



LICENSING AND GAMBLING SUB-COMMITTEE

REPORT BY LICENSING OFFICER

DATE OF MEETING: Monday 17th July 2017

1.	Premises	Pontymister & Crosskeys Cricket Club Fields Road Pontymister NP11 6EJ
2.	Applicant: Applicant's representative:	Mr Chris Jones Not Applicable
3.	Nature of application (copy application attached)	Application for a New Club Premises Certificate. The relevant licensable activity applied for is :- <ul style="list-style-type: none"> • Supply of Alcohol – Monday to Friday inclusive, 13.00 to 23.00 & Saturday to Sunday 12.00 to 23.00 • Provision of the following Regulated Entertainment: Films, Indoor sporting event, Live Music and Recorded Music – Monday to Friday 13.00 to 23.00 & Saturday to Sunday 12.00 to 23.00 <p>Note: All the above to include non standard timings - From end of permitted hours on New Years Eve to 01.00 the following day</p>
4.	Existing licence and conditions	Not Applicable
5.	Proposals in the operating schedule which relate to: <ul style="list-style-type: none"> • Crime and Disorder • Public Safety • Public Nuisance • Child Protection 	These are set out in paragraphs a – e in the attached application. (Also see attached copy of the Council's Model Pool of Conditions). In addition, the applicant also confirmed that Section 16.1(b) is to be removed from the Clubs constitution and an amended copy to be submitted if this is still the Clubs intention.

6.	<p>Relevant representations received, <u>and attached to this report.</u></p> <p>(a) Responsible authorities which have responded and made representations:</p>	<p>Licensing Authority – Wish to remove ‘off sales’ from the application as submitted</p>
	<p>(b) Other Persons who have submitted representations</p>	<p>1 Resident Representation – See attached</p>
7.	<p>Local Policy Considerations</p>	<p>The Council is required to carry out its licensing function to promote the following four licensing objectives: -</p> <ol style="list-style-type: none"> 1. The prevention of crime and disorder 2. Public safety 3. The prevention of public nuisance 4. The protection of children from harm <p>The Act further requires the Council to publish a statement of licensing policy that sets out the policies the Council will generally apply to promote the licensing objectives when making decisions on applications made under the Act.</p> <p>Specific guidance has been issued on matters such as control of areas outside licensed premises and licensing hours, which have been incorporated in the Council’s Policy.</p>
8.	<p>Observations</p>	<p>The Sub-Committee is obliged to determine this application with a view to promoting the licensing objectives and having regard to national guidance and the Council’s licensing policy.</p> <p>The Sub-Committee must have regard to all the representations made and the evidence heard. It must take such steps as it considers necessary for the promotion of the licensing objectives and can: -</p>

		<ul style="list-style-type: none"> • Grant the application subject to any additional conditions specified in the operating schedule and, if appropriate, any mandatory conditions. • Modify the conditions of the licence by altering, omitting or adding to them • Reject the whole or part of the application <p>The Sub-Committee is asked to note that it may not modify the conditions or reject the whole or part of the application merely because it considers it desirable to do so. It must actually be necessary in order to promote the licensing objectives.</p>
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Statutory Power - Licensing Act 2003. This is a Council function which is delegated to this committee to decide.

Background Papers: These are attached to this report.

Date of this report: 4th July 2017

Author: Mrs K Hopkins



APPLICATION FOR A CLUB PREMISES CERTIFICATE TO BE GRANTED UNDER THE LICENSING ACT 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING APPLICATION

Before completing this form, please read the guidance notes at the end of the form.

If you are completing this form by hand, please write legibly in block capitals. In all cases, ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

Pontymister and Crosskeys Cricket Club

club applies for a club premises certificate under section 71 of the Licensing Act 2003 for the premises described in Part 1 below (the club premises)

The club is making this application to you as the relevant licensing authority in accordance with Section 68 of the Licensing Act 2003

Part A1 – Club Premises details

Postal address of club premises or, if none, ordnance survey map reference of the premises Fields Road, Pontymister, Risca	Caerphilly County Borough Council Directorate of the Environment No. Date Received 22 MAY 2017 Date Answered Post Code: NP11 6EJ Referred to
Post Town Newport	

Telephone number of premises (if any)

E-mail address (optional)

Name of person performing duties of a secretary to the club Chris Jones	
Address of person performing duties of a secretary to the club [REDACTED]	
Post Town: Newport	Post Code [REDACTED]
Daytime contact telephone number (if any)	[REDACTED]
E-mail address (optional)	[REDACTED]

Non-domestic rateable value of club premises

Are the club premises occupied and habitually used by the club?

Yes No

Part A2 – Club Operating Schedule

When do you want the club premises certificate to start?

Day	Month	Year
0 1	0 6	2 0 1 7

If you want the certificate to be valid only for a limited period, when do you want it to end?

Day	Month	Year

General description of club premises (please read guidance note 1)

The cricket pavilion and bar area is situated in fields road in Pontymister and is part of a larger structure consisting of Bowls pavilion and a flat that sits above the cricket club changing rooms. The Cricket pavilion consists of a bar area (with a cellar), toilets and a spate area for changing rooms and showering facilities for home and away teams. Directly outside of the cricket pavilion is the cricket pitch, which is preceded by a path running around the premises and a small area of grass prior to the start of the boundary. (see attached plan for further information). During the cricket season we would like to allow members to enjoy alcoholic beverages in the small area up to the boundary of the cricket pitch, including tables that are usually used for scoring the match.

Where 5,000 or more people attend the club premises at the same time, please state the Number

NA

What qualifying club activities do you intend to conduct on the club premises?

Provision of Regulated Entertainment

Please tick ✓ Yes

- a) Plays (if ticking yes, fill in Box A)
- b) Films (if ticking yes, fill in Box B)
- c) Indoor sporting events (if ticking yes, fill in Box C)
- d) Boxing or wrestling entertainment (if ticking yes, fill in Box D)
- e) Live music (if ticking yes, fill in Box E)
- f) Recorded music (if ticking yes, fill in Box F)
- g) A performance of dance (if ticking yes, fill in Box G)
- h) Anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in Box H)

The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club ✓
(if ticking yes, fill in Box I)

The sale by retail of alcohol by or on behalf of a club to a guest of a member of the club for consumption on the premises where the sale takes place. (If ticking yes, fill in Box I) ✓

IN ALL CASES PLEASE COMPLETE BOXES J, K AND L

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tues			<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Wed			<u>Non-standard timings. Where the club intends to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Thur					
Fri					
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	13.00	23.00	Just for the provision of occasional karaoke nights		
Tues	13.00	23.00			
Wed	13.00	23.00	State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur	13.00	23.00			
Fri	13.00	23.00	Non-standard timings. Where the club intends to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5) New years eve – until 01.00		
Sat	12.00	23.00			
Sun	12.00	23.00			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details here (please read guidance note 3) Pool and Darts – possible entrance into local leagues
Day	Start	Finish	
Mon			State any seasonal variations for indoor sporting events (please read guidance note 4) Non-standard timings. Where the club intends to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5) New years eve – until 01.00
	13.00	23.00	
Tues			
	13.00	23.00	
Wed			
	13.00	23.00	
Thur			
	13.00	23.00	
Fri			
	13.00	23.00	
Sat			
	12.00	23.00	
Sun			
	12.00	23.00	

Boxing or wrestling entertainment Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tues			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
Wed					
Thur			<u>Non-standard timings. Where the club intends to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	✓
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	13-00	23.00	Just for the provision of occasional karaoke nights		
Tues	13-00	23.00			
Wed	13-00	23.00	State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur	13-00	23.00			
Fri	13.00	23.00	Non-standard timings. Where the club intends to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	12.00	23.00			
Sun	12.00	23.00			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon	13-00	23.00			
Tues	13.00	23.00			
Wed	13.00	23.00	<u>State any seasonal variations for playing recorded music</u> (please read guidance note 4)		
Thur	13.00	23.00			
Fri	13.00	23.00	<u>Non-standard timings. Where the club intends to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 5) New years eve until 01.00		
Sat	12.00	23.00			
Sun	12.00	23.00			

G

Performance of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance note 3)		
Tues					
Wed			State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur					
Fri			Non-standard timings. Where the club intends to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment that the club will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
Mon				Outdoors	
				Both	
Tues			<u>Please give further details here</u> (please read guidance note 3)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)		
Fri					
Sat			<u>Non-standard timings. Where the club intends to use the premises for this entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun					

I

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (please tick box, please read guidance note 7)	On the Premises		
				Off the Premises		
Day	Start	Finish		Both	✓	
Mon	13.00	23.00	State any seasonal variations (please read guidance note 4) The club will be open more during the summer which will co-incide with the cricket season.			
Tues	13.00	23.00				
Wed	13.00	23.00				
Thur	13.00	23.00		Non-standard timings. Where the club intends to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5) New years eve until 01.00		
Fri	13.00	23.00				
Sat	12.00	23.00				
Sun	12.00	23.00				

J

Hours club premises are open to the members and guests Standard days and timings (please read guidance note 6)			<u>State any seasonal variations</u> (please read guidance note 4)
Day	Start	Finish	
Mon	13.00	23.30	
Tues	13.00	23.30	
Wed	13.00	23.30	
Thur	13.00	23.30	
Fri	13.00	23.30	
Sat	12.00	23.30	
Sun	12.00	23.30	
<p><u>Non-standard timings. Where you intend the premises to be open to the members and guests at different times from those listed in the column on the left, please list</u> (please read guidance note 5)</p> <p>New years eve until 01.00</p>			

K

<p>Please highlight any adult entertainment or services, activities or other entertainment or matters ancillary to the use of the club premises that may give rise to concern in respect of children (please read guidance note 8)</p> <p>Not applicable</p>

L

Describe the steps that you intend to take to promote the four licensing objectives:

- a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)

The Club will promote the four licensing objectives as part of normal operating processes. In line with Section 64 of the Act the purchase of alcohol for the club and the supply of alcohol, The club has developed and will publish a club operating schedule and in line with ECB guidelines the club takes child welfare seriously and has a child welfare officer and policy. This policy and a code of conduct will apply to recruitment , conduct of members, officials, coaches and players. The clubs policy is highlighted in the safeguarding policy statement which is contained in the welfare policy.

- b) The prevention of crime and disorder

The Clubs operating statement confirms that as a minimum we will implement the following:

- There shall be no entry or re-entry to the premises after 23.00 hours. Appropriate signage shall be clearly displayed at each exit from the premises advising patrons that re-entry to the premises after 23-00 hours is prohibited and that this prohibition also applies to people wishing to leave the premises to smoke.

