Licensing Act 2003

New Premises Licence Application
Guidance Notes
# APPLICATION FOR NEW PREMISES LICENCE

<table>
<thead>
<tr>
<th>TYPE OF LICENCE</th>
<th>FORMS REQUIRED</th>
<th>OTHER DOCUMENTS</th>
<th>SEND WHAT TO WHO</th>
<th>ALSO NEED TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for New Premises Licence</td>
<td>Application form</td>
<td>Fee (see page 3)</td>
<td>Licensing Authority: Application, DPS consent, Plan and fee</td>
<td>Advertise application on premises for 28 days (blue notice see page 10)</td>
</tr>
<tr>
<td></td>
<td>Designated Premises Supervisor (DPS) Consent form (if applicable)</td>
<td>Operating Schedule (see page 5)</td>
<td>All Responsible Authorities: Application, DPS consent and copy of Plan</td>
<td>and also</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plan of Premises (see page 13)</td>
<td>Send to Licensing Authority the Confirmation of Advertisement of Application (see page 12)</td>
<td>In local newspaper (see page 11)</td>
</tr>
</tbody>
</table>
LICENSING FEES

PREMISES LICENSES

<table>
<thead>
<tr>
<th>Non Domestic Rateable Value</th>
<th>Band</th>
<th>Application Fee</th>
<th>Annual Fee</th>
<th>Variation Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>£0 - £4300</td>
<td>A</td>
<td>£100</td>
<td>£70</td>
<td>£100</td>
</tr>
<tr>
<td>£4301 - £33,000</td>
<td>B</td>
<td>£190</td>
<td>£180</td>
<td>£190</td>
</tr>
<tr>
<td>£33,001 - £87,000</td>
<td>C</td>
<td>£315</td>
<td>£295</td>
<td>£315</td>
</tr>
<tr>
<td>£87,001 - £125,000</td>
<td>D</td>
<td>£450</td>
<td>£320</td>
<td>£450</td>
</tr>
<tr>
<td>£125,001 and above</td>
<td>E</td>
<td>£635</td>
<td>£350</td>
<td>£635</td>
</tr>
</tbody>
</table>

Personal Licence Application: £37

All applications (except exempt premises) must be accompanied with the correct fee.

There are several different ways you can pay but for each method please state the premises name, the type of application you will be making and confirm the amount you need to pay:

1. **By Credit / Debit Card**
   - You can call during office hours to speak to one of our Technical Support team on 01249 706555 to make a payment.

2. **Internet Banking/ Telephone Banking/ BACS Payments – maybe delete this method?**
   - In order for you to arrange payment by any of these methods you will need to know the following details:
     - Wiltshire Council’s bankers – HSBC, 46 Fore Street, Trowbridge, Wiltshire
     - Sort code – 40-44-33
     - Account number – 51460021
     - Cheque / Postal order
     - Please make your cheque or postal order payable to Wiltshire Council

3. **In person**
   - By calling into one of the service delivery hubs and paying at the reception desk
     - Chippenham – Monkton Park
• Trowbridge – County Hall
• Salisbury – Bourne Hill

**Exemptions**

Premises which are exempt fees are listed below.

1. Church halls, chapel halls, village halls, parish halls or community halls or similar buildings.

2. An educational institution, school or college for pupils up to and including the age of 19 and the regulated entertainment is carried on by the educational institution for and on behalf of the purposes of that educational institution.

An exemption only relates to Premise Licenses or Club Premises Certificates as far as regulated entertainment is concerned, if the licence/certificate includes the sale or supply of alcohol or late night refreshment, then there is no exemption.
NOTES ON COMPLETING AN APPLICATION FOR
A NEW PREMISES LICENCE

The application form must be filled in using capital letters and black ink. This is a legal requirement. Wherever possible write only inside the boxes.

The following points should be borne in mind when completing the application form:-

1. Part 1: Premises Details:
   - Provide name and full address of premises, Ordnance Survey reference or other description of the premises you wish to have licensed, sufficient to identify the premises/land.

Data Protection: Wiltshire Council will use this information for the purposes of The Licensing Act 2003 and related purposes. Any member of the public may examine the application form on request. Further information can be found at http://www.wiltshire.gov.uk/community-safety-privacy-notice

You are providing your information to Wiltshire Council, contact details publicprotectionnorth@wiltshire.gov.uk. The Council’s Data Protection Officer can be contacted via dataprotection@wiltshire.gov.uk.

Your information is collected for the purpose of processing your licence application as required to fulfil the council's duties under the legislation, statutory or contractual requirement or obligation.

Legislation Context
Licensing Act 2003 for the processing of licensing applications and the prevention of fraud
The information may be shared with Police, Fire Brigade and teams within Wiltshire Council, as statutory consultees, the Home Office to ascertain the right to work and HM Revenue and Customs, at their request, to identify potential fraud.

- The non-domestic rateable value of the premises can be found on the rate demand for the premises and is the figure with RV next to it. Alternatively go to www.voa.gov.uk and click on the current rating list, selecting your premises.

- If the area to be licensed is an open piece of land then there is no rateable value, therefore Band A on the licensing fees list is applicable. There may also be a multiplier to the fee depending on occupancy.

2. Part 3: Operating Schedule
   - It is up to you when you wish your licence to run from but please bear in mind the 28 day consultation period. If the licence is for a limited period only, please indicate when the licence will start and end.

   - You are required to list the licensable activities you wish to undertake and this will form the basis of any licence granted.

   - In all cases, where you have ticked any of the licensable activities boxes you are required to complete the corresponding boxes A- J. You are also required to complete sections K,L & M.

   - Each page of the application form need to be submitted regardless of whether the licensable activity described applies to your application.

