

Conditions Arisen through Application

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.

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

2. 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.

3. 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.

4. A 'Think 25' proof of age scheme shall be operated and relevant material shall be displayed at the premises.

5. A written 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.

6. 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.

7. The management shall make subjective assessments of noise levels outside at the perimeter of the premises approximately hourly, whilst recorded music 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 six months. 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.

- 8. All external doors and windows to be kept closed but not locked whilst music is provided.**
- 9. Deliveries shall not be made to the premises between 16:00 - 08:00 hours.**
- 10. 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, the alcohol displays, and floor areas.**
 - (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). Provide a linked record of the date, time, and place of any image.**
 - (5). Provide good quality images.**
 - (6). Operate under existing light levels within and outside the premises.**
 - (7). Have the recording device located in a secure area or locked cabinet.**
 - (8). Have a monitor to review images and recorded picture quality.**
 - (9). Be regularly maintained to ensure continuous quality of image capture and retention.**
 - (10). Have signage displayed in the customer area to advise that CCTV is in operation.**
 - (11). Digital images must be kept for 28 days.**
 - (12). Police or authorised local authority employees will have access to images at any reasonable time.**
 - (13). 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. Immediate copies must be made available to Police or authorised local authority employees on request.**
- 11. Signs shall be prominently displayed on the exit doors advising customers that the premises is in a 'Designated Public Place Order' 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 those leaving the premises can read them.**
- 12. Alcohol shall only be sold ancillary to a meal purchased at the premises.**
- 13. Alcohol shall only be served to people taking table meals or waiting to be seated for a meal.**
- 14. Children shall only be permitted to enter and remain on the premises if accompanied by an adult.**
- 15. A personal licence holder shall be on the premises when licensable activities are taking place.**

16. Music shall not be provided in the rear room of the premises.

17. There shall be no more than 30 people in the rear room of the premises from opening time until 21:00 and no more than 10 people shall be permitted in the rear room between 21:00 and 22:00.

18. The rear room shall not be used after 22:00.

19. A small designated smoking area shall be cordoned off at the front of the premises for the purpose of smoking from 22:00 until closing with no more than 5 people being permitted to use the smoking area at any one time.

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

CONDITIONS SOUGHT BY LICENSING AUTHORITY (NOT AGREED BY APPLICANT)

20. All staff engaged in the sale/supply of alcohol shall be trained to operate the CCTV system and to download images/footage upon request by Police or authorised local authority employees.

21. Customers entering the premises shall not need to use a buzzer system to gain entry to the premises.

22. Windows at the front of the premises and the side panels of the premises shall not be obstructed. This is to allow a clear view into the premises.