- CCTV is installed inside the premises and we can confirm that

CCTV equipment is maintained in good working order and continually record when licensable activity takes place and for a period of two hours afterwards;

That images from the CCTV are retained for a period of 31 days. This image retention period may be reviewed as appropriate by the Licensing Authority;

The correct time and date is generated onto both the recording and the real time image screen;

- No persons shall be permitted to enter or continue within the licensed premises in a state of intoxication. All persons within the premises whose conduct is deemed by the licensee to be conducive to any breach of the peace, tumult or disorder shall be forthwith removed there from. The licensee shall be responsible for the maintenance of good order and decent behaviour in the licensed premises, and he shall by himself and his servants assist to the utmost in the capture and expulsion of any offender.
- The premises licence holder shall ensure that a clearly visible notice will be placed on the premises advising those attending, that the Police will be informed if anyone is found in possession of controlled substances or weapons.
- No customer carrying open or sealed beverage containers shall be admitted to the premises at such times as they are open to the public
- An approved proof of age scheme shall be adopted, implemented and advertised

within the premise such as 'Challenge 25' whereby an accepted form of photographic identification shall be requested before any alcohol is sold to any person who appears to be under 25 years of age. Acceptable proof of age shall include identification bearing the customers photograph, date of birth and integral holographic mark or security measure. Suitable means of identification would include PASS approved proof of age card, photo-card driving licence and passport.

- 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 and where practicable at each point of sale.

c) Public safety

The Clubs operating statement confirms that as a minimum we will implement the following:

- Electrical installation in areas used by members of the public shall be subject to the following:

All electrical equipment and installations shall be subject to regular visual checks to ensure that they are safe and in good working order, as well as formal routine tests by a competent person as advised in the aforementioned BS 7671 guidance.

A Residual Current Device protection sensitive to tripping currents of not more than 30 milli-amps, must be fitted to power circuits supplying outdoor sockets and also indoor sockets that might be expected, with the use of plug-in extension leads, to power outdoor circuits.

- Adequate medical facilities shall be available on site from the time when it is first occupied by the public to the time when it is vacated. The level of provision shall be as advised by the Ambulance Service and the time at which the provision ceases shall be subject to the agreement of the Licensing Authority.
- All doors and fastenings shall at all times be kept in proper working order.
- Any door not usable by the public to be marked "PRIVATE", notices bearing the words "NO EXIT" or "NO WAY OUT" shall not be used.
- Emergency exits will be kept clear of obstructions at any time when licensable activities are taking place.
- The club will ensure that any bottles or glasses are removed from persons leaving the premises.
- The club will ensure that all drinking glasses used within the premises are of toughened or safety glass to the appropriate safety standard, in that they shall not produce sharp shards when broken
- The Club will ensure that any drinking glasses that are to be taken outside the premises shall be plastic. No bottles are to be taken off the premises
- Outdoor lighting shall be positioned, so far as is reasonably practicable, so as to limit its intrusion into residential accommodation in the vicinity of the licensed premises whilst maintaining an adequate level of lighting for the safe access and egress of customers and persons employed at the premises.

d) The prevention of public nuisance

The Clubs operating statement confirms that as a minimum we will implement the following:

The outdoor area shall only be open to customers from opening until 23:00 hours. Adequate notices shall be displayed in appropriate locations to ensure that this information is brought to the attention of patrons.

The club shall carry out observations in the vicinity of the premises at regular intervals (hourly intervals) between whilst the Premises Licence is being exercised in order to establish whether there is a noise breakout from the premises. If the observation reveals noise breakout at a level likely to cause disturbance to the occupants of properties in the vicinity then the volume of music shall be reduced to a level that does not cause disturbance. A record of such observations shall be kept in a book for that purpose, such a book shall be completed immediately after the observation detailing the time, location and duration of the observation, the level of noise breakout and any action taken to reduce noise breakout.

Such a book to be made available at all times upon request to an authorised officer of the Licensing Authority or a constable.

If the observation reveals noise breakout at a level likely to cause disturbance to the occupants of properties in the vicinity then the volume of music shall be reduced to a level that does not cause disturbance.

There shall be no consumption of beverages in any outside areas after 23.00 hours

Amplified music shall not be played at a level that will cause unreasonable disturbance to the occupants of any properties in the vicinity.

No speakers for amplification of music shall be placed on the outside of the premises or on the outside of any building forming a part of the premises

Noise from music and associated sources shall not be audible in noise sensitive premises and windows in the pavilion will be closed from 22.00

If officers of the Caerphilly County Borough Council witness noise at a level that causes unreasonable disturbance to the occupants of any properties in the vicinity then a noise-limiting device shall be used in relation to all sound amplification equipment used in conjunction with the premises.

The club shall undertake observations to ensure that there is no litter outside the clubhouse/ pavilion.

e) The protection of children from harm

The Clubs operating statement confirms that as a minimum we will implement the following:

No person under sixteen years of age shall be in the bar of the licensed premises during the permitted hours unless one of the following applies:

- (i) He is the child of the holder of the premises licence;
- (ii) He resides in the premises, but is not employed there;
- (iii) He is in the bar solely for the purpose of passing to or from some part of the premises, which is not a bar, and to or from which there is no other convenient means of access or egress;
- (iv) For refreshments or for the purpose of playing Cricket.
- (v) He is in the bar in the company of a person who is aged 18 years or over.

The premises shall not be permitted to be used for any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children, which prohibited uses include, among other things, nudity or semi-nudity films for restricted age groups or any relevant entertainment (with the meaning of the third schedule to the Local Government (Miscellaneous Provisions) Act 1982 except where that is expressly permitted under a licence or waiver granted or given under that legislation.

A till prompt system shall be installed to assist staff by reminding them to challenge for ID when a sale is made.

Please tick Yes

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and plan to the responsible authorities
- I have completed and enclosed the club declaration and enclose a copy of the club rules
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

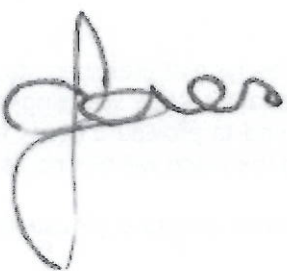
IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part B3 – Signatures (please read guidance note 10)

I Christopher Jones

(insert full name)

make this application on behalf of the club and have authority to bind the club

Signature	
Date	17 May 2017
Capacity	Treasurer

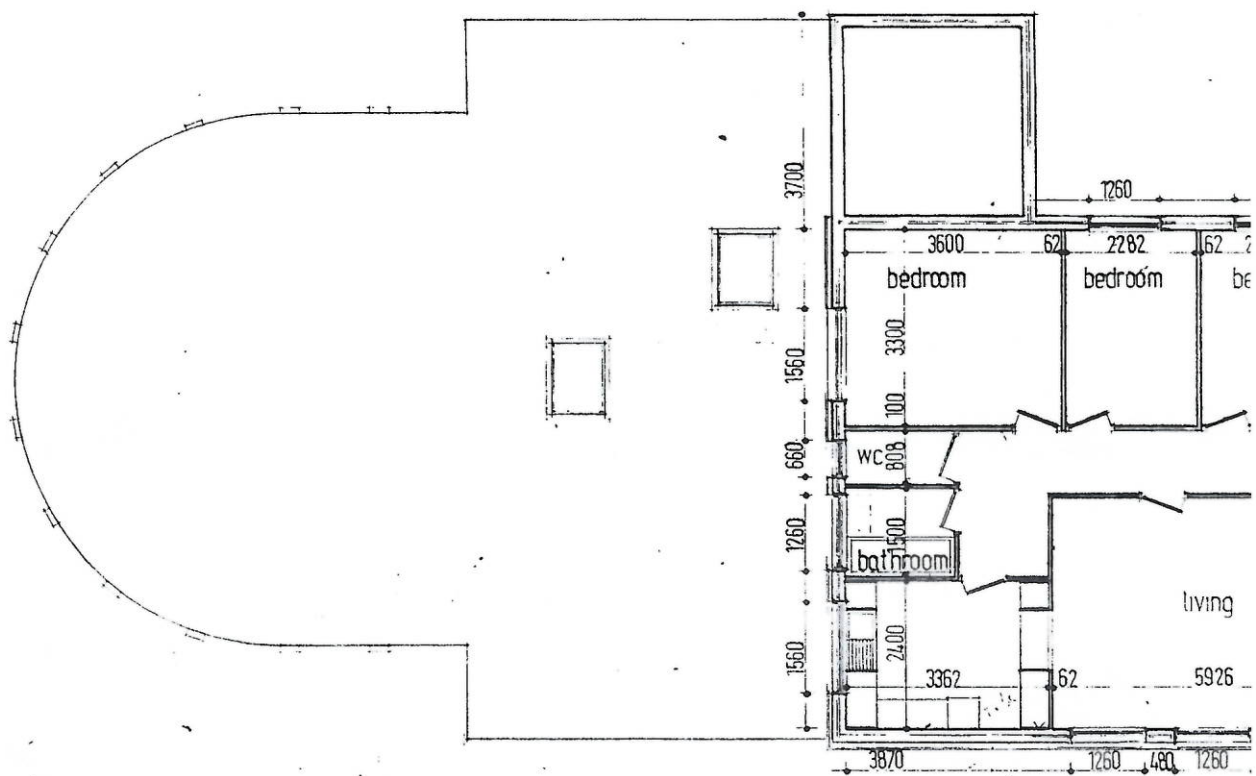
Address for correspondence associated with this application (please read guidance note 11)

[REDACTED]

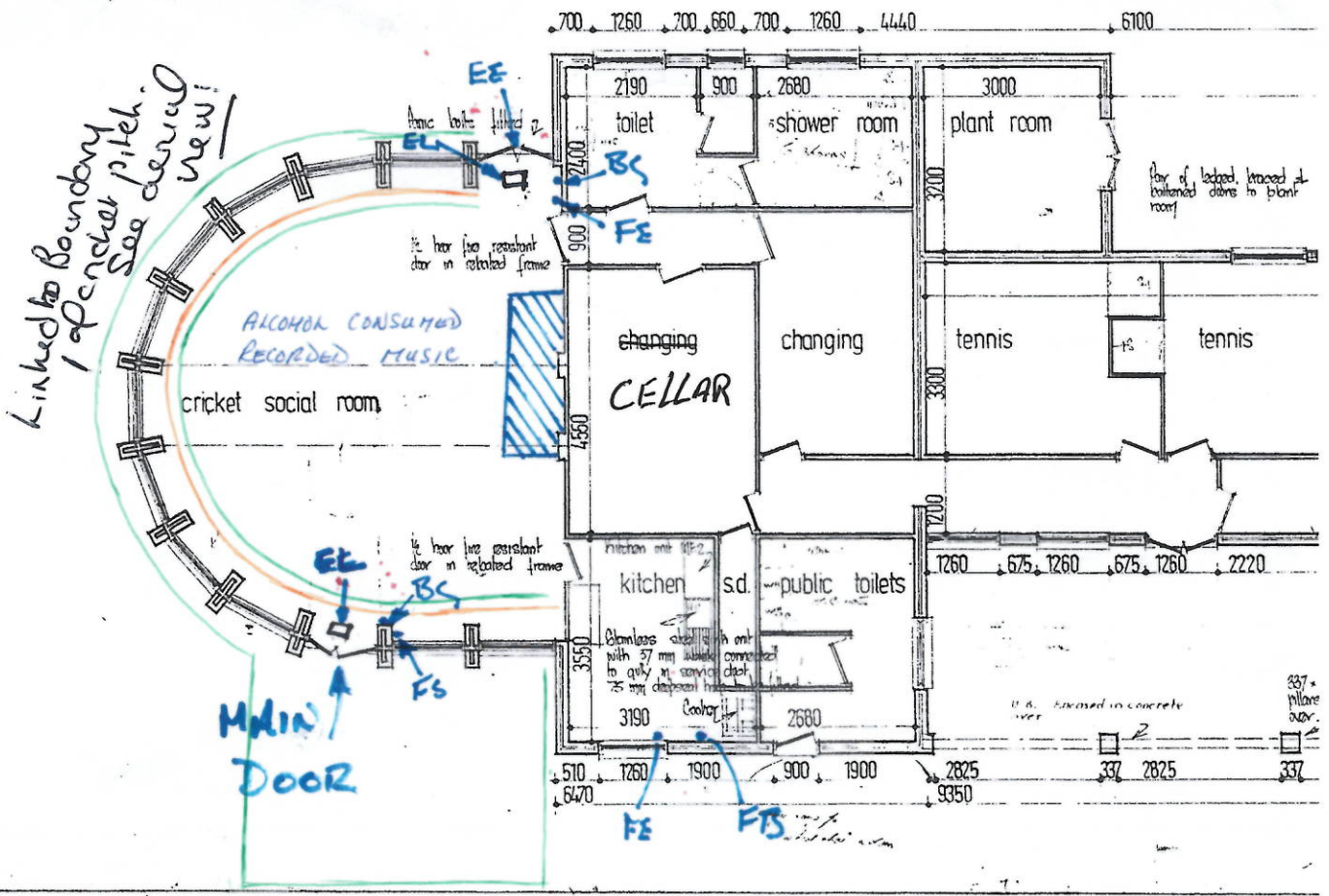
Post town	Newport	Post code	[REDACTED]
Telephone number (if any)	[REDACTED]		
If you would prefer us to correspond with you by e-mail your e-mail address (optional)			
[REDACTED]			