3. Page 18: Premises Supervisor
   - If you intend to sell alcohol you must give full details of the Designated Premises Supervisor (DPS). The named DPS must be a personal licence holder when the Premises Licence comes into effect.
• For Community Premises selling alcohol, you can apply for the DPS to be removed under The Legislative Reform (Supervision of Alcohol Sales in Church and Village Halls) Order 2009; however the Management Committee must collectively be responsible for ensuring full compliance with licensing conditions and that the law is met; (please request additional notes on this matter). An additional application form and fee are applicable please contact a Licensing Officer for further details.

4. Section M (a-e) Licensing Objectives:
• You should list the steps that you intend to take to promote the four licensing objectives. Please note that the Responsible Authorities to who you will be sending copies of your application are likely to make representations (objections) if they are not satisfied that sufficient steps are proposed to be taken by you to promote the four licensing objectives. It is therefore, in your interest to discuss with each of the responsible authorities what they would expect to see written in this section before you submit your application.

5. Part 4 – Don’t forget to sign the form!!

ACTIVITIES EXEMPTED FROM LICENSING

The following activities are not regarded as Regulated Entertainment and are therefore exempt for the purposes of the Act:

Exhibition of a Film
If the sole or main purpose of the entertainment is to demonstrate any product, advertise any goods or services, or provide information, education or instruction.

If the entertainment consists of or forms part of an exhibit put on show for any purposes of a museum or gallery.

Live Music or the Playing of Recorded Music
If the entertainment is incidental to some other activity.

Television or Radio Receivers
If the entertainment consists of the simultaneous reception and playing of a programme included in a programme service within the meaning of the Broadcasting Act 1990.

Religious Services and Places of Worship, etc
If the entertainment is for the purpose of, or for the purposes incidental to, a religious meeting or service or at a place of public religious worship.

Garden Fetes, etc
If the entertainment is at a garden fete or at a function or event of a similar character, unless the fete, function or event is promoted with a view to applying the whole or part of its proceeds for purposes of private gain (as defined in the Lotteries and Amusements Act 1976).

Morris Dancing, etc
If the entertainment is a performance of Morris dancing or any dancing of a similar nature or a performance of unamplified, live music as an integral part of such a performance, or facilities for enabling persons to take part in such activities.

**Vehicles in Motion**

If the entertainment is on premises consisting of or forming part of a vehicle and at a time when the vehicle is not permanently or temporarily parked.
LICENSING ACT 2003
RESPONSIBLE AUTHORITIES

The **ORIGINAL application** and its associated documents – plans, consent forms for example, and the required fee must be sent to the relevant address below:

The Licensing Officer
Wiltshire Council
Public Protection Services and Licensing
Monkton Park
Chippenham
Wiltshire Council
SN15 1ER

Email: publicprotectionnorth@wiltshire.gov.uk

A **copy** of the complete application must also be sent to:

**Police**
Divisional Licensing Officer
Wiltshire Police
Trowbridge Police Station
Polebarn Road
Trowbridge
BA14 7EP

Tel: 0845 4087000 ext: 725521

**Fire Authority**
Dorset & Wiltshire Fire and Rescue Services
Five Rivers Health & Wellbeing Centre
Hulse Road
Salisbury
SP1 3NR

Tel: 01722 691000

E.mail: fire.safety@dwfire.org.uk

**Weights & Measures/Trading Standards**

“Licensing Act”
Trading Standards Office
Wiltshire Council
County Hall
Bythesea Road
Trowbridge
BA14 8JN
For Vessels Only  General Manager - South West Waterways
British Waterways
Harbour House
West Quay
The Docks
Gloucester GL1 2LG

Tel: 01452 318001

Maritime & Coastguard Agency
Southampton Marine Office
Spring Place
105 Commercial Road
Southampton  SO15 1EG
Tel: 023 8032 9329

Environmental Health  Wiltshire Council
Environmental Control & Protection
Monkton Park
Chippenham
SN15 1ER

Health & Safety  (Local Authority, Town, Parish Councils only)
Services group
The Health & Safety Executive
The Pithay
Bristol
BS1 2ND

Tel: 0117 988 6000

Health & Safety  Wiltshire Council
Food & Safety Team
Monkton Park
Chippenham
SN15 1ER

Child Protection  Wiltshire Council
(marked “Licensing Act”)
Children & Families Branch
County Hall
Trowbridge
BA14 8JN

Planning  Planning Services Manager
Wiltshire Council
County Hall
Bythesea Road
Trowbridge
BA14 8JN
Public Health
Wiltshire Council
Bythesea Road
Trowbridge
BA14 8JN

Immigration Services
Alcohol Licensing Team
Lunar House
40 Wellesley Road
Croydon
CR9 2BY

Email: Alcohol@homeoffice.gsi.gov.uk
Advertisement of applications under the Licensing Act 2003

In the case of an application for a premises licence under section 17, for a provisional statement under section 29, to vary a premises licence under section 34, for a club premises certificate under section 71 or to vary a club premises certificate under section 84, the person making the application shall advertise the application:-

a) for a period of no less than 28 consecutive days starting on the day after the day on which the application was given to the relevant licensing authority, by displaying a notice,

i. which is –

(a) of a size equal or larger than A4,
(b) of a pale blue colour,
(c) printed legibly in black ink or typed in black in a font of a size equal to or larger than 16;

ii. in all cases, prominently at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises and in the case of a premises covering an area of more than fifty metres square, a further notice in the same form and subject to the same requirements every fifty metres along the external perimeter of the premises abutting any highway; and

b) by publishing a notice –

i. in a local newspaper or, if there is none, in a local newsletter, circular or similar document, circulating in the vicinity of the premises;
ii. on at least one occasion during the period of ten working days starting on the day after the day on which the application was given to the relevant licensing authority.

