

Proposed Conditions of Licence

1. CCTV shall be in use at the premises.
 - (i) Where a CCTV system is to be installed, extended or replaced, it shall be to an appropriate standard as agreed with the Licensing Authority in consultation with the Police. Where a CCTV system is to be installed, it shall be fully operational by the day the licence is granted.
 - (ii) The CCTV equipment shall be maintained in good working order and continually record when licensable activity takes place and for a period of two hours afterwards.
 - (iii) The premises licence holder shall ensure images from the CCTV are retained for a period of 30 days. This image retention period may be reviewed as appropriate by the Licensing Authority.
 - (iv) The correct time and date will be generated onto both the recording and the real time image screen.
 - (v) If the CCTV equipment (including any mobile units in use at the premises) breaks down the Premises Licence Holder shall ensure the designated premises supervisor, or in his/her absence other responsible person, verbally informs the Licensing Authority and the Police as soon as is reasonably practicable. This information shall be contemporaneously recorded in the incident report register and shall include the time, date and means this was done and to whom the information was reported. Equipment failures shall be repaired or replaced as soon as is reasonably practicable and without undue delay. The Licensing Authority and the Police shall be informed when faults are rectified.
 - (vi) The premise licence holder shall ensure that there are trained members of staff available during licensable hours to be able to reproduce and download CCTV images into a removable format at the request of any authorised officer of the Licensing Authority or a constable.
 - (vii) The system shall also record clear images permitting the identification of individuals and be of evidential quality.
 - (viii) There shall be clear signage indicating that CCTV equipment is in use and recording at the premises during operating hours.

CCTV shall cover all areas the Public have access.
2. There will be a minimum of two SIA registered door staff from 19:00 hrs . The premises license holder/ DPS will risk assess the need for an earlier start time of door staff depending on the number of day guests.

If door supervisors are present then the premises licence holder shall ensure that the following details for each door supervisor, are contemporaneously entered into a bound register kept for that purpose:

- (i) Full name;

- (ii) SIA Certificate number and or badge number, or registration number of any accreditation scheme recognised by the Licensing Authority (including expiry date of that registration or accreditation);
 - (iii) The time they began their duty;
The time they completed their duty.
- (v) This register is to be kept at the premises at all times and shall be so maintained as to enable an authorised officer of the Licensing Authority or a constable to establish the particulars of all door stewards engaged at the premises during the period of not less than 31 days prior to the request and shall be open to inspection by authorised officers of the Licensing Authority or a constable upon request.
3. A Challenge 25 scheme will be adopted in compliance with the age verification condition: Customers who appear to be under 25 years of age will be required to prove their age when purchasing alcohol. Suitable forms of identification will be a passport, 'Pass' card or other identification recognized by the licensing authority in its statement of licensing policy.
- (b) Publicity materials notifying customers of the operation of the Challenge 25 scheme shall be displayed at the premises, including a Challenge 25 sign of at least A5 size at the entrance to the premises / marquee and where practicable at each point of sale.
4. All staff to be trained in the prevention of underage sales to a level commensurate with their duties. All such training to be updated as necessary, for instances when legislation changes, and should include training on how to deal with difficult customers. The training should be clearly documented and signed and dated by both the trainer and the member of staff receiving it. The documentation shall be available for inspection on request by an authorised officer of the Licensing Authority or a constable. All records shall be kept for a period of 12 months.
5. The premises licence holder shall keep an 'incident / refusals' logbook in a bound book in which full details of all incidents are recorded. This shall include details of any refused sales and shall give details of the persons involved, incident description, time and date, actions taken and final outcome of the situation. This shall be completed as soon as possible and, in any case, no later than the close of business on the day of the incident. The time and date when the report was completed, and by whom, is to form part of the entry. The logbook is to be kept on the premises at all times and shall be produced to an authorised officer of the Licensing Authority or a constable when required. These records shall be kept for a minimum of 12 months.
6. All children to be supervised by a responsible adult during any licensable activity.
7. The Premises License Holder, Designated Premises Supervisor shall produce a noise management plan to adequately control noise from the premises. This is to include both internal and external areas and to be submitted and agreed in writing with the Pollution Control Team in Environmental Health. The noise management plan should include but is not limited to:

- a. A list of mitigation measures implemented to reduce noise from the licensable premises,
- b. Regular monitoring at the boundary perimeter during periods of amplified/unamplified entertainment, to ensure noise is not at a level to cause a nuisance at residential receptors,
- c. Training of staff to undertake such observations and implement controls to reduce noise level,
- d. To implement corrective actions to control noise during licensable hours,
- e. Maintaining a written record of such observations and actions taken, to be kept for review upon request by any responsible authorities.

This document once agreed should be enforced and updated regularly to ensure the continued compliance with the premises license.

8. The volume of amplified/unamplified live and recorded regulated entertainment must be at a level so as not to cause a nuisance at the nearest residential property.
9. Adequate notices shall be displayed in appropriate locations to instruct customers at each exit to respect the needs of local residents and leave the premises quietly.
10. The use of all outdoor areas of the "Lodge" is not permitted after 23:00. Other than access solely for the use of a smoking area. The smoking area shall not exceed the capacity of 10 persons at any one-time post 23:00.
11. The use of all outdoor areas relating to the "Marquee" is not permitted after 23:00. Other than access/egress to the toilet facility or for the use of a smoking area. The smoking area shall not exceed the capacity of 10 persons at any one-time post 23:00.
12. The Premises License Holder shall ensure that a sufficient number of suitable receptacles are located in appropriate locations for the depositing of waste materials such as food wrappings, drinks containers, smoking-related litter, etc. by customers.

13. The access track from the tarmac road to the proposed marquee site must be maintained in a good condition and fit for purpose.
14. Suitable edge protection must be provided and maintained along the western area of the proposed marquee site to minimise the risk of a person falling.
15. Suitable signage must be displayed in the vicinity of the ponds warning of open water.
16. A suitable means of lighting must be provided along the traffic route between the lodge and the marquee site whilst licensable activities are taking place.
17. A sufficient number of suitable receptacles must be sited in appropriate locations for the depositing of waste materials such as food, food wrappings, drinks containers, smoking related litter etc.
18. The Licence Holder, designated premises supervisor, manager or other competent person shall manage any outdoor area by regularly patrolling these areas to ensure that customers do not behave in a rowdy, noisy or offensive manner.
19. The Licence Holder, designated premises supervisor, manager or other competent person shall risk assess the need for alcoholic beverages to be dispensed in polycarbonate, plastic or non glass containers when licensable activities are taking place.
20. The premises shall be cleared of customers within 30 minutes of the last supply of alcohol on any day.
21. The premises licence holder or other competent person shall ensure that customer transportation has been arranged and details provided prior to the event taking place, as part of the hiring agreement.
22. In relation to events in the marquee the additional measures will be in place:
There will be a minimum of 3 bar staff on at any one time, 1 of which will be the bar manager as well as the DPS or licence holder. The bar staff will make regular checks of the outside area ensuring that glasses are collected.
23. All staff with a responsibility for supplying or selling alcohol shall be vigilant in preventing adults buying alcohol on behalf of persons who are under 18 and will refuse such sales where they suspect that this may be about to occur, subject to the exemptions under Section 149 (5) of the Licensing Act 2003 which allows beer, cider or wine to be purchased for an individual aged 16 or 17, providing the beer, cider or wine is for consumption with a table meal and that a person aged 18 or over is accompanying the individual.