Notes for Guidance

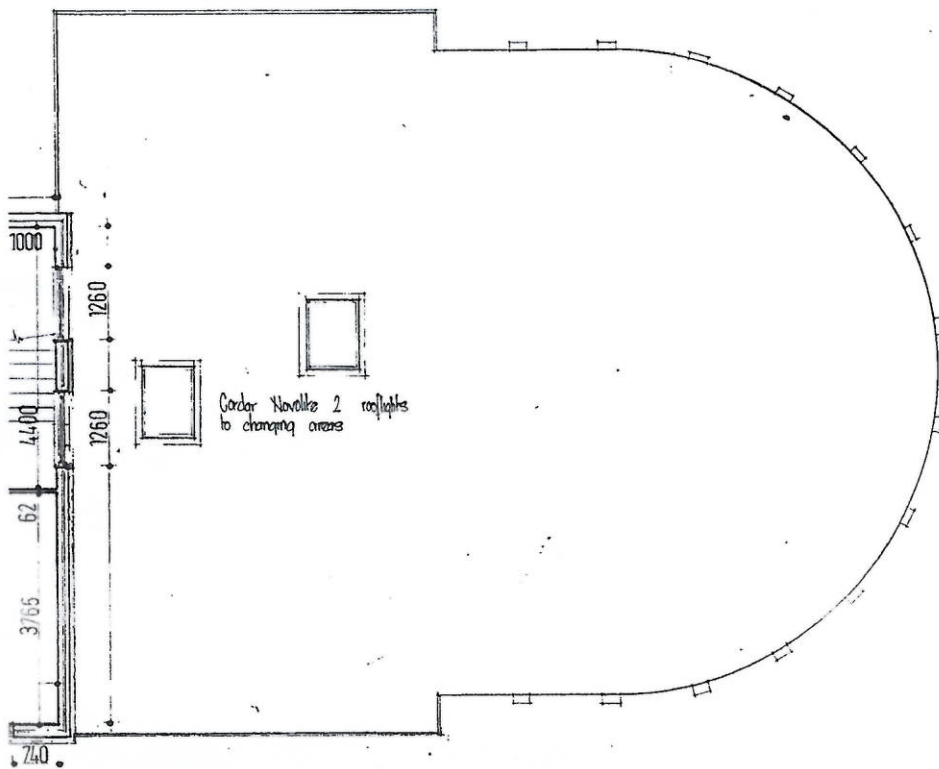
1. Describe the premises. For example, the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. Please state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively) where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day, e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If the club wishes members and their guests to be able to consume alcohol on the premises, please tick on, if the club wishes people to be able to purchase alcohol to consume away from the premises, please tick off. If the club wishes people to be able to do both, please tick both).
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, etc. gambling machines, etc.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. This is the address, which we will use to correspond with the club about this application.




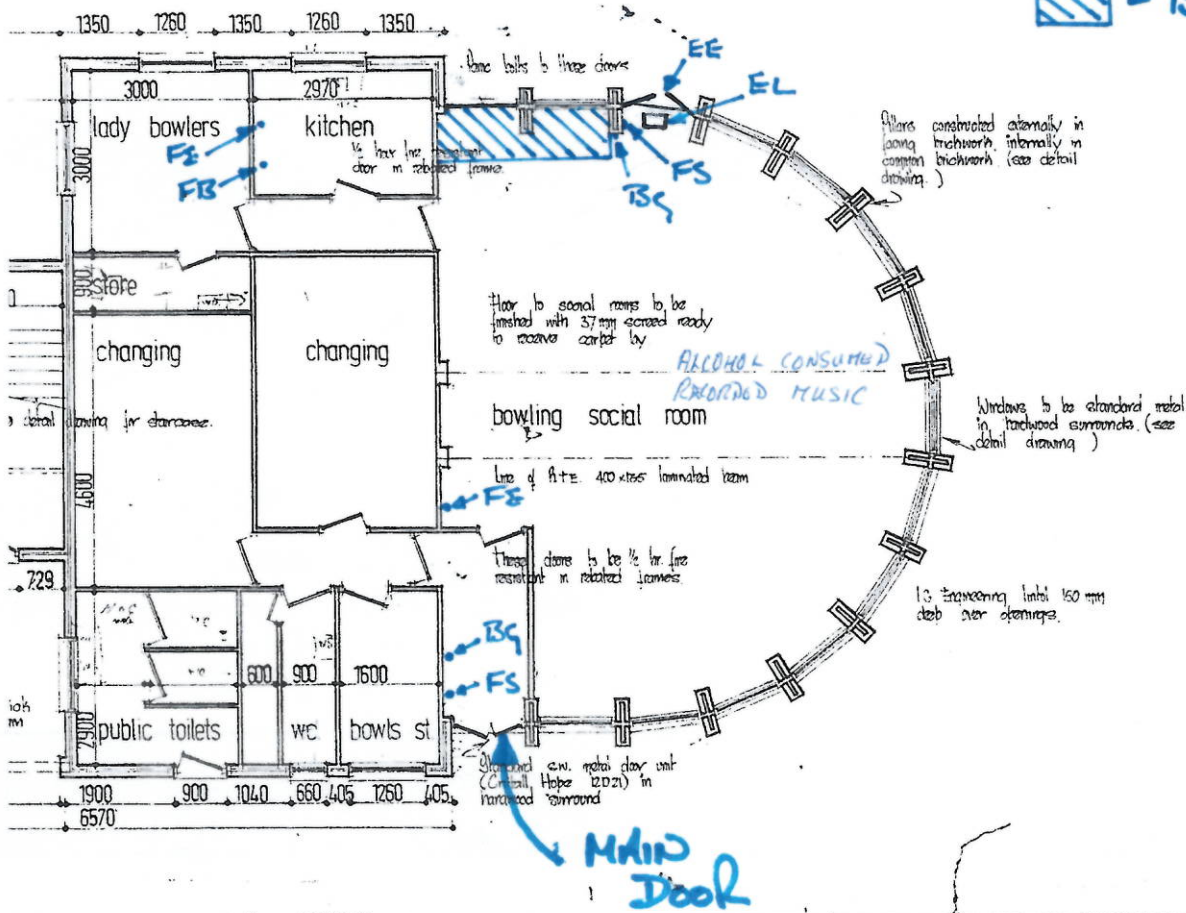
— live music
 — alcohol consumption boundaries



Porthminster & Crosskeys cricket club.



- FE = FIRE EXTINGUISHER
- EL = EMERGENCY LIGHTING
- BS = BREAK GLASS
- FB = FIRE BLANKET
- EE = EMERGENCY EXIT
- FS = ALARM SOUNDER
-  = BAR SERVERY

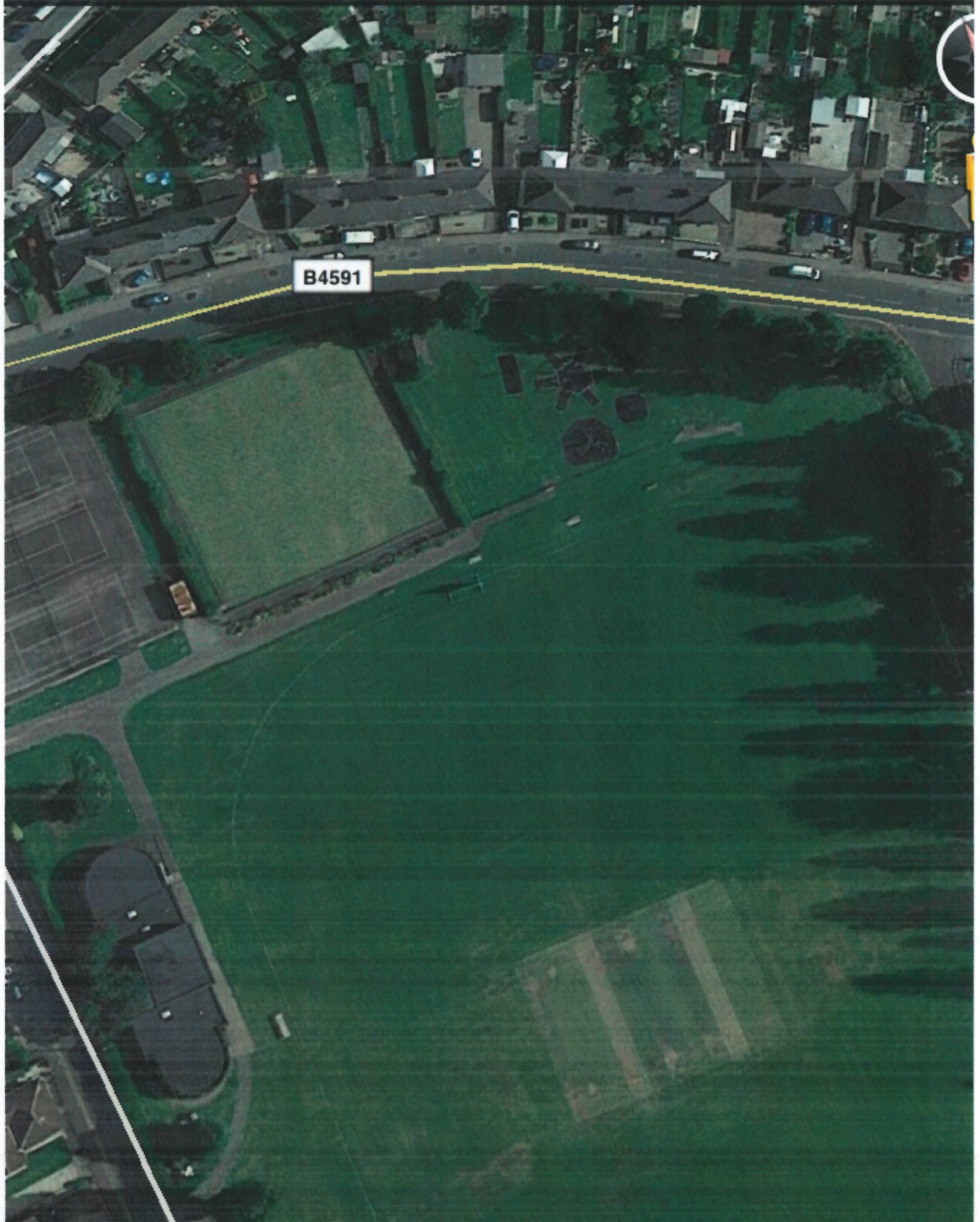


<p>1. First Floor - External walls to be constructed in brickwork.</p> <p>Amendments.</p> <p>job</p> <p>PROPOSED NEW CHANGING FACILITIES AT BOWLING GREEN PONTYMYSTEF</p> <p>detail</p> <p>PLANS</p> <p>scale 1:100 (Main)</p> <p>date . Oct 74</p> <p>drawn by . B. Watts</p> <p>TE IONES CENG MIMUNE MAPLE CHIEF TECHNICAL OFFICER TOLWYN BOROUGH COUNCIL COUNCIL OFFICES 3 NABY STREET BRISA GWENT. telephone BRISA 61200</p> <p>Drawing No 14/WK3A</p>
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List

🔍 Np11 6ej

Do





**DECLARATION FOR A CLUB PREMISES
CERTIFICATE TO BE GRANTED UNDER THE
LICENSING ACT 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE
COMPLETING DECLARATION**

Before completing this form, please read the guidance notes at the end of the form.