In the case of an application for a premises licence or a club premises certificate, the notices shall contain a statement of the relevant licensable activities or relevant qualifying club activities as the case may require which it is proposed will be carried on or from the premises.

In the case of an application for a provisional statement, the notices -

a) shall state that representations are restricted after the issue of a provisional statement; and
b) where known, may state the relevant licensable activities which it is proposed will be carried out on or from the premises.

In the case of an application to vary a premises licence or a club premises certificate, the notices shall briefly describe the proposed variation.

In all cases, the notices shall state –

a) the name of the applicant or club;
b) the postal address of the premises or club premises, if any, or if there is no postal address for the premises a description of those premises sufficient to enable the location and extent of the premises or club premises to be identified;
c) the postal address and, where applicable, the worldwide web address where the register of the relevant licensing authority is kept and where and when the record of the application may be inspected;
d) the date by which an interested party or responsible authority may make representations to the relevant licensing authority;
e) that representations shall be made in writing.
LICENSING ACT 2003 – PUBLIC NOTICE OF APPLICATION

APPLICATION FOR A PREMISES LICENCE
(Sections 17 of the Act)

<table>
<thead>
<tr>
<th>Name of Applicant</th>
<th>Postal address of premises including Post code (where possible) or a description to enable the location to be identified</th>
</tr>
</thead>
</table>

Statement of Relevant Licensable Activities which it is proposed will be carried on, on or from the premises. Specific to the licensable activities i.e Sale of alcohol, Regulated Entertainment

Example:

- Sale of alcohol Mon – Sun 08:00 hrs to 23:30hrs
- Live music
- Recorded music

The copy of the application may be inspected at The Licensing Authority, Wiltshire Council, Public Health & Protection, Monkton Park, Chippenham, SN15 1ER between 9.00am and 4.30pm (Monday – Friday, excluding Bank Holidays) please arrange an appointment to ensure an Officer is available.

Any representations by a Responsible Authority/Interested Party or Other persons must be made in writing within 28 days of this notice to the above address or email publicprotectionnorth@wiltshire.gov.uk

Date of Notice...........................................
End of Consultation...............................  

It is an offence knowingly or recklessly to make a false statement in connection with an application punishable on summary conviction of £5000.

(Please copy onto pale blue paper)
APPLYING FOR A PREMISES LICENCE
(Sections 17 of the Act)

Name of Applicant

Postal address of premises including Post code (where possible) or a description to enable the location to be identified

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CONFIRMATION OF ADVERTISEMENT OF APPLICATION

FOR A NEW PREMISES LICENCE

I ……………………………..(i) being the applicant for a Premises Licence in respect of
………………………………………………. (ii) confirm that I have advertised by way of public
notice the application for a new Premises Licence in respect of the above premises.

1. I confirm that a notice was displayed in the required manner from
……………………………………………….. (iii)

2. I confirm that an advertisement was placed in ……………………. (iv) on the
………………………………….. (iii)

Signed: ………………………………………… Date: …………..

Please return this form with a copy of the Notice used in 1 above and a copy of the
advertisement place in respect of 2 above.

(i) name of applicant
(ii) address of premises
(iii) date
(iv) name of newspaper
Immigration Requirements

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:
- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].

- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.

- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.

- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.

- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, when produced in combination with an
official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder’s parents or adoptive parents, **when produced in combination with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.

- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.

- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.

- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
• Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.

• Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-

  • evidence of the applicant’s own identity – such as a passport,
  • evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  • evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    (i) working e.g. employment contract, wage slips, letter from the employer,
    (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

(i) any page containing the holder’s personal details including nationality;
(ii) any page containing the holder’s photograph;
(iii) any page containing the holder’s signature;
(iv) any page containing the date of expiry; and
(v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.
Plans to be submitted with a New Premise Licence

An application for a premises licence shall be accompanied by a plan of the premises to which the application relates and which shall comply with the following.

Unless the licensing authority has previously agreed in writing with the applicant following a request by the applicant that an alternative scale plan is acceptable to it, in which case the plan shall be drawn in that alternative scale, the plan shall be drawn in standard scale of 1:100.

The plan shall show –

a) the extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises;

b) the location of points of access to and egress from the premises;

c) if different from sub-paragraph (b), the location of escape routes from the premises;

d) in a case where the premises is to be used for more than one licensable activity, the area within the premises used for each activity;

e) fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment;

f) in a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;

g) in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;

h) in the case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;

i) the location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment; and

j) the location of a kitchen, if any, on the premises.

The plan may include a legend through which the matters mentioned are sufficiently illustrated by the use of symbols on the plan.
Guidance to Conditions and matters to consider when submitting an Operating Schedule in respect of a New Application for a Premises Licence or Club Premises Certificate

The following information is intended for guidance only when considering what information etc should be included in an Operating Schedule. The areas covered are not exclusive or exhaustive. Every applicant should undertake a thorough risk assessment of all aspects of their business, in particular:-

1. The activities/entertainments to be held at the premises.
2. The areas where they are to take place.
3. The frequency and duration of each activity.
4. The start/finish times for each activity. This is important as the later an activity goes on the greater the potential for problems from noise etc.

This will enable applicants to ensure as far as possible the appropriate measures are put in place in order to minimise the likelihood of their activities causing any problems for their customers, local residents, nearby businesses, or the community at large.

It cannot be stressed enough the importance of thorough and ongoing assessment and appropriate staff training, and keeping full records in that respect.

Some of the measures suggested below may satisfy the requirements under more than one of the Licensing Objectives. If you are engaging in any of the following activities, some of the possible consequences are highlighted and the actions that might then be appropriate for your particular business operation.

