

Proposed Conditions by the Responsible Authorities

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

CONDITIONS PROPOSED BY THE LICENSING AUTHORITY

1. With the exception of amusement with prizes machines, 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. The maximum number of members of public shall not exceed 300.
3. A member of staff shall be available whose sole duty is to circulate the premises to supervise members of public and ensure maintenance of fire exits.
4. No children shall be allowed on the site after 21:00.
5. The beer garden and front drinking area shall not be used after 23:00 Monday to Saturday inclusive and after 22:30 on Sunday except by those using the designated smoking area.
6. All external doors and windows shall be kept closed but not locked during live or recorded music except for entry or egress.
7. The management shall make subjective assessments of noise levels outside at the perimeter of the premises approximately hourly, whilst live music is provided to ensure that noise from the premises does not cause a disturbance to local residents/businesses. 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. An effective counting system shall be employed to ensure the capacity limit is not exceeded.
9. 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 area quietly. These notices shall be positioned at eye level and in a location where those leaving the premises can read them.

10. Wall mounted ashtrays shall be provided outside the premises.
11. The Local Authority or similar proof of age scheme shall be operated and relevant material shall be displayed at the premises.
12. Public toilets at the premises shall be checked for any sign of drug use on average of every two hours whilst the premises are open. A record 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.
13. At least 6 prominent, clear and legible notices shall be displayed throughout the premises, including the toilets warning customers that drug use will not be tolerated.
14. All staff involved in the sale of alcohol 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.
15. 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.
16. On Thursday, Friday and Saturday there shall be a last entry time of 00:00, the only exception being for those customers who have gone to the designated smoking area to smoke.
17. A small designated smoking area shall be cordoned off at the front of the premises for the purpose of smoking from 23:00 Monday to Saturday inclusive and from 22:30 on Sunday with no more than 10 people being permitted to use the smoking area at any one time.

CONDITIONS PROPOSED BY THE METROPOLITAN POLICE

18. 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, all floor areas and the outside seating 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) All staff engaged in the sale/supply of alcohol shall be trained to operate the CCTV system and download images/footage upon request by Police or authorised local authority employees.
 - (14) 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.
15. A small designated smoking area shall be cordoned off at the front of the premises for the purpose of smoking from 23:00 Monday to Saturday inclusive and from 22:30 on Sunday with no more than 10 people being permitted to use the smoking area at any one time.
16. The beer garden and front drinking area shall not be used after 23:00 Monday to Saturday inclusive and after 22:30 on Sunday except by those using the designated smoking area.
17. A minimum of two door supervisors shall be employed on the premises on Thursday, Friday and Saturdays from 21:00 until the premises has closed whenever regulated entertainment is taking place. 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. Door Supervisors shall be easily identifiable by either wearing reflective jackets or reflective armbands.
18. At least one door supervisor shall remain directly outside the premises for 30 minutes after the premise has closed to ensure the safe and quiet dispersal of patrons.
19. An entry and search policy must be adopted and implemented by door supervisors. This policy must include, but is not limited to:
- a. Preventing the admission and ensuring the departure from the premises of the drunk and disorderly (without causing further unnecessary disorder or violence);
 - b. Keeping out excluded individuals (subject to court bans or imposed by the premises licence holder or his agent);
 - c. Search and exclude those suspected of carrying illegal drugs or offensive weapons;
 - d. Encourage patrons to leave the premises and the area quietly and not to loiter outside the premises;
 - e. Ensuring that no alcoholic or other drinks are taken from the premises in open containers (e.g. glasses and opened bottles);

- f. Ensuring there is no entry or re-entry of patrons to the premises after 00:00 hours (Midnight) on Thursdays, Fridays and Saturdays if regulated entertainment is taking place.
20. 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.
21. A log must be kept indicating the date and times door supervisors sign in and out for duty and must include details of each door supervisors clearly printed name, SIA licence number, employer, and the duty they are employed on any particular night.
22. An incident log shall be kept at the premises, and made available on request to an authorised officer of the Council or the Police, which will record the following:
- a. All crimes reported to the venue
 - b. All ejections of patrons
 - c. Any complaints received
 - d. Any incidents of disorder
 - e. Any faults in the CCTV system or searching equipment or scanning equipment
 - f. Any visit by a relevant authority or emergency services
23. Signs shall be prominently displayed on the exit doors advising customers that the premises is in a Public Space Protection Order Area (or similar) 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.

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

Not applicable