

Annex 4

Proposed Conditions

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. There shall be a personal licence holder on duty at the premises from 20:00 hours until the premises closes to the public.
3. A direct telephone number for the manager at the premises shall be available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity.
4. The premises shall join the local Pubwatch or other local crime reduction scheme approved by the police, and local radio scheme if available.
5. A digital CCTV system must be installed in the premises complying with the following criteria:
 - (a) Cameras must be sited to observe the entrance and exit doors both inside and outside, the alcohol displays, and floor areas.
 - (b) 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.
 - (c) Cameras overlooking floor areas should be wide angled to give an overview of the premises.
 - (d) Provide a linked record of the date, time, and place of any image.
 - (e) Provide good quality images.
 - (f) Operate under existing light levels within and outside the premises.
 - (g) Have the recording device located in a secure area or locked cabinet.
 - (h) Have a monitor to review images and recorded picture quality.
 - (i) Be regularly maintained to ensure continuous quality of image capture and retention.
 - (j) Have signage displayed in the customer area to advise that CCTV is in operation.
 - (k) Digital images must be kept for 31 days.

- (l) Police or authorised local authority employees will have access to images at any reasonable time.
 - (m) 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.
 - (n) 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.
6. An incident log shall be kept at the premises, and made available on request to an authorised officer of the Council or the Police. It must be completed within 24 hours of the incident and will record the following:
- (a) all crimes reported to the venue
 - (b) all ejections of patrons
 - (c) any complaints received concerning crime and disorder
 - (d) any incidents of disorder
 - (e) all seizures of drugs or offensive weapons
 - (f) any faults in the CCTV system, searching equipment or scanning equipment
 - (g) any refusal of the sale of alcohol
 - (h) any visit by a relevant authority or emergency service.
7. In the event that a serious assault is committed on the premises (or appears to have been committed) the management will immediately ensure that:
- (a) The police (and, where appropriate, the London Ambulance Service) are called without delay;
 - (b) All measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police;
 - (c) The crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and
 - (d) Such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises.
8. At least 4 SIA licensed door supervisors shall be on duty at the premises from 20:00 hours until 30 minutes after the premises closes to the public on Friday & Saturday Nights.
9. At least 2 SIA licensed door supervisors shall be on duty at the premises from 20:00 hours on the opening days.
10. The premises licence holder shall risk assess the need for additional SIA licensed door supervisors and additional SIA licensed door supervisors shall be engaged based on that risk assessment.

- 11. No patrons shall be admitted or re-admitted to the premises after 23:00 unless they have been searched with a hand-held metal detecting device, if the search is activated or at the discretion of staff, then physically searched, which will include a 'pat down search' and a full bag search.**
- 12. All staff engaged outside the entrance to the premises, or supervising or controlling queues, shall wear high visibility yellow jackets or vests.**
- 13. An attendant shall be on duty in the cloakroom during the whole time that it is in use.**
- 14. 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.**
- 15. 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 set to interrupt the electrical supply to any amplifier should the volume of the music be audible at the perimeter of the premises.**
- 16. The noise limiter shall be recalibrated annually to ensure that the music volume does not exceed the level at which a noise nuisance to neighbours will occur. A copy of the calibration certificate shall be kept on the premises and made available to the Police or Council Officer on request.**
- 17. Prior to the commencement of any live /recorded music staff shall check that all amplified equipment to be used is connected to the noise limiter. Records of these checks shall be documented and records kept for 6 months.**
- 18. No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.**
- 19. No fumes, steam or odours shall be emitted from the licensed premises so as to cause a nuisance to any persons living or carrying on business in the area where the premises are situated.**
- 20. Loudspeakers shall not be located in the entrance lobby or outside the premises building.**
- 21. All windows and external doors shall be kept closed after 20:00 hours, or at any time when regulated entertainment takes place, except for the immediate access and egress of persons.**

- 22. There shall be no admittance or re-admittance to the premises one hour before the door is closed to the public, except for patrons permitted to temporarily leave the premises to smoke.**
- 23. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.**
- 24. The licence holder shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff so as to ensure that there is no public nuisance or obstruction to the public highway.**
- 25. No waste or recyclable materials, including bottles, shall be moved, removed from or placed in outside areas between 23:00 hours and 09:00 hours on the following day.**
- 26. No collections of waste or recycling materials (including bottles) from the premises shall take place between 23:00 and 09:00 on the following day.**
- 27. No deliveries to the premises shall take place between 23:00 and 09:00 on the following day.**
- 28. During the hours of operation of the premises, the licence holder shall ensure sufficient measures are in place to remove and prevent litter or waste arising or accumulating from customers in the area immediately outside the premises, and that this area shall be swept and or washed, and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements by close of business.**
- 29. Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks or glass containers with them.**
- 30. The licence holder shall enter into an agreement with a hackney carriage and/or private carriage firm to provide transport for customers, with contact numbers made readily available to customers who will be encouraged to use such services.**
- 31. The approved arrangements at the premises, including means of escape provisions, emergency warning equipment, the electrical installation and mechanical equipment, shall at all material times be maintained in good condition and full working order.**
- 32. The means of escape provided for the premises shall be maintained unobstructed, free of trip hazards, be immediately available and clearly identified in accordance with the plans provided.**

- 33. The edges of the treads of steps and stairways shall be maintained so as to be conspicuous.**
- 34. A 'Think 25' proof of age scheme shall be operated and relevant material shall be displayed in the premises.**
- 35. Children aged under 18 years shall only be permitted on the premises when accompanied by an adult and only until 21:00.**
- 36. 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.**
- 37. 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.**
- 38. 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.**
- 39. The premises shall trade as a lounge bar and restaurant with substantial table meals being available from 19:00 until the end of the licensed hours for late night refreshment every day the premises is open to the public.**
- 40. On Sunday – Thursday from 01:00 and Friday – Saturday from 02:00 the capacity of the roof terrace shall not exceed 25 people.**

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