If you have any concerns or uncertainties with regard to your operation and activities it is important that you discuss them with the appropriate agency whether that is with the Police, Fire Authority, Wiltshire Council, etc. (see enclosed list of contact details) before you submit your application. Once the application has been submitted to the Licensing Authority there are limited opportunities for liaison and discussion with the relevant authority due to the time constraints imposed by the legislation.

The Operating Schedule is required to show how any necessary controls will be put in place in respect of your proposed activities. This may be by limiting access at certain times of the day or to certain activities, or limiting the times or duration of certain activities. It is for you to state what means you intend to put in place and to clearly identify them in the Operating Schedule. Failure to do so could lead to an objection to your application being made to the Licensing Authority. This could result in delays in the application being processed, or result in a formal hearing, at which time additional conditions could be imposed or the application being refused.
PART I

1. GENERAL MATTERS TO BE CONSIDERED

2. POSSIBLE REMEDIAL ACTIONS

GENERAL

Antisocial Behaviour

1. Door staff
2. CCTV covering internal and external areas. CCTV continuous during event and immediately after closure. Date time recorded and records kept for specified period for inspection
3. Staff training and numbers.
4. Limit numbers in premises
5. Safety glasses/bottle ban
6. No drinks containers removed from premises
7. Banning of offenders
8. Liaison with Police
9. Security staff in radio link
10. Participation in Police/Community Safety initiatives
11. Membership of “Pubwatch” or similar schemes
12. Doorstaff, where applicable, helping Police monitor taxi queries, etc.
13. Giving customers a lollipop as they leave

Drug Use

1. Staff awareness training
2. Door staff/Door checks
3. Liaison with Police over initiatives such as Ion Track drugs detection use
4. Design/Layout/Lighting of venue
5. Poster awareness campaigns e.g. spiked drinks, etc.

Under Age Drinking

1. Staff training
2. Poster awareness campaigns
3. Door staff/Controlled access
4. Proof of age schemes
5. Support Police/Community Safety initiatives

Littering

1. Removal of drinks containers
from departing customers
2. Litter patrols by staff in vicinity
3. Litter bins by exits

Fire Safety
1. Staff Training/Fire Practice
2. Regular checks of all fire safety equipment systems and records kept
3. Provision of adequate fire safety equipments, alarms, extinguishers etc.
4. Individuals given specified responsibilities

Children
1. Staff training- particularly for events involving high numbers of children
2. Restricted access to certain areas or events
3. Limitation on numbers
4. Increase staff: customer ratio

Door Staff
All Door staff/Security Staff have to be licensed with the Security Industry Authority (SIA)

Training/Procedures
1. To ensure adequate training of staff in areas such as fire safety, underage drinking etc.
2. Written procedures and records are advisable

“Chilled Out” Period
1. Playing slower, quieter music at the end of the night
2. Serving non-alcoholic drinks after the sale of alcohol has stopped
<table>
<thead>
<tr>
<th>ACTIVITY TO BE UNDERTAKEN</th>
<th>POSSIBLE CONSEQUENCES</th>
<th>POSSIBLE REMEDY/CONSIDERATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music, Dance, Karaoke, etc</td>
<td>Noise Disturbance from Music, etc</td>
<td>1. Siting of speakers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Limit finish time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Windows closed during event</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Acoustic secondary glazing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Doors closed except for access/egress</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Noise limiter to control amplified music levels</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Confined to indoors</td>
</tr>
<tr>
<td></td>
<td>Noise Disturbance from Departing Customers</td>
<td>1. Slower/quieter music at end of event calms customers down</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Door staff as customer control and giving lollipops to departing customers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Information Posters Re: “leave quietly”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Advice from DJ/Performers to leave quietly</td>
</tr>
<tr>
<td>Public Order</td>
<td></td>
<td>1. Security staff on dance floor etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Door/security staff radio linked</td>
</tr>
<tr>
<td>Striptease/Pole Dancing etc</td>
<td>Under Age Access Public Offence</td>
<td>1. Restricted access to exclude children</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Screening of performance area from public view</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Style of entertainment clearly advertised.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Advertising etc not offensive</td>
</tr>
<tr>
<td>Takeaway Food &amp; Drink</td>
<td>Littering</td>
<td>1. Provision of litter bins</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Customer advice Posters re: littering</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Litter patrols in vicinity of premises</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Trading name on wrappers and containers (Protection against false claims)</td>
</tr>
<tr>
<td>Antisocial Behaviour</td>
<td></td>
<td>1. Door staff to control numbers and customers behaviour (possible sharing door staff with licensed premises)</td>
</tr>
<tr>
<td>Category</td>
<td>Issue(s)</td>
<td>1. Description</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Performance of Play</td>
<td>Public Offence</td>
<td>Clearly advertised if likely to cause offence from strong language, sexual content etc.</td>
</tr>
<tr>
<td></td>
<td>Underage Customers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sexual or Violent Content</td>
<td></td>
</tr>
<tr>
<td>Film</td>
<td>Under Age Access</td>
<td>Staff training</td>
</tr>
<tr>
<td>TV Display</td>
<td>Strong Language</td>
<td>Restricted age access where appropriate</td>
</tr>
<tr>
<td></td>
<td>Violent/Sexual Content</td>
<td></td>
</tr>
<tr>
<td>Gaming Machines</td>
<td>Use by Minors</td>
<td>Located in view of staff</td>
</tr>
<tr>
<td>Off Sales of Alcohol</td>
<td>Under Age Sales</td>
<td>Staff training re. sales to under-age or drunken customers</td>
</tr>
<tr>
<td>Antisocial Behaviour</td>
<td></td>
<td>Restriction on sales to 21 years of age and above.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beer Garden</td>
<td>Noise/Light Nuisance</td>
<td>Restrict hours of use (the later the hour the more likely the nuisance)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Effect</td>
<td>Public Safety Fire</td>
<td>Staff training</td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
| **Sporting Events** | **Public Order/Safety** | 1. Staff training  
2. Adequate staffing levels  
3. Door staff/security  
4. Compliance with safety codes for events such as boxing, etc. |
|---------------------|------------------------|---|
| **Deliveries**      | **Noise**              | 1. Ensure bottles are not emptied into bottle banks at unsocial hours  
2. No deliveries during unsocial hours |
| **Bottle Clearing etc.** |                        |   |
POOL OF MODEL CONDITIONS

When applicants for premises licences are preparing their operating schedules, the following options should be considered as measures which, if necessary, would promote the four licensing objectives.

