

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. At least 4 prominent, clear and legible notices shall be displayed throughout the premises including the toilets warning customers that drug use will not be tolerated.

3. A digital CCTV shall be installed in the premises complying with the following criteria: (1) Cameras must be sited to observe the entrance door both inside and outside, the rear fire exit, the till area, all the alcohol displays and floor areas; (2) Cameras facing the entrance door must capture full frame shots of the heads and shoulders of all people entering the premises i.e. capable of identification; (3) Cameras viewing counter areas must capture frames not less than 50% of screen; (4) Cameras overlooking floor areas should be wide angled to give an overview of the premises; (5) Cameras must capture a minimum of 25 frames per second; (6) Be capable of visually confirming the nature of the crime committed; (7) Provide a linked record of the date, time and place of any image; (8) Provide good quality images - colour during opening times; (9) Operate under existing light levels within and outside the premises; (10) Have the recording device located in a secure area or locked cabinet; (11) Have a monitor to review images and recorded picture quality; (12) Be regularly maintained to ensure continuous quality of image capture and retention; (13) Have signage displayed in the customer area to advise that CCTV is in operation; (14) Digital images must be kept for 31 days; (15) Police will have access to images at any reasonable time; (16) 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 on request.

4. Prominent, clear and legible notices shall be displayed at all public exits from the premises requesting customers respect the needs of local residents and leave the premises and area quietly. These notices shall be positioned at eye level and in a location where those leaving the premises can read them.

5. All doors and windows shall be kept closed (but not locked) during regulated entertainment except for access to and egress from the premises.

- 6. No child, under the age of 18 years, shall be permitted to enter the premises.**
- 7. The Local Authority or similar proof of age scheme shall be operated and relevant material shall be displayed at the premises. Only passport, photographic driving licences or ID with the P.A.S.S. logo (Proof of Age Standards Scheme) may be accepted.**
- 8. Signs shall be prominently displayed on the exit doors advising customers that the premises is in a 'Drinking Control Area' and that alcohol should not be taken off the premises and consumed in the street. These notices shall be positioned at eye level and in a location where they can be read by those leaving the premises.**
- 9. All staff involved in the sale of alcohol shall receive induction and refresher training (at least every 3 months) relating to the sale of alcohol. All training shall be documented and records kept for a minimum of 2 years. These records must be made available to the Police and/or Local Authority upon request.**
- 11. The licence holder will enter into an arrangement with a hackney carriage or private carriage firm to provide transport for patrons when requested, and to ensure pick ups are carried out quietly and promptly.**
- 12. A noise-limiting device shall be installed to any amplification equipment in use on the premises. The noise-limiting device shall be maintained in effective working order and the duty manager shall have full working knowledge of its use. The remote control shall only be operated by the duty manager.**
- 13. Whilst regulated entertainment is provided the management shall make subjective assessments of noise levels at the perimeter of the premises. These shall be undertaken at approximately hourly intervals, 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 six months. Records must be made available to an authorised officer of the Council, 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.**
- 14. A written record of refused sales must be kept on the premises and completed when necessary, and kept for one year. It must be made available to Police and/or the Local Authority upon request.**
- 15. There shall be no more than 10 persons from 21:00 to closing time using the front of the premises for smoking. The front of the premises shall be adequately supervised 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 outside during these times.**
- 16. The premises licence holder shall ensure that the pavement from the building line to the kerb edge immediately outside the premises, including the gutter/channel at its junction with the kerb edge, is kept clean and free from litter at all material times to the satisfaction of the Licensing Authority.**

17. Staff shall actively discourage patrons, excepting smokers, from congregating around the outside of the premises.

18. Wall mounted ashtrays shall be provided at the front of the premises.

19. All off sales shall be in a sealed container.

NEW CONDITIONS OFFERED BY APPLICANT:

20. Two managers will be on duty on the premises throughout the hours of licensable activity.

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

PROPOSED BY THE METROPOLITAN POLICE & LICENSING AUTHORITY, NOT AGREED BY THE APPLICANT:

21. A minimum of two door supervisors shall be employed on the premises on Fridays and Saturdays from 21:00 until the premises has closed. At least one door supervisor shall remain directly outside the premises for 30 minutes after the premises has closed or until all customers have dispersed. The duties of these staff will include the supervision of persons entering and leaving the premises to ensure that this is achieved without causing a nuisance. All door supervisors shall be easily identifiable by wearing high visibility jackets or armbands.

22. A log must be kept and signed by each door supervisor each night they are employed at the premises indicating that they have been informed of, understand, and will implement the entry and search policy. This log must be made available to Police or Local Authority employees on request.

23. A log must be kept indicating the date and times door supervisors sign in and out for duty and must include clearly printed details of each door supervisor's name, SIA licence number, employer, and the duty they are employed to carry out on any particular night.