

Annex 5

Proposed Conditions

Agreed by the Police, Licensing Authority and Applicant

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. 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 viewing till areas must capture frames not less than 50% of screen.
 - (d) Cameras overlooking floor areas should be wide angled to give an overview of the premises.
 - (e) Cameras must capture a minimum of 16 frames per second.
 - (f) Be capable of visually confirming the nature of the crime committed.
 - (g) Provide a linked record of the date, time and place of any image.
 - (h) Provide good quality images – colour during opening times.
 - (i) Operate under existing light levels within and outside the premises.
 - (j) Have the recording device located in a secure area or locked cabinet.
 - (k) Have a monitor to review images and recorded picture quality.
 - (l) Be regularly maintained to ensure continuous quality of image capture and retention.
 - (m) Have signage displayed in the customer area to advise that CCTV is in operation.
 - (n) Digital images must be kept for 31 days.
 - (o) Police will have access to images at any reasonable time.
 - (p) 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 nonstandard (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.

- 3. A member of staff trained in operating CCTV shall be at the venue during times open to the public.**
- 4. 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**
 - (f) any visit by a relevant authority or emergency service.**
- 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. All staff shall receive induction and refresher training (at least every six months) relating to the times and conditions of the premises licence.**
- 7. All training relating to the sale of alcohol and the times and conditions of the premises licence shall be logged and records kept. These records shall be made available to the Police and/or Local Authority upon request and shall be kept for at least one year.**
- 8. A 'Think 25' proof of age scheme shall be operated, and relevant material shall be displayed at the premises.**
- 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 and area quietly.**
- 10. All external doors and windows shall be kept closed when regulated entertainment (i.e. recorded and live music) takes place after 23:00, except in case of an emergency and for access/egress.**
- 11. Staff shall monitor customers in the external area of the premises on a regular basis and ensure customers do not cause a public nuisance.**
- 12. When regulated entertainment, including recorded and live music, is taking place, regular boundary noise checks at the perimeter of the premises shall be conducted 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.**
- 13. 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 23:00 hours and 07:00 hours.**

- 14. No customer shall be allowed to use any external area of the premises after 23:00 hours, except for customers permitted to temporarily leave the premises to smoke in the designated smoking area and no drinks shall be permitted to be taken into this external area after this time.**
- 15. There shall be no more than 10 persons using the designated smoking area after 23:00. 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.**
- 16. Children under the age of 18 must be accompanied by an adult at all times whilst on the premises and must be off the premises by 22:00, unless attending a private function when they will be permitted to remain on the premises until close.**
- 17. The carpark shall be locked no later than 30 minutes after closing time to prevent members of the public remaining/parking in the car park after the premises has closed.**
- 18. 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