Any individual preparing an operating schedule is at liberty to volunteer any measure, such as those described below, as a step he or she intends to take to promote the licensing objectives.

Please note: When measures are volunteered they are incorporated into the licence or certificate as a condition; they become enforceable under the law and a breach of such a condition could give rise to prosecution.

If you have any queries, or are uncertain of possible implications of activities you intend to undertake you are advised to discuss the matter at an early stage with the appropriate body be it the Police, Fire Authority or Environmental Health etc.

Any discussions should be undertaken before you submit your application, firstly to avoid possible objections to your application, and secondly because once your application has been submitted there is limited time for further discussions to take place and amendments to be made.

CONDITIONS RELATING TO PREVENTION OF CRIME & DISORDER

1. Door supervisors

Conditions relating to the provision of door supervisors and security teams may be valuable in:

- Preventing the admission and ensuring the departure from the premises of the drunk and disorderly, without causing further disorder;
- Keeping out excluded individuals (subject to court bans or imposed by the licence holder);
- Searching and excluding those suspected of carrying illegal drugs, or carrying offensive weapons; and
- Maintaining orderly queuing outside of venues prone to such queuing.

Conditions which may be used are:-

(a) The Licensee will employ sufficient registered door staff to deal with any likely contingency.

(b) Any employed door staff will wear a name badge as identification.
(c) Each door supervisor will carry proof of his/her registration with the Security Industry Authority.

(d) Door supervisors will be stationed at a location either inside or outside the premises and at times to be determined by the licensee as being appropriate.

(e) Door supervisors are required to undertake body searches then at least one female supervisor should be available to undertake the body searches of female customers. (See Guidance Note on Searching)

Where door supervisors are required the Licensee will keep records showing the names of the supervisor and the date/time that they were employed.

2. **Bottle bans**

The licensee will ensure that:

(a) No bottles containing beverages of any kind, whether open or sealed, shall be given to customers on the premises whether at the bar or by staff serving away from the bar.

(b) No customers carrying open or sealed bottles shall be admitted to the premises at any time that the premises are open to the public (Note: this will not include those customers carrying sealed bottles for the purposes of consumption off the premises).

An exception to these conditions will be bottles containing wine sold for consumption with a table meal by customers who are seated in an area set aside from the main bar area for the consumption of food.

3. **Plastic containers and toughened glass**

The licensee will ensure that only plastic or toughened glass containers will be used for the supply for beverages.

4. **CCTV**

The licensee will ensure that CCTV is installed and maintained under the auspices and guidance of the police crime prevention officer. (See Guidance on use of CCTV)

5. **Open containers not be taken from premises**

The licensee will ensure that no customers shall take glasses or open bottles from the premises.
6. **Restrictions on drinking areas**

   The licensee will ensure that no alcoholic drinks will be consumed in the area marked (in red) on the plan (numbered …) whilst activity is taking place.

7. **Proof of age cards**

   The licensee shall introduce a policy requiring the production of “proof of age” for any sale that takes place where there is any suspicion that the customer is under 18. Such proof may include a pass conforming to an accredited scheme, photo driving licence, student cards and passports.

8. **Crime prevention notices**

   The licensee will ensure that suitable notices are displayed warning customers of the prevalence of crime which may target them, for example, pickpockets or bag snatchers, the need to guard their property and leaving property unattended. The licensee will be directed over the provision of such notices by the Police crime prevention officer.

9. **Drinks promotions**

   The licensee will not introduce or carry on any irresponsible sales promotion or discounting of prices of alcoholic beverages.

10. **Signage**

    The licensee will ensure that:

    (a) A sign indicating the normal hours during which licensable activities are permitted to take place to be displayed on or immediately outside the premises.

    (b) Any restrictions of the admission of children to be displayed on or immediately outside the premises.

11. **High Volume Vertical Drinking establishments (HVVD’s)**

    The licensee will ensure the adherence to

    - A prescribed capacity
    - An appropriate ratio of tables and chairs to customers based on the capacity
    - The presence of SIA registered security teams to control entry for the purpose of compliance with the capacity limit
CONDITIONS RELATING TO PUBLIC SAFETY

(including fire safety – further Fire Safety advice should be obtained from the Fire Safety Officer, Wilts & Swindon Fire Authority)

12. Disabled people

The licensee will ensure that

(a) When disabled people are present adequate arrangements exist to enable their safe evacuation in the event of an emergency.

(b) Disabled people on the premises are made aware of those arrangements.

13. Escape routes

The licensee will ensure the proper maintenance of all escape routes and exits including external exits. This will require that such exits are kept unobstructed, in good order with non slippery and even surfaces, free of trip hazards and clearly identified. In premises where chairs and tables are provided all internal gangways must be kept unobstructed.

The licensee will ensure that

(a) All exit doors are easily openable without the use of a key, card, code or similar means.

(b) Doors at such exits are regularly checked to ensure that they function satisfactorily and a record of such checks are kept.

(c) Any removable security fastenings are removed whenever the premises are open to the public or occupied by staff.

(d) All fire doors are maintained effectively self-closing and shall not be held open other than by approved devices (for example, electromagnetic releases operated by smoke detectors).

