. The external area at the rear of the premises shall not be used after 22:00 except for the designated smoking area.

#### **PROPOSED BY LICENSING AUTHORITY – AGREED BY APPLICANT**

**Remove Current condition 8:**

**Children under 18 years old shall only be permitted on the premises up until 21:00 and if they are accompanied by an adult.**

**Amend to:**

**Children under 18 years old shall only be permitted on the ground floor of the premises until 22:00 and if they are accompanied by an adult.**

**And ADD following two new conditions:**

**27. Children under 18 years old shall be permitted to attend and remain at events held in the upstairs function room throughout the event if they are accompanied by an adult.**

**28. Staff shall walk around the outside of the premises and ensure that all bottles/glasses and other premises related litter is collected prior to closing.**

**Annex 3 - Conditions attached after a hearing by the Licensing Authority**

**CONDITION PROPOSED BY OTHER PERSONS – NOT AGREED BY APPLICANT**

**29. Staff shall encourage taxis/cabs to wait in the car park for the customer.**