If you are completing this form by hand, please write legibly in block capitals. In all cases, ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

Club Premises details

Name of Club: Pontymister and Crosskeys Cricket Club	
Postal address of club, if any, or, if none ordnance survey map reference or description Fields Road, Pontymnister	
Post Town: Newport	Post Code NP11 6EJ

Telephone number of premises (if any)

NA

E-mail address (optional)

Na

CLUB DECLARATION AS TO QUALIFYING CLUB STATUS

Pontymister and Crosskeys Cricket Club

club makes the following declarations

1) Where the club to which this application relates is:

A registered society within the meaning of the Industrial and Provident Societies Act 1965, a registered society within the meaning of the Friendly Societies Act 1974 or a registered friendly society within the meaning of the Friendly Societies Act.

the Club declares that the club satisfies:

Please tick ✓ yes

Condition 1 in section 62(2) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 2 in section 62(3) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 4 in section 62(5) of the Licensing Act 2003

Please give relevant club rule number(s)

Does the club wish to supply alcohol to members and guests?

If yes the club declares that –

The purchase of alcohol for the club and the supply of alcohol by the club is under the control of the members or of a committee appointed by the members

Please give relevant club rule number(s) if any

**2) Where the club to which this application relates is:
An association organised for the social well-being and recreation of persons employed in or about coal mines, the club declares that the club satisfies:**

Please tick ✓ yes

Condition 1 in section 62(2) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 2 in section 62(3) of the Licensing Act 2003

Please give relevant club rule number(s)

Does the club wish to supply alcohol to members and guests?

If yes the club declares that it satisfies –

First condition in section 66(4) of the Licensing Act 2003

Please give relevant club rule number(s), if any

Second condition of section 66(5) of the Licensing Act 2003

Please give relevant club rule number(s), if any

3) Where the club to which this application relates does not fall into the categories in 1 or 2 above, the club declares that the club satisfies

Please tick ✓ yes

Condition 1 in section 62(2) of the Licensing Act 2003

Please give the relevant club rule number(s)

Section 4 of the club constitution

Condition 2 in section 62(3) of the Licensing Act 2003

Please give relevant club rule number(s)

Section 4 of the club constitution

Condition 3 in section 62(4) of the Licensing Act 2003

The club's arrangements for restricting the club's freedom of purchase of alcohol are:

a) contained in club rule number(s),

Section 16 of the club constitution

b) or, as follows

(please provide a short description)

The club's provisions by which money or property of the club or any gain arising from the carrying on of the club is or may be applied for charitable benevolent or political purposes are:

a) contained in club rule number(s)

Section 5.5 of the club constitution

b) or, as follows

(please provide a short description)

The arrangements for giving members information about the finances of the club are:

a) contained in club rule number(s)

Sections 8 and 9 of the clubs constitution

b) or, as follows

(Please provide a short description)

Please describe details of the books of account and other records kept to ensure the accuracy of the information about finances given to members of the club or give the relevant club rule number(s)

Sections 8 and 9 of the club constitution

Please tick ✓ yes

Condition 4 in section 62(5) of the Licensing Act 2003 ✓

Condition 5 in section 62(6) of the Licensing Act 2003 ✓

The club proposes to supply alcohol to members and guests ✓

and declares that the club satisfies

additional condition 1 in section 64(2) of the Licensing Act 2003 ✓

Please give relevant club rule number(s) if any

Section 16 of the club constitution

Additional condition 2 in section 64(3) of the Licensing Act 2003 ✓

Please give relevant club rule number(s) if any

Section 5.5 of the club constitution

Additional condition 3 in section 64(4) of the Licensing Act 2003 ✓

Please give relevant club rule number(s), if any

Section 5.5 of the club constitution

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

I Christopher Jones

make this application on behalf of the club and have authority to bind the club



Signature

Date 17 May 2017

Capacity Treasurer

Pontymister and Crosskeys Cricket Club Constitution

Rules and constitution

1. Name

The name of the club shall be "Pontymister and Crosskeys Cricket Club" ('the Club') for the remainder of this document.

2. Address

The Club premises shall be Fields Road, Pontymister, Risca and Waunfawr Park, Crosskeys.

3. Club Purposes

3.1 The purposes of the Club are to foster and promote participation in the [amateur] sport of cricket within the community, providing facilities for playing cricket, opportunities for recreation, coaching and competition. The Club will promote cricketing links with other communities within the region and encourage good community spirit and sportsmanship.

3.2 The Club will ensure a duty of care to all members of the Club by adopting and implementing the SCB "Safe Hands" – Cricket's Policy for Safeguarding Children and any future versions of the policy.

3.3 The Club will maintain a minimum of (a) 3 League Saturday teams and (b) one Sunday team such that cricket can continue to be played at both Fields Road, Pontymister (Saturday League 1st and 2nd XI teams) and Waunfawr Park, Crosskeys (Saturday League 3rd XI, Youth and Sunday team) for the benefit of the local communities that the Club represents.

4. Membership

4.1 Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

4.2 The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will have an equitable pricing policy and will keep subscriptions at levels that will not pose a significant obstacle to people participating.

4.3 The Club consists of:

A President

Life Members

Full playing members

Junior members

Social members

4.3.1 The President

The President shall be elected annually at the Annual General Meeting held each year.

4.3.2 Life Members

Persons aged 18 and over elected to Life membership by the committee for services rendered to the club over a period of years. Such persons shall be entitled to use and enjoy club premises and the things therein and shall be entitled to vote at all General Meetings of the Club. They shall be relieved of all liability to pay subscriptions.

4.3.3 Full Playing Members

Persons aged 18 and over elected to full membership in accordance with 4.4 hereof. Such persons shall be entitled to use and enjoy Club premises and the things therein and shall be entitled to vote at all General Meetings of the Club.

4.3.4 Junior Members

Persons aged 17 and under. Such persons shall be entitled to use and enjoy Club premises and the things therein but shall not be entitled to vote at General Meetings of the Club or hold office.

4.3.5 Social Members

Persons aged 18 and over elected to social membership in accordance with 4.4 hereof. Such persons shall be entitled to use and enjoy Club premises and the things therein but shall not be entitled to vote at General Meetings of Club or hold office with the exception that one Social Member shall be elected to the Committee to represent views of Social Members.

4.4 Procedure for election to membership shall be as follows:

4.4.1

Every candidate for membership shall be proposed by one life or full member and seconded by another life or full member of the Club. The proposal shall be submitted to the committee for discussion. To be granted membership a majority of the committee must vote in favour of the new member's application.

4.4.2

No person shall be admitted to full or social membership until, having been elected, have paid to the Treasurer the relevant membership fee as provided under point 7 hereof.

4.4.3

No person may be admitted to membership or be admitted as a candidate for membership or to any of the privileges of membership, without an interval of at least 48 hours between nomination or application and their admission.

5. Management

5.1

The affairs of the Club, except those matters reserved under these rules for the club in general meetings, shall be managed by the Committee of the club.

5.2

The Committee shall exercise the powers given to it under these rules and shall consist of a Chairman, Vice Chairman, Secretary, Treasurer, Club Child Welfare Officer, Fixtures Secretary, Captains (or in absence by a vice Captain), Youth Manager, Bar Manager, Entertainments Officer and not more than 3 other members (one of whom is an elected Social Member). All committee members, including office bearers, shall be elected by the members at the Annual General Meeting of the Club. They shall go out of office in every year, but shall be eligible for re-election.

All candidates for election to the Committee shall be proposed by a Full or Life member and seconded by another Full or Life member. Votes will only be eligible at the AGM.

5.3

The Committee of the Club shall meet at least once every month and a quorum at such meetings shall consist of a minimum of 5 members. The Secretary, if present, shall take minutes of all the proceedings at all general meetings of the club. If the Secretary is not present another member nominated by the meeting shall take minutes. For the avoidance of doubt, any voting required is one vote per committee member present. Votes will be passed by way of a simple majority with the exceptions as noted in 13.1 and 16.2.

5.4

The purchase and supply of intoxicating liquor shall be under the control of a Sub-Committee of the Club Committee which shall be known as the Licensing Sub-Committee and shall consist of the Club Chairman, The Club Secretary, the Club Treasurer and two other members of the Club Committee to be elected at the A.G.M each year in accordance with Schedule 7 paragraph 4 (2) of the Licensing Act 1964. The Licensing Sub-Committee shall appoint from its members a bar manager.

5.5

The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are to be re-invested in the Club. No surpluses or assets will be distributed to members or third parties.

5.6

The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Corporation Tax Act 2010.

5.7

The Club may also in connection with the sports purposes of the Club:

- (a) Sell and supply food, drink and related sports clothing and equipment
- (b) Employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present
- (c) Pay for reasonable hospitality for visiting teams and guests
- (d) Indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

5.8

The Committee shall ensure that they take practical steps to comply with legislation relating to both The Equality Act 2010 and the safeguarding of children and vulnerable adults.

6. Trustees

6.1

The Trustees, who shall not be fewer than 2 in number, shall be appointed from time to time as necessary by the members of the Club at the Annual General Meeting or at an Extraordinary General Meeting called for the purpose.

6.2

The following provisions shall apply to the Trustees:

6.2.1

A Trustee shall hold office during his life, until his resignation or until a resolution General Meeting called for purpose under 6.1.

6.2.2

All the property of the Club (except cash or bank accounts) shall be vested in the Trustees for the time being to be held in their names upon trust for the use and benefit of the Club as a whole.

6.2.3

The Trustees shall at all times and in all respects act in regard to the property of the Club held by them in accordance with the directions of the Committee as to which an entry in the minute of the Club shall be conclusive evidence.

6.2.4

The Trustees shall on the direction of the Committee and at the expense of the Club represent the Club in any litigation.

6.2.5

The Club will indemnify the Trustees acting properly in accordance with this rule against any liability incurred by them to the extent of the assets of the Club.

7. **Subscriptions and Entrance Fees**

7.1

The annual subscription for the various classes of members, other than honorary members, shall be fixed by the committee from time to time. Any increase in subscriptions (other than life membership) in any year shall be decided by the committee prior to the Annual General Meeting of the Club.

7.2

At the discretion of the committee, a member may be permitted to pay a reduced subscription for a period of no more than one year.

7.3

Annual subscriptions shall be due no later than the end of June for that year.

7.4

Any player that has not paid their subscription by this point may not be eligible for selection until their subscription or be eligible to vote at Committee meetings.

8. Accounts

8.1

The Treasurer shall keep such proper books of accounts as will enable him to present at every Annual General Meeting of the Club. This shall include a monthly cash flow statement from the Bar activities from the Bar Manager.

8.2

The Club will maintain a minimum of two bank accounts, one specifically for the activities of the bar(s) and one general account for other club activities. The authorised signatories of both accounts shall be two from three of the Club Chairman, Club Treasurer and Bar Manager. The treasurer and Bar Manager shall make separate statements for the income and expenses at Field Road and Waunfawr Park. Bank statements and correspondence will be retained by the Treasurer and Bar Manager.

8.3

The Treasurer will be required, at any time, if requested by the Committee (with reasonable notice) to present an accurate report and statement regarding the finances of the club and shall present these accordingly.

8.4

The cash flow position for the bar shall be provided by the Bar Manager as and when required by the Chairman or Treasurer but at a minimum the bar cash flow statement shall be provided monthly

9. Meetings of the Club

9.1

The date of the Annual General Meeting shall be decided upon by the Committee each year. Notice of the time and date of said meeting shall be clearly displayed on the Club notice board for no less than 21 days prior to the proposed AGM date

9.2.

The business to be transacted at the AGM shall consist of:

- (a) The election of the Committee
- (b) The presentation of the accounts
- (c) Reports from the Chairman and Captains on the previous year
- (d) Decision on membership fees
- (e) Any other business which has been given to the Secretary in writing at least 7 days prior to the meeting.

9.3

Extraordinary General Meetings may be summoned at any time by the Committee following the expiration of a 14 day period of notice on the Club notice board. This notice may be abridged at the discretion of the Committee depending on the urgency of the business to be discussed.

9.4

The Secretary shall summon a General Meeting if required to do so by written request signed by no fewer than 5 Life or ordinary members and stating the business which they wish to discuss.

10. Conduct of Members

10.1

No lottery shall be promoted by any member or officer without the authority of the committee.

10.2

The Committee may temporarily or permanently suspend the membership of any member whose conduct is considered to be detrimental to the best interests of the club or its reputation.

10.2.1

Members who have been disciplined have the right to appeal directly to the committee against their suspension. Upon hearing the appeal the committee will vote on whether or not to uphold the suspension by means of a simple majority.

11. Composition of Teams

11.1

The selection committee may select persons who are not members to represent the club as guest players (in so far as may or may not be allowable by league rules) except that:-

- (a) There should not be more than 1 guest player in the team for any match; and
- (b) No person shall play as a guest for more than 1 match in a season

12. Dissolution

12.1

A decision shall be taken to dissolve the club if:

- (a) Club Membership falls to the extent that there are less than 11 members eligible to represent the club at matches
- (b) Three quarters majority of those present at a General Meeting vote in favour of it.

12.2

Following this decision, the Trustees shall take immediate steps to convert all assets of the club into money.

12.3

Out of the proceeds, the Trustees are to pay off all debts and liabilities of the club.

12.4

All money remaining from the conversion, upon the discharge of all debts and liabilities, shall be disposed of as follows:

- (a) To another club with similar sports purposes which is a registered charity and/or

- (b) To another club with similar sports purposes which is a registered CASC and/or
- (c) To the Club's governing body for use by them for related community sports.

13. Alteration to the Rules

13.1.

These rules, or any part of them, may be added to, amended or replaced by a resolution of a two-thirds majority of those present and voting at an Annual or Extraordinary General Meeting of the Club called for this purpose under Rule 10 hereof.

13.2

Interpretation of these rules must be consistent with the statutory requirement for Community Amateur Sports Clubs as defined by Corporation Tax Act 2010.

14. Disputes

14.1

Any dispute arising out of or not covered by these rules shall be referred to the Committee whose decision shall be final.

15. Laws of Cricket

15.1

The ECB laws of Cricket with regards to the game shall be the laws of the Club.

16. Bar and Alcohol Rules and Regulations

16.1

With regards to the sale and purchase of alcohol, the following shall apply:

- (a) There shall no sale, supply or consumption of alcohol by anyone under the age of 18
- (b) There shall be no sale of alcohol to be consumed off the club premises

16.1.1

Alcoholic liquor may be supplied by the Club or on its behalf to the following:

- (a) Club Members
- (b) Visiting members of other clubs engaged in fixtures against the Club
- (c) The guests of any such members to a Club fixture at the visiting member's expense
- (d) Official guests of the Club invited to any Club function
- (e) Visiting members of other clubs attending Club functions and their guests at the visiting members expense

Providing the provisions set out in 16.1 are met.

16.2

The purchase of alcoholic liquor for and supplied by the Club shall be at the discretion of the sub-committee known as the Licensing Committee referred to in 5.4 hereof. The Committee can at any point revoke this discretion if it sees fit with a two thirds majority.

16.2.1

In any event of a member of the Licensing Sub-Committee ceasing to be a member of the full committee he shall automatically cease to be a member of the Licensing Sub-Committee and another elected member of the full Committee shall be appointed in his place.

16.3

All alcoholic liquor in excisable commodities which may be acquired or purchased shall be held on behalf of the members and shall be under the control of the Licensing Sub-Committee and be supplied only to members subject to payments of such charges as the Licensing Sub-Committee may from time to time determine after consultation with the full committee. No such articles shall be sent away from Club premises.

16.4

Licensing Hours

The Club's Licensed bar facilities' permitted hours of operation shall be agreed with the Council. The committee and licensing sub-committee shall manage the effective use of the Club's Licensed Bar facilities including its opening hours (notwithstanding the requirement to comply with All Laws and Regulations).

16.4.1

The Club premises can remain open after the licensing hours at the discretion of the Sub Licensing-Committee but must comply with all relevant Law and Regulations.

16.5

No person shall derive any personal financial benefit from the supply of alcoholic liquor by or on behalf of the club to members, guests or any person permitted under these rules.



RESPONSIBLE AUTHORITY RESPONSE TO LICENSING APPLICATIONS

RESPONSIBLE AUTHORITY (Please delete as applicable) –
Licensing Authority

Name and Address of Applicant	Pontymister and Crosskeys Cricket Club
Premises	Fields Rd, Pontymister, NP11 6EJ

Your Name	Christopher MORGAN	Date 13.6.17
Job Title	Fair Trading Officer	
e.mail Address	morgac6@caerphilly.gov.uk	
Contact Telephone Number	01443 811327	

Which of the four Licensing Objectives does your representation relate to?	✓	Please outline the reasons for your Representations
The Prevention of Crime and Disorder	√	I object to the application in it's present form for the provision of off sales. Given that the club cricket pitch is in a park to which members of the public have access, the club must maintain control over the alcohol they sell. Also the club must ensure that alcohol supplied or sold is to the category of person as outlined in sections 16.1.1 of their rules, and not to general members of the public.
Public Safety	√	Alcohol supplied or sold in glass containers, or cans must not be removed from the licensable area to prevent glasses, cans, being left/deposited around the park/pitch boundary area.
The Prevention of Public Nuisance		
The Protection of Children from Harm	√	The club must ensure that alcohol is not subject of proxy sales, that is supplied to, or purchased by someone over 18 for consumption by someone under 18 yrs of age. This cannot be done if alcohol is allowed to be removed from the licensable area. This will comply with sec 16.1 of their club rules.

<p>What conditions could be added to the licence to remedy your representation that the Licensing Sub-Committee could take into account</p>	<p>Prevention of Crime and Disorder - No alcohol sold or supplied shall be removed outside the licensed area. Public Safety – No containers to be removed outside the licensable area. Protection of Children From Harm – No alcohol to be removed from the licensable area.</p>	
<p>Are you prepared to discuss these representations with the applicant by way of mediation?</p>	<p>Yes or No</p>	<p>Yes. I have spoken to the applicant Mr Chris JONES and discussed the application in terms of off sales. He has been made aware that he does not need an ‘off sales’ license to provide alcohol in the red lined area outside the club, as this will now form part of the premises. He is willing to withdraw the application for off sales in this instance, as it was never the clubs intention to have alcohol in any area other than the red lined area. This will address all the concerns outlined above, and I would be willing to withdraw my representations if the application proceeds with on sales the only option requested.</p>

N.B. If you make a representation you will be expected to attend the Licensing Sub-Committee and any subsequent appeal proceeding.

Please remember if you intend to make representations to copy this file to all other RA’s

1
9 June 17Caerphilly County Borough Council
Directorate of the Environment

No.

Date Received 13 JUN 2017

Fields Road
Pontyrister

Date Answered

Referred to
DEAR Sir or Madam

Having Read The
Posted application for a Drinks and
Music licence by Pontyrister cricket
club, I wish to make the following
comments. As a resident of this once
sleepy road we had for some
considerable time put up with their
noise and loud music, not to mention
young children running around screaming
while their parents are inside drinking.
This goes on regular basis, well, even
weekend. We no issue with anybody
having a good time, but this goes on

Till the early hours. The Noise
from cars, TAXI'S beeping horns, motorcycle
GNNANE cackling, language, ANTI SCAR
behavior stopped, I was therefore
Pleasantly Surprised when their Licence
Expired and was able to enjoy for
The first time 9N AGES Peace and
quiet 9N my own home. Even walking
9N The Park without having to Play
hopscotch with PILES of VOMIT
was a delight all best their Rubbish
was still around the club, and at
least three ground sheets four broken
chairs two Pailots Three ever flowing
bins and Thousands of cigarette ends
all over the floor 9T must be a vermine
Paradise, 9TS NOT very Welcoming
for anybody using The Park.

As for the temporary events
licences granted for 2nd-4th June,
9th-11th June, 16th-18th June I was
tasked to find out what events, so
I rang you, and was informed it
was for cricket festivals all three.
I can see why you didn't pick it up
because each event licence was
signed by three different licence
personnel, these applications by the club
must border on fraud, for all of
these above reasons I strongly object
their application for a music and alcohol
licence. I look forward to your
reply.

Yours truly

LICENSING ACT 2003 POOLS OF CONDITIONS

INTRODUCTION

1. This pool of conditions covers a wide range of topics that may be of concern to applicants for premises licences and Responsible Authorities who may be considering making representations on applications. Other Persons and local residents or local businesses may also seek to propose conditions in respect of applications or as a means of addressing concern raised by the review process.
2. Applicants for club premise certificates may adapt any of the conditions listed but should replace any reference to premise licence or premises licence holder with club premise certificate.
3. Where a condition contains an instruction to insert any fact, the information must be supplied by the applicant.

AD ADVERTISING	
AD01	The premises licence holder shall take all reasonable precautions and exercise all due diligence to ensure that no licensable activity shall be advertised in a manner which contravenes the general law or cause a nuisance to the general public.
AD02	<p>In respect of promoted events, that is, any events involving the conduct of licensable activities at the premises that are organised by persons other than the premises licence holder or those under his direct control, the premises licence holder shall ensure that a register is maintained in a bound book kept for that purpose. The register shall be kept at the premises and shall be produced by the designated premises supervisor (or his nominated deputy in his absence) to an authorised officer of the Licensing Authority or a constable upon request. The register shall record the following:</p> <ul style="list-style-type: none"> (i) Date and time of event and brief description of it; (ii) Name of the promoter(s), that is, the person(s) responsible for organising the event; (iii) Where the promoter is a company, its registered number; (iv) The proper address of the promoter; (v) Contact telephone number for promoter

CA CAPACITY, CONTROL AND MANAGEMENT OF CUSTOMERS	
CA01	The total capacity for the event shall be limited to <i>(insert number)</i> persons. This limit includes performers, guests, staff and officials.
CA02	There shall be no security passes for admission other than those issued to persons working on the site and to statutory authorities.
CA03	Measures must be put in place to ensure that the capacity is not exceeded at any time.
CA04	All documentation pertaining to the proposed figure must be kept on the premises and must be available immediately on request to any authorised officer of the Licensing Authority or a constable.
CA05	Admission shall be by ticket only. When presented for admission, the ticket shall be retained by the organisers.
CA06	Admission to the event shall be through the approved entrances. The entrances shall be manned by stewards who shall allow only persons with tickets or security passes into the concert area.
CA07	Documented procedures must be implemented to ensure overcrowding (such as that which may cause injury through crushing) does not occur in any part of the premises.
CA08	<p>The licence holder shall determine the occupant capacity of the premises on the basis of documented risk assessment(s).</p> <ul style="list-style-type: none"> (i) The risk assessment(s) must take into account all relevant factors including space, means of access and egress, toilet provision, load-bearing capacity of floors, ventilation, etc and must be reviewed regularly, and if circumstances change;

	<p>(ii) Where necessary separate occupancy levels must be set for different parts of the premises;</p> <p>(iii) The premises licence holder shall ensure that they consult the Public Health Services of Caerphilly County Council and any other relevant authority (for example the Fire Rescue Service regarding emergency evacuation limitations) as to the occupancy figure. Confirmation of the consultation and any outcomes shall form an integral part of the risk assessment on which the capacity figure is based;</p> <p>(iv) The capacity figure proposed by the premises licence holder shall be notified to the Licensing Authority in writing prior to the commencement of the licence;</p> <p>(v) Measures must be put in place to ensure that the capacity is not exceeded at any time;</p> <p>(vi) All documentation pertaining to the proposed figure must be kept on the premises and must be available immediately on request to any authorised officer of the Licensing Authority or a constable;</p> <p>(vii) The premises licence holder shall regularly review, update and amend any risk assessments particularly following any changes to the layout or operation of the venue. Such reviews etc shall be fully documented and form an integral part of the risk assessment.</p>
CA09	Where necessary separate occupancy levels must be set for different parts of the premises. The proposed capacity figure must be notified to the Licensing Authority within <i>(insert period)</i> of the date of <i>(insert either date of hearing or date of issue of licence)</i> .
CA10	There shall be no entry or re-entry to the premises after <i>(insert terminal hour for entry)</i> hours. Appropriate signage shall be clearly displayed at each exit from the premises advising patrons that re-entry to the premises after <i>(insert terminal re-entry time)</i> hours on any morning is prohibited and that this prohibition also applies to people wishing to leave the premises to smoke.
CA11	The occupancy shall be restricted to <i>(insert number)</i> persons in the premises. <i>(limits may also be appropriate for different rooms or floors of premises)</i> /. The occupancy figure includes staff, performers and public. The Premises Licence Holder shall ensure that there are appropriate management controls to ensure that the occupancy figure is not exceeded at any time. Appropriate controls shall be put in place to ensure that the occupancy of the premises/specified areas are not exceeded at any time.
CA12	Manual and automatic electronic number control systems shall be installed, used and maintained at the premises at all times the premises is open to the public.
CA13	The premises licence holder shall support any taxi marshalling initiative that operates in the environs of the premises. This may include any fair and proportionate financial support from the premises licence holder.
CA14	The premises will operate in line with the <i>(insert name of policy e.g. Health and Safety, fire risk assessment and date submitted to the Licensing Authority)</i> or any amended version in operation from time to time. The premises licence holder shall give to the Licensing Authority not less than seven days notice of any proposed amendment to the aforesaid policy (including its deletion or its

	replacement) and shall provide to the Licensing Authority a copy of any amended policy prior to the change being implemented in the premises. A copy of the policy current at the time shall be provided to an authorised officer of the Licensing Authority or a constable upon request.
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CC CCTV	
CC01	<p>CCTV shall be in use at the premises.</p> <ul style="list-style-type: none"> (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 <i>(insert date)</i>. Where existing CCTV systems are to be replaced or extended the replacement or extension to the system shall be concluded by <i>(insert date)</i> and the system be fully operational on that date; (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 31 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) There shall be clear signage indicating that CCTV equipment is in use and recording at the premises during <i>(insert hours)</i> hours.
CC02	A minimum of <i>(insert number)</i> head mounted mobile cameras (robo-cams) shall be in use at the premises from <i>(insert commencement hours)</i> hours until closing on each day that the premises are open to the public. One such camera shall be permanently located at the entrance and in each <i>(insert specified areas where appropriate)</i> .
CC03	The CCTV system shall include all external areas of the premises.
CC04	A plan of the premises shall be annotated to show the location of all CCTV cameras within the premises, such a plan to be submitted to the Licensing Authority by the <i>(insert date)</i> . Such a plan to be regularly updated in the event of any changes to the location of such cameras.

CC05	CCTV cameras shall monitor all areas used by premise patrons including any external smoking area to monitor numbers and prevent crime and disorder.
CC06	The CCTV covering any dedicated smoking area shall be fully installed and operational before the smoking area can be used.

CE CINEMATOGRAPHIC / FILM EXHIBITIONS	
CE01	<p><i>Careful consideration should be given as the circumstances in which these conditions may be pertinent i.e. main use cinema or video juke boxes in pubs and clubs.</i></p> <p>No film shall be exhibited unless –</p> <ul style="list-style-type: none"> (i) it has received a 'U', 'PG', '12A', '15' or '18' certificate of the British Board of Film Classifications; or (ii) it is a current newsreel, which has not been submitted to the British Board of Film Classification; (iii) no film classified as R18 may be exhibited in these premises.
CE02	No person apparently under the age of eighteen years shall be admitted to any exhibition at which there is to be shown any film, which has received, a '18' certificate from the British Board of Film Classification. In such circumstances a "Challenge 25" policy should be adhered to and valid proof of age required before admittance.
CE03	No person apparently under the age of fifteen years shall be admitted to any exhibition at which there is to be shown any film which has received a '15' certificate from the British Board of Film Classification.
CE04	No person apparently under the age of twelve years shall be admitted to any exhibition at which there is to be shown any film, which has received a '12A' certificate from the British Board of Film Classification unless accompanied by an adult.
CE05	A representation or written statement of the terms of any certificate given by the British Board of Film Classification shall be shown on the screen immediately before the showing of any film to which it relates and the representation or statement shall be shown for long enough and in a form large enough for it to be read from any seat in the auditorium.
CE06	<p>There shall be prominently exhibited at each public entrance whenever the premises are open to the public a notice indicating in tabular form and in clear bold letters and figures –</p> <ul style="list-style-type: none"> (i) The title of each film to be shown on that day, other than trailers and films of less than five minutes duration; (ii) The approximate times of commencement of each such film' (iii) Whether each such film has received a 'U', 'PG', '12A', '15' or '18' certificate from the British Board of Film Classification, and (iv) The effect of such 'U', 'PG', '12A' or '18' certificates in relation to the admission of persons under the age of eighteen years.

CE07	<p>The notice shall be not less than 36 inches in dimensions and shall be in the form specified hereunder, the distinguishing initial letters 'U', 'PG', '12A', '15' and '18' being not less than 1½ inches in height.</p> <p>CATEGORY 'U': Passed for universal exhibition</p> <p>CATEGORY 'PG': Passed for universal exhibition but parents are advised that the film contains some scenes which may be unsuitable for young children.</p> <p>CATEGORY '12A': Passed as suitable only for exhibition to persons of twelve years and over. Children under 12 must be accompanied by an adult.</p> <p>CATEGORY '15': Passed as suitable only for exhibition to persons of fifteen years and over.</p> <p>CATEGORY '18': Passed as suitable only for exhibition to adults. When a programme includes an '18' film no persons under eighteen years can be admitted.</p>
CE08	<p>The nature of any certificate received in respect of a film from the British Board of Film Classification shall be clearly indicated by the figure 'U', 'PG', '12A', '15' or '18' in any advertisement of the film displayed at the premises.</p>
CE09	<p>No advertisement displayed at the premises of a film to be exhibited at the premises shall depict as a scene or incident in the film any scene or incident which is not included in the film as certified by the British Board of Film Classification or approved for exhibition by the Licensing Authority, as the case may be.</p>
CE10	<p>Where the Licensing Authority has given notice in writing to the licensee of the premises objecting to an advertisement on the ground that, if displayed, it would offend against good taste or decency or be likely to encourage or incite to crime or to lead to disorder or to be offensive to public feeling that advertisement shall not be displayed at the premises except with the consent in writing of the Licensing Authority.</p>
CE11	<p>Where the Licensing Authority has given notice in writing to the licensee of the premises prohibiting the exhibition of a film on the ground that it contains matter which, if exhibited, would offend against good taste or decency or would be likely to encourage or incite to crime or to lead to disorder or to be offensive to public feeling, that film shall not be exhibited in the premises except with the consent in writing of the Licensing Authority.</p>
CE12	<p>If the Licensing Authority request the licensee to exhibit to them any film shown or proposed to be shown by him, he shall do so at such time and to such persons as the Licensing Authority may direct.</p>
CE13	<p>No persons shall be permitted to enter or continue within the licensed premises in a state of intoxication. All persons within the premises whose conduct is deemed by the licensee to be conducive to any breach of the peace, tumult or disorder shall be forthwith removed there from. The licensee shall be responsible for the maintenance of good order and decent behaviour in the licensed premises, and he shall by himself and his servants assist to the utmost in the capture and expulsion of any offender.</p>

CE14	There shall be fixed on each floor of the hall a special white signal light, to the approval of the Chief Constable, which shall be operated by a switch in the operator's box, and by a switch or switches fitted in an approved position in the hall. This light shall be used as a warning to attendants that an emergency exists and upon receiving the signal, attendants will take steps forthwith to control the movements of the audience and ensure the orderly and safe clearance of the hall.
Conditions to be complied with when showing 'RESTRICTED' (18) films	
CE15	No films in the 'RESTRICTED (18)' category may be exhibited except in a cinema operating as a club in accordance with the conditions set out below.
CE16	No club showing films in the 'RESTRICTED (18)' category may operate in a multi-screen complex whilst persons under the age of 18 are being admitted to any performance given in that complex.
CE17	An exception may be made to the above condition only if the cinema club and all facilities adjacent thereto, including foyers, lavatories and refreshment areas, are wholly segregated and accessible only through a separate entrance and box office.
CE18	All registers of members and visitors books of their guests shall be available for immediate inspection by the Licensing Authority during any performance, or at any other reasonable time.
CE19	Tickets shall in no circumstances be sold to persons other than members.
CE20	Front of house advertising for films in the 'RESTRICTED (18)' category will specify the category in which the film has been passed for exhibition but will include no pictorial material or other information about the names of performers or the plot. Newspaper advertisements for an exhibition will be limited to the inclusion of the titles of such films in the film listings column together with the category in which the film has been passed for exhibition.
CE21	No persons under 18 years of age shall be employed in any capacity at licensed premises which are operating as cinema clubs showing films in the 'RESTRICTED (18)' category.
CE22	Except with the prior consent of the Licensing Authority in writing, no intoxicating drinks shall be consumed, supplied or sold on the premises.
CE23	Membership rules for club cinemas shall include the following: (i) only members and their guests shall attend exhibitions of moving pictures classified in the 'RESTRICTED (18)' category; (ii) Membership shall be open to persons of both sexes of not less than 18 years of age. Applications for membership, including both name and address, shall be in writing, signed by the applicant, and if deemed necessary such applications shall provide satisfactory references and proof of age; (iii) No person shall be admitted to membership until the expiration of at least 24 hours after such written application has been approved by the licensed

	<p>proprietors;</p> <p>(iv) Members shall be entitled on any one day to bring not more than one guest to accompany the member and the name of the guest shall be entered in the visitor's book and countersigned by the member;</p> <p>(v) Tickets shall be sold only to members on the production of a membership card, and members shall, if required, sign an acknowledgement for the ticket or tickets issued;</p> <p>(vi) Membership cards shall be personal to the member and shall not be transferable to any other person;</p> <p>(vii) Neither membership tickets nor guest tickets shall be transferable;</p> <p>(viii) No member shall introduce as a guest any person under the age of 18 or any person whose application for membership has been refused;</p> <p>(ix) Proof of identity, or of age, or of any particulars of any guest shall be produced by any member or guest if demanded by the proprietors;</p> <p>(x) An annual subscription shall be fixed for the club and shall run for 12 months from the date of registration;</p> <p>(xi) A subscription may not entitle the club member to attend other clubs under the same management unless the prior consent of the Licensing authority has been obtained.</p> <p>(xii) On admission a member shall be bound by the rules of the club and by any byelaws and regulations made there-under.</p>
CE24	<p>For the purposes of these conditions 'film' means any exhibition of moving pictures produced otherwise than by the simultaneous reception and exhibition of television programmes broadcast by the British Broadcasting Corporation or the Independent Broadcasting Authority or programmes included in a cable programme service which is, or does not require to be, licensed under Section 4 of the Cable and Broadcasting Act 1984.</p>

CL CEILINGS	
CL01	<p>All ceilings and ornamental plasterwork in those parts of the premises to which the public are admitted shall be inspected at least once in every five years by a qualified person appointed by, or on behalf of the occupier of the premises free of expense to the Licensing Authority, and a certificate concerning the conditions of such ceilings and plasterwork shall, after each inspection, be forwarded to the Licensing Authority. Such inspections shall be made in the presence of an authorised officer of the Licensing Authority.</p>
CL02	<p>The certificate required to be submitted by the previous paragraph of these conditions shall be in the following form:-</p> <p>"I/We hereby certify that the ceilings and ornamental plasterwork over all parts of the premises to which the public have access at (<i>insert name of premises</i>) have been inspected on (<i>insert date</i>) and these inspections indicate that such ceilings and plasterwork, so far as can be ascertained by visual or other examination, appear to be in a safe condition on this date".</p> <p>Signed.....</p> <p>Competent Technical Advisor(s) to the Licensee(s). Date.....</p> <p>I/We hereby certify that I/We were present at the inspection referred to in this certificate and that the inspection was thoroughly carried out.</p> <p>Signed.....</p> <p>Technical Advisor(s) to the Licensing Authority . Date.....</p>

CL03	It shall be competent for the Licensing Authority in any instance to require the provision of a certificate as the safe condition of the aforesaid ceilings and plasterwork at such lesser intervals than five years as the Licensing Authority deem necessary.
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CV CHILDREN AND VULNERABLE PERSONS	
CV01	All children shall vacate the premises by <i>(insert time)</i> hours.
CV02	<p>No person under sixteen years of age shall be in the bar of the licensed premises during the permitted hours unless one of the following applies:</p> <ul style="list-style-type: none"> (i) He is the child of the holder of the premises licence; (ii) He resides in the premises, but is not employed there; (iii) He is in the bar solely for the purpose of passing to or from some part of the premises, which is not a bar, and to or from which there is no other convenient means of access or egress; (iv) The bar is in railway refreshment rooms or other premises constructed, fitted and intended to be used bona fide for any purpose to which the holding of the licence is ancillary. In this condition "bar" includes any place exclusively or mainly used for the consumption of intoxicating liquor. But an area is not a bar when it is usual for it to be, and it is, set apart for the service of table meals and intoxicating liquor is only sold or supplied to persons as an ancillary to their table meals; (v) He is in the bar in the company of a person who is aged 18 years or over.
CV03	All open fireplaces or stoves must be protected when in use so as to prevent injury to vulnerable members of the public such as children, such as by the use of suitable fireguards.
CV04	Children must be accompanied by a responsible adult.
CV05	Intoxicating liquor will only be sold and supplied to customers who are engaging in a sit down table meal, as an ancillary to that meal.
CV06	If the recipient of a delivery of alcohol or the collection or delivery of a takeaway meal which includes alcohol, appears under 25 years of age, recognised photographic identification will be requested before any intoxicating liquor is handed over. Acceptable proof of age shall include identification bearing the customers photograph, date of birth and integral holographic mark or security measure. Suitable means of identification would include PASS approved proof of age card, photo=card driving licence and passport.
CV07	The premises licence holder shall ensure that suitable policies are implemented to ensure the safety of vulnerable persons, such as disabled persons, on the premises whilst the licensable activity is taking place.
CV08	The premises licence holder shall ensure that suitable measures are implemented to ensure the safety if disabled persons. Regard should be made to any particular aspect of the premises layout or nature of activities that may pose particular hazards for disabled persons.

CV09	<p>People with disabilities may be permitted, to sit in the auditorium in wheelchairs, other than petrol driven chairs, subject to the following conditions:</p> <ul style="list-style-type: none"> (i) A section of the auditorium approved in writing by the Licensing Authority shall be set aside for the accommodation of wheelchairs; (ii) The section of the auditorium so set aside shall be easy and direct access to the open air through an exit door additional to any exit door provided for use by other members of the audience; (iii) Where a person with disabilities requires the assistance of a helper, that helper shall be seated close at hand and be able to push the wheelchair, with its occupant, out into the open air in case of emergency, without difficulty; (iv) Petrol driven wheelchairs shall not be permitted on the premises.
CV10	The premise licence holder shall ensure that all open fireplaces or stoves must be protected when in use so as to prevent injury to vulnerable members of the public such as children, such as by the use of suitable fireguards.
CV11	The premises shall not be permitted to be used for any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children, which prohibited uses include, among other things, nudity or semi-nudity films for restricted age groups or any relevant entertainment (with the meaning of the third schedule to the Local Government (Miscellaneous Provisions) Act 1982 except where that is expressly permitted under a licence or waiver granted or given under that legislation.
CV12	There shall be no events for persons under 18 years of age
CV13	It shall be the responsibility of the premises licence holder, to ensure that an appointed person shall be in charge of the premises when regulated entertainment is taking place to ensure the safety of disabled persons on the premises.
CV14	A till prompt system shall be installed to assist staff by reminding them to challenge for ID when a sale is made.
CV15	Documented delegation of authorisations to sell alcohol shall be maintained at the premises and shall be available on request by an authorised officer of the Licensing Authority or a constable.

DA DRUG ACTION	
DA01	Where there is reasonable suspicion that drugs, defined as Class A, B or C controlled substances under the Misuse of Drugs Act, or weapons are being carried, the premises licence holder shall ensure that the outer clothing, pockets and bags of those entering the premises are searched by door security personnel. In any event where controlled substances or weapons are found, the premises licence holder shall ensure that the designated premises supervisor or nominated person shall immediately inform the Police.

DA02	The premises licence holder shall ensure that a clearly visible notice will be placed on the premises advising those attending, that the Police will be informed if anyone is found in possession of controlled substances or weapons.
DA03	The premises licence holder shall ensure that documented security arrangements are implemented at the premises to discourage the sale and consumption of controlled substances. Security arrangements shall include having a member of staff regularly check toilet areas, the date and times of all checks to be recorded in a bound book kept for that purpose and to be produced upon request to an authorised officer of the Licensing Authority or a constable. Signage shall also be placed in the toilet areas advising patrons that checks are conducted regularly.
DA04	The premises licence shall ensure that, with regard to controlled substances, harm reduction information is displayed within the venue and that there are suitably experienced members of staff, or outreach workers from a local drugs agency, dedicated to providing harm reduction information and to dealing with drug related incidents or emergencies appropriately.
DA05	The premises licence shall ensure that rest facilities are provided when required, to the satisfaction of the Licensing Authority, which are cooler, quieter and preferably separate from the main dance area(s). These 'chill out' areas should offer adequate seating.

DC DOOR CONTROL / STEWARDING	
DC01	Door supervisors who have been approved by the Security Industry Authority or any accreditation scheme recognised by the Licensing Authority, shall be used to vet customers and maintain public order. The vetting process must include implementation of the premises' proof of age policy. All door supervisors must ensure that identification bearing the customers photograph, date of birth and integral holographic mark or security measure is produced before allowing entry and where it is not, entry shall be refused. Suitable means of identification would include PASS approved proof of age card, photo-card driving licences and passports.
DC02	There shall be a minimum of <i>(insert number)</i> door supervisors, who have been accredited by the Security Industry Authority or any accreditation scheme recognised by the Licensing Authority, on duty from <i>(insert hours)</i> hours on each trading day and who shall remain on duty until the premises closes.
DC03	[A] 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: <ul style="list-style-type: none"> (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; (iv) The time they completed their duty. This register is to be kept at the premises at all times and shall be so maintained

	<p>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.</p> <p>[B] The premises licence holder shall ensure that the following details for each door supervisor are entered into a bound register kept for that purpose to include the following details:</p> <ul style="list-style-type: none"> (i) Name (ii) Date of birth (iii) Address (iv) Contact telephone numbers (v) SIA Certificate number, or registration number of any accreditation scheme recognised by the Licensing Authority (vi) The full details of any agency through which they have been allocated to work at the premises if appropriate <p>These details should be easily accessible to any authorised officer of the Licensing Authority or a constable.</p>
DC04	<p>The premise licence holder shall ensure that all door supervisors on duty at the premises wear a current identification badge, issued by the Security Industry Authority or any accreditation scheme recognised by the Licensing Authority, in a conspicuous position to the front of their upper body.</p>
DC05	<p>The premise licence holder shall require the Designated Premises Supervisor, or in his/her absence other responsible person, to keep an "Incident Report Register" in a bound book, in which full details of all incidents are recorded. 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 register 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.</p>
DC06	<p>The premise licence holder shall require the designated premises supervisor, or in his/her absence other responsible person to identify by name, those persons performing duty as door security personnel to an authorised officer of the Licensing Authority or a constable.</p>
DC07	<p>The Door Stewards shall be responsible for preventing the admission and ensuring the departure from the premises of persons who are drunk and disorderly in such a manner as not to cause further disorder.</p>
DC08	<p>Door Stewards shall prevent access to the premises of any excluded individual (subject to Court bans or bans imposed by the licence holder).</p>
DC09	<p>Where queuing is allowed outside of a premises door steward(s) shall maintain an orderly queue of patrons.</p>
DC10	<p>Where there is provided in any building regulated entertainment for children, or regulated entertainment at which the majority of the persons attending are children, then, if the number of children attending the regulated entertainment</p>

	exceeds one hundred, it shall be the duty of the person providing the entertainment to station and keep stationed, wherever necessary, a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted to the premises, or any part thereof, than the premises or part can properly accommodate, and to control the movement of the children and other persons admitted while entering and leaving the building or any part thereof, and to take all reasonable precautions for the safety of the children.
DC11	In pursuit of the proper co-ordination of stewarding of the site and provision of the required level of assistance in the event of an emergency situation arising, the premises licence holder shall ensure that a suitably competent person from amongst the door supervisors/security staff is attached to the emergency services team at all appropriate times as a liaison point for stewards and security staff.
DC12	The minimum number of door supervisors provided at venues, holding regulated entertainment for less than 500 persons, shall be based on a risk assessment.
DC13	The minimum number of door supervisors provided at venues, holding regulated entertainment for more than 500 persons, shall be based on a risk assessment. The risk assessment shall follow the recommendations as laid out in the Health and Safety Executive's Event Safety Guide or any other similar guidance recognised by the Licensing Authority.
DC14	The premise licence holder shall ensure that appropriate measures are employed at the premises to verify the ages of customers obtaining alcohol. Any measures that are to be used shall be approved by the Licensing Authority in consultation with the Police.
DC15	<i>Please note that this condition is directed specifically at problem premises.</i> Door supervisors shall be provided at the premises to a ratio of 1:85 patrons. Where the premises incorporates a dedicated smoking area within its cartilage a minimum of <i>(insert number)</i> door supervisors shall permanently monitor the smoking area during <i>(insert appropriate hours)</i> .
DC16	A minimum of <i>(insert number)</i> door supervisors shall be permanently stationed at each entrance/exit [excluding fire exits] to the premises.
DC17	Door Supervisors shall be on duty at the premises on each trading day from <i>(insert commencement hours)</i> until <i>(insert terminal hours)</i> .
DC18	All door supervisors shall be capable of communicating instantly with one another by way of radio or other simultaneous system of communication.
DC19	<i>Please note that this condition is directed specifically at problem premises.</i> All door supervisors shall wear distinctive clothing or insignia to clearly identify them as door supervisors. Door supervisors on duty at the front door shall wear some form of 'high visibility' clothing (such as a jacket or waistcoat).
DC20	When licensable activities occur on a Sunday before a Bank Holiday, SIA registered door staff shall be employed during all trading hours.

EL ELECTRICAL FITINGS AND INSTALLATIONS	
EL01	Temporary electrical wiring and distribution systems shall not be provided without notification to the Licensing Authority at least 10 days before the commencement of works and a prior inspection by a suitably qualified electrician. A record shall be kept by the premises holder.
EL02	The fixed electrical wiring installation and any portable electrical appliances should be inspected and tested by a competent person at the appropriate frequency specified in the Regulations for the Electrical Equipment of Buildings issued by the Institution of Electrical Engineers (BS 7671 or any British Standard replacing or amending the same) for that type of premises and equipment. Records of this inspection shall be maintained by the licence holder and made available at the premises for inspection by any authorised officer of the Licensing Authority or a constable.
EL03	All temporary electrical wiring and distribution systems shall comply with the recommendations of British Standard No. 7671 or where applicable British Standard No. 7909 or any British Standard replacing or amending the same.
EL04	The premise licence holder shall ensure that a Residual Current Device protection, sensitive to tripping currents of not more than 30 milli-amps, are fitted to all power circuits supplying sockets that may be used by entertainers / members of the public for plugging in electrical equipment. These should be regularly tested to ensure they are still functioning as required.
EL05	With regard to premises with outdoor areas, a Residual Current Device protection sensitive to tripping currents of not more than 30 milli-amps, must be fitted to power circuits supplying outdoor sockets and also indoor sockets that might be expected, with the use of plug-in extension leads, to power outdoor circuits.
EL06	Proper means of access for maintenance of all electrical fittings or apparatus shall be provided.
EL07	<p>Electrical installation in areas used by members of the public shall be subject to the following:</p> <ul style="list-style-type: none"> (i) Any alterations made to electrical installations, including the use of temporary wiring and distribution systems, shall comply with the relevant edition of the Regulations for the Electrical Equipment of Buildings issued by the Institution of Electrical Engineers (BS 7671 or any British Standard replacing or amending the same). (ii) All electrical equipment and installations shall be subject to regular visual checks to ensure that they are safe and in good working order, as well as formal routine tests by a competent person as advised in the aforementioned BS 7671 guidance. (iii) A Residual Current Device protection sensitive to tripping currents of not more than 30 milli-amps, must be fitted to power circuits supplying outdoor sockets and also indoor sockets that might be expected, with the use of plug-in extension leads, to power outdoor circuits.

EX EXTERNAL AREAS	
EX01	The (<i>insert name of area i.e. beer garden, upper patio, etc</i>) shall only be open to customers (<i>insert days</i>) from (<i>insert commencement time</i>) until 22:00 hours. Adequate notices shall be displayed in appropriate locations to ensure that this information is brought to the attention of patrons.
EX02	All outside areas must be closed and cleared of customers by 22:00 hours. Adequate notices shall be displayed to inform patrons of this requirement.
EX03	The premises licence holder shall investigate and propose measures to enclose the garden area to a sufficient height to prevent patrons or members of the public accessing or egressing the garden areas over the existing boundary within 3 months of the date of the hearing (i.e. <i>insert date</i>). Such proposals to be implemented subject to the applicants' best endeavours to obtain planning permission. It is anticipated that the works to be completed within one year of the date of the hearing (i.e. by (<i>insert date</i>)).
EX04	A risk assessment shall be conducted and regularly reviewed to assess the numbers of persons that the outside area can safely accommodate. The premises licence holder shall ensure that there are measures in place to monitor the external area to ensure that a safe occupancy figure is not exceeded.

FA FIRST AID	
FA01	For events where it is anticipated that more than 100 persons will be in attendance or where an activity is taking place that is likely to give rise to personal injury (e.g. indoor sporting events/use of special effects/etc.), the premises licence holder shall ensure that first aid provision is available at all times that licensable activity is taking place and shall have a suitably qualified first-aider on the premises during that period.
FA02	The minimum standard of first aid provision for events of more than 500 persons shall be in accordance with a risk assessment. The risk assessment shall take into account the recommendations of the Health and Safety Executive's Event Safety Guide or any other guidance recognised by the Licensing Authority.
FA03	The premises licence holder shall provide medical facilities, which are adequate for the purpose by the Ambulance Service. Details of the organisation of these services shall be provided to the Licensing Authority not less than 14 days prior to an event. The medical facilities shall include: <ul style="list-style-type: none"> (i) Sufficient means of communication between the first aid post(s) and the main control point on the site and/or stewards, and an adequate standby point for ambulances; (ii) Adequate medical facilities within the pit area/backstage area; (iii) A facility within the concert area serving as the main medical facility provided by the approved contractor for medical facilities. Persons wearing distinctive dress shall staff the first aid post(s), and the first aiders on site shall be available to offer assistance through the whole site.
FA04	Individual toilet units, not available for general public use shall be sited adjacent to the first aid post(s).

FA05	The premises licence holder shall notify the Great Western Ambulance NHS Trust (or equivalent) of the first-aid operating on site, prior to the event and of the on site telephone contact point for the said agency. The Great Western Ambulance NHS Trust shall certify to the satisfaction of the Licensing Authority that adequate arrangements have been made with the first-aid agency operating on the site to deal with emergencies.
FA06	Adequate medical facilities shall be available on site from the time when it is first occupied by the public to the time when it is vacated. The level of provision shall be as advised by the Ambulance Service and the time at which the provision ceases shall be subject to the agreement of the Licensing Authority.

FE FIRE FIGHTING EQUIPMENT AND FIRE PRECAUTIONS

Please note that there are no conditions in this section as potential conditions have been superseded by the Regulatory Reform Order relating to Fire Safety.

GS GENERAL SAFETY AND EVACUATION

GS01	All doors and fastenings shall at all times be kept in proper working order.
GS02	Any door not usable by the public to be marked "PRIVATE", notices bearing the words "NO EXIT" or "NO WAY OUT" shall not be used.
GS03	A door or gate shall not open immediately upon a step or steps. A landing having a width of not less than 900 mm shall be provided between the door and gate and the step or steps.
GS04	Barriers for checking or controlling admission shall not be used without permission of the Licensing Authority.
GS05	Temporary barriers, other than rope barriers of a type approved by the Licensing Authority, shall not be provided. Rope barriers approved by the Licensing Authority shall be fitted with automatic catches or slip connections and shall be arranged so as not to trail on the floor when parted, and the fittings shall not project into the gangway or exit way.
GS06	Curtains shall not be hung across gangways or over staircases; where hung over doorways or across corridors they shall draw easily from the centre and slide freely and shall be clear of the floor. All hangings, curtains and temporary decorations shall be maintained in a flame retardant condition.
GS07	All curtains, hangings and temporary decorations are arranged so as not to cause any obstruction.
GS08	Any temporary decorations are not used without prior notification to the Licensing Authority.
GS09	Stairways, corridors or gangways shall not be used as cloakrooms and no pegs for hanging hats, cloaks or other articles shall be fitted therein. All escape routes shall be kept free of any obstruction. Where cloakrooms are provided, they shall be so situated that the persons using them shall not interfere with the free use of any exit route.

GS10	The public shall be permitted to leave by all exit and entrance doors after each performance, entrances being considered and treated as exits for all purposes, provided that they are not revolving doors or fitted with turnstiles.
GS11	Adequate means of escape shall be provided from all dressing rooms.
GS12	Gangways shall be of adequate width for the number of persons served, and in no case shall be less than 1.1 m wide.
GS13	There shall be no projection, which would diminish the clear width of the gangway.
GS14	No person shall be permitted to sit or stand in any gangway, unless by express permission of the Licensing Authority who shall stipulate the space allowed for standing and the number of persons permitted to stand.
GS15	Emergency exits will be kept clear of obstructions at any time when licensable activities are taking place.
GS16	A continuous handrail shall be securely fixed on each side of all staircases, steps and landings at a height of not less than 840 mm nor more than 1 metre, measured vertically from the pitch line, except that only one such handrail need be provided to