(e) Fire resisting doors to ducts, service shafts and cupboards shall be kept locked shut.

(f) The edges of the treads of steps and stairways are maintained so as to be conspicuous.

14. Safety checks

The licensee will ensure

(a) That safety checks are carried out before the admission of the public.
(b) Details of such checks are kept in a log book.

15. Curtains, hangings, decorations and upholstery

The licensee will ensure that

(a) Hangings, curtains and temporary decorations are maintained in a flame retardant condition.

(b) Any upholstered seating meets on a continuous basis the pass criteria for smouldering ignition source 0, flaming ignition source 1 and crib ignition source 5 when tested in accordance with section 5 of BS5852:1990.

(c) Curtains, hangings and temporary decorations are arranged so as not to obstruct exits, fire safety signs or fire fighting equipment.

(d) Temporary decorations are not used without a review of the Fire Risk Assessment and prior notification to the Licensing Authority.

16. Accommodation limits

The licensee will ensure that any capacity limit imposed under this licence/certificate is not exceeded.

The person responsible for the day to day management of the premises should be aware of the number of people on those premises and required to inform any authorised person on request.

17. Fire action notices

The licensee will ensure that notices detailing the actions to be taken in the event of fire or other emergencies including how the fire brigade are summoned are prominently displayed and protected from damage and deterioration.

18. Outbreaks of fire

The licensee will ensure that the Fire Brigade must be called at once to any outbreak of fire, however slight, and the details recorded in a fire log book.

19. Loss of water

The licensee will ensure that the local fire control centre are notified as soon as possible if the water supply to any hydrant, hose reel, sprinkler, drencher or other fire extinguishing installation is cut off or restricted.

20. Access for emergency vehicles

The licensee will ensure that access for emergency vehicles is kept
clear and free from obstruction.

21. **First aid**

The licensee will ensure that

(a) Adequate and appropriate supply of first aid equipment and materials is available on the premises.

(b) If necessary, at least one suitably trained first aider shall be on duty when the public are present and if more than one suitably trained first aider that their respective duties are clearly defined.

22. **Lighting**

The licensee will ensure that

(a) In the absence of adequate daylight the lighting in any area accessible to the public, members or guests shall be fully in operation when they are present.

(b) Fire safety signs are adequately illuminated.

(c) Emergency lighting is not altered.

(d) Emergency lighting batteries are fully charged before the admission of public, members or guests.

(e) In the event of the failure of normal lighting, where the emergency lighting battery has a capacity of one hour, arrangements are in place to ensure that the public, members or guests leave the premises within 20 minutes unless within that time normal lighting has been restored and the battery is being recharged; and, if the emergency lighting battery has a capacity of 3 hours, the appropriate period by the end of which the public should have left the premises is one hour.

23. **Temporary electrical installations**

The licensee will ensure that

(a) Temporary electrical wiring and distribution systems are not provided without prior inspection by a suitable qualified electrician.

(b) Temporary electrical wiring and distribution system shall comply with the recommendations of BS 7671 or where applicable BS 7909.

(c) Where they have not been installed by a competent person,
temporary electrical wiring and distribution systems are inspected and certified by a competent person before they are put to use.

24. **Indoor sports entertainments**

The licensee will ensure that

(a) If necessary, an appropriately qualified medical practitioner is present throughout the sports entertainment involving boxing, wrestling, judo, karate or other sports entertainment of a similar nature.

(b) Where a ring is involved it is constructed by a competent person and inspected by a competent authority and any material used to form the skirt around the ring is flame retardant.

(c) At any wrestling or other entertainment of a similar nature members of the public do not occupy any seat within 2.5 metres of the ring.

(d) At water sports entertainment, staff are adequately trained in rescue and life safety procedure and stationed and remain within the vicinity of the water at all material times.

25. **Alterations to the premises**

Premises should not be altered in such a way as to make it impossible to comply with an existing licence condition without first seeking a variation of the premises licence proposing the deletion of the condition relating to the public safety in question.

26. **Special effects**

Any special effects or mechanical installation should be arranged and stored so as to minimise any risk to the safety of the audience and performers and staff.

Special effects which should be considered include:

- Dry ice machines and cryogenic fog
- Smoke machines and fog generators
- Pyrotechnics including fireworks
- Real flame
- Fire arms
- Motor vehicles
• Lasers
• Explosives and highly flammable substances

These special effects must only be used on the provision of a suitable and sufficient risk assessment and prior notification to the licensing authority.

CONDITIONS RELATING TO THEATRES, CINEMAS, CONCERT HALLS AND SIMILAR PLACES (PROMOTION OF PUBLIC SAFETY)

Premises used for closely seated audiences

27. **Attendants**

(a) The number of attendants on each floor in a closely seated auditorium should be as set out in the table below.

<table>
<thead>
<tr>
<th>Number of members of the audience present on a floor</th>
<th>Minimum number of attendants required to be present on that floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-100</td>
<td>1</td>
</tr>
<tr>
<td>101-250</td>
<td>2</td>
</tr>
<tr>
<td>251-500</td>
<td>3</td>
</tr>
<tr>
<td>501-750</td>
<td>4</td>
</tr>
<tr>
<td>751-1000</td>
<td>5</td>
</tr>
<tr>
<td>And one additional attendant for each additional 250 (or part thereof)</td>
<td></td>
</tr>
</tbody>
</table>

(b) Attendants shall not be engaged in any duties that would hinder the prompt discharge of their duties in the event of an emergency or entail their absence from that floor or auditorium where they are on duty.

(c) Any attendant shall be readily identifiable to the audience (but this need not entail the wearing of a uniform).

(d) The premises shall not be used for a closely seated audience except in accordance with seating plan(s), a copy of which is available at the premises and shall be shown to any authorised person on request.

(e) No article shall be attached to the back of any seat which would reduce the clear width of seatways or cause a tripping hazard or obstruction.

(f) A copy of any certificate relating to the design, construction and loading of any temporary seating shall be kept available at the premises and shall be shown to any authorised person on request.

28. **Standing and sitting in gangways**
(a) Sitting on floors shall not be permitted except where authorised in the premises licence or club premises certificate.

(b) Waiting or standing shall not be permitted except in areas designated in the premises licence or club premises certificate.

(c) In no circumstances shall anyone be permitted to

(i) Sit in any gangway
(ii) Stand or sit in front of any exit, or
(iii) Stand or sit on any staircase including any landings

29. Drinks

Except as authorised by the premises licence or the club premises certificate, no drink shall be sold to or be consumed by a closely seated audience except in plastic and paper containers.

30. Balcony fronts

Clothing or other objects shall not be placed over balcony rails or upon balcony fronts.

31. Special effects

Any special effects or mechanical installation shall be arranged and stored so as to minimise any risk to the safety of the audience, the performers and staff.

Special effects include:

- Dry ice machines and cryogenic fog
- Smoke machines and fog generators
- Pyrotechnics including fireworks
- Real flame
- Fire arms
- Motor vehicles
- Strobe lighting
- Lasers (see HSE guide “the radiation safety of lasers used for display purposes [HS(G)95] and BSEN 60825: Safety of Laser Products)
- Explosives and highly flammable substances

In certain circumstances it may be necessary to require that certain special effects are only used with prior notification to the Licensing Authority or inspection by fire authority.
32. **Scenery**

Any scenery should be maintained as being flame retardant.

33. **Safety curtain**

Where a safety curtain is provided it should be arranged so as to protect the audience from the effects of a fire or smoke on stage for some sufficient time to enable the safe evacuation of the auditorium.

Where a stage with a proscenium arch is not equipped with a safety curtain, any curtains provided between the stage and the auditorium should be heavyweight and be made of non combustible material inherently or durably treated flame retardant fabric.

34. **Ceilings**

All ceilings in those parts of the premises to which the audience are admitted should be inspected by a suitably qualified person who will decide whether a further inspection would be necessary and a certificate concerning the conditions of the ceilings forwarded to the Licensing Authority.

35. **Seating**

Where the potential audience exceeds 250 all seats in the auditorium should, except in boxes accommodating not more than 8 persons, be either securely fixed to the floor or battened together in lengths of not fewer than 4 or more than 12.

**Premises used for film exhibitions**

36. **Attendants – premises without a staff alerting system**

Where the premises are not equipped with a staff alerting system the number of attendants present should be as set out in the table below.

<table>
<thead>
<tr>
<th>Number of members of the audience present on the premises</th>
<th>Minimum number of attendants required to be on duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-250</td>
<td>2</td>
</tr>
<tr>
<td>And one additional attendant for each additional 250 members of the audience present (or part thereof)</td>
<td></td>
</tr>
<tr>
<td>Where there are more than 150 members of an audience in any auditorium or on any floor</td>
<td>At least one attendant shall be present in any auditorium or on any floor</td>
</tr>
</tbody>
</table>

37. **Attendants – premises with a staff alerting system**

(a) Where premises are equipped with a staff alerting system the number of attendants present should be as set out in the table
below.

<table>
<thead>
<tr>
<th>Number of members of the audience present on the premises</th>
<th>Minimum number of attendants required to be on duty</th>
<th>Minimum number of other staff on the premises who are available to assist in the event of an emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-500</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>501-1000</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>1001-1500</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>1501 or more</td>
<td>5 plus one for every 500 (or part thereof) persons over 2000 on the premises</td>
<td>5 plus one for every 500 (or part thereof) persons over 2000 on the premises</td>
</tr>
</tbody>
</table>

(b) Staff shall not be considered as being available to assist in the event of an emergency if they are:

(i) The holder of the premises licence or the manager on duty at the premises or
(ii) A member of staff whose normal duties or responsibility are likely to significantly affect or delay his response in an emergency situation
(iii) A member of staff whose usual location when on duty is more than 60 metres from the location to which he is required to go on being alerted to an emergency situation.

(c) Attendants shall, as far as reasonably practicable, be evenly distributed throughout all parts of the premises to which the public have access and keep under observations all parts of the premises to which the audience have access.

(d) The staff alerting system shall be maintained in working order.

38. **Minimum lighting**

The level of lighting in the auditorium should be as great as possible consistent with the effective presentation of the film. The level of illumination maintained in the auditorium during the showing of films would normally be regarded as satisfactory if it complies with the stands specified in BS CP1007 (maintained lighting for cinemas).

39. **Flammable films**

No flammable films should be allowed on the premises without prior notification to the licensing authority/fire authority.
CONDITIONS RELATING TO PREVENTION OF PUBLIC NUISANCE

40. Hours

The times that any premises are used and the activities which take place can lead to public nuisance, particularly late at night. It may therefore be necessary to restrict the times that certain activities take place, or the location within the premises where they take place, whilst remaining open for other activities which are less likely to cause public nuisance. One or more of the following restrictions may be necessary:

(a) Any appropriate restrictions on opening hours
(b) Any appropriate restrictions when certain licensable activities can take place
(c) Any appropriate restrictions on parts of the premises that might be used for certain licensable activities at certain times.

41. Noise

(a) Noise impact assessment of the licensed activities at the premises should be carried out. Proposed steps to prevent noise should, if necessary, also be submitted for inclusion within the operating schedule.

(b) The following conditions may be appropriate for inclusion in an operating schedule, or to be made a condition on any licence/certificate where the activities have the potential to create public nuisance:

(i) A noise limiting device shall be installed, fitted and maintained in such a manner as to control all sources of amplified music at the premises.

(ii) All [external doors/windows] must be kept closed, other than for access and egress, in all rooms when events involving amplified music or speech are taking place.

(iii) The [doors/windows] at [specify] shall be fitted with [double/secondary] glazing in order to improve the sound attenuation of the premises.

(iv) No music or speech shall be relayed via external speakers other than for events with the prior approval of the licensing authority.

(v) A [sound trap lobby/acoustic door/automatic door closer] shall be installed to [describe the location].

(vi) A scheme of soundproofing the [relevant parts] of the premises must be agreed with the licensing authority and the work completed to the licensing authorities.
satisfaction.

(vii) [Openings/specify] in the external fabric of the premises must be acoustically sealed to the satisfaction of the licensing authority.

(viii) An alarm shall be fitted to [all external windows/fire doors] which alerts staff when [the/it] are opened without authorisation.

(ix) The specification, location and orientation of all permanently fixed speakers shall be agreed with the licensing authority.

(x) No fireworks or other pyrotechnics shall be used other than with the prior consent of the licensing authority.

(xi) Noise from the premises shall not result in noise levels which cause unnecessary disturbance to persons either living or working in the vicinity.

(xii) Prominent, clear notices shall be displayed at [all exits/in the beer garden] requesting customers to respect the needs of local residents and leave the premises and the area quietly.

(xiii) The [garden/patio] must not be used by customers after the hours of xx.xx.

(xiv) The car park must be securely locked to prevent access to customer’s cars between xx.xx and yy.yy.

(xv) Disposal of waste bottles into external receptacles where the noise will be audible to neighbouring properties must not occur between xx.xx and yy.yy.

(xvi) Arrangements must be put in place to ensure that waste collection contractors do not collect refuse between xx.xx and yy.yy.

(xvii) Staff must be given adequate training to prevent them causing unnecessary noise when they leave the premises and prominent, clear notices displayed at all points where staff leave the building must instruct them to respect the needs of local residents and leave the premises and the area quietly.

(xviii) The licensee or a nominated representative shall receive and respond to complaints throughout the duration of all noisy events.

(xix) No inflatable play equipment shall be used without the
agreement of the Licensing Authority with respect to its hours of use and other conditions as may be appropriate.

(xx) The [car park/garden] shall be managed to ensure that it is not used for [ball games/skateboard/other noisy recreational activities].

42. **Litter and Waste**

An adequate number of waste receptacles for use by patrons shall be provided in positions agreed with the licensing authority and it shall be the responsibility of the licensee to empty and dispose of the collected refuse at a frequency to be agreed with the licensing authority.

The licensee shall comply with the Voluntary Code of Practice For The Fast Food Industry (DEFRA 2003) or any document which supersedes this.

43. **Lighting**

Any artificial lighting on the premises must not cause nuisance due to glare unless it is considered necessary by the local Police force to prevent crime and disorder.

44. **Noxious smells**

The licensee shall endeavour to ensure that there are no noxious smells emitted from the licensed premise so as to cause a nuisance to nearby properties and that the licensed premise is properly vented.

**CONDITIONS RELATING TO THE PROTECTION OF CHILDREN FROM HARM**

**Access for children to licensed premises – in general**

45. Children under the age of 18 years shall not be permitted to licensed premises where there has been a known association (having been presented with evidence) with or likely to give rise to:

- Heavy or binge or under age drinking
- Drugs
- Significant gambling
- Any activity or entertainment (whether regulated entertainment or not) of a clearly adult or sexual nature

46. No child under the age of 12 shall be allowed in a premise unaccompanied by an adult after 11.00 pm in the evening in cases where that premise, is not serving alcohol for consumption on the premises, but where the public are allowed on that premises after that time.
Age restrictions - specific

47. The hours of the day during which age restrictions should and should not apply.

48. Types of event or activity in respect of which no age restrictions may be needed.

49. Types of event or activity which give rise to a more acute need for age restrictions than normal.

Age restrictions - cinemas

50. Films should be classified in the following way:

   U – Universal. Suitable for audiences age 4 years and over.
   PG – Parental Guidance. Some scenes may be unsuitable for young children.
   12A – passed only for viewing by persons aged 12 years or older or persons younger than 12 when accompanied by an adult.
   15 – Passed only for viewing by persons aged 15 years and over.
   18 – Passed only for viewing by persons aged 18 years and over.

51. The licensee must ensure that immediately before each exhibition at the premises of a film passed by the British Board of Film Classification there shall be exhibited on screen for at least 5 seconds in such a manner as to be easily read by all persons in the auditorium a reproduction of the certificate of the Board or, as regards a trailer advertising a film, of the statement approved by the Board indicating the classification of the film.

Theatres – performance especially for children

52. An attendant to be stationed in the area(s) occupied by the children, in the vicinity of each exit, provided that on each level occupied by children the minimum number of attendants on duty should be one attendant per 50 children or part thereof.

Children in performances

53. In addition to the requirements of the Children (Performances) Regulations 1968, as amended the licensee shall ensure that with regard to the:-

   Venue - the back stage facility should be large enough to accommodate safely the number of children taking part in any performance.

   Fire safety - all chaperones and production crew on the show should receive instruction on the fire procedures applicable to the venue prior to the arrival of the children.
Special effects - it may be inappropriate to use certain special effects including smoke, dry ice, rapid pulsating or flashing lights which may trigger adverse reactions especially in the case of children.

Care of children - theatres, concert halls and similar places are places of work and may contain a lot of potentially dangerous equipment, it is therefore important that children performing at such premises are kept under adult supervision at all times including transfer from stage to dressing room or anywhere else on the premises. It is also important that the children can be accounted for at all times in case of an evacuation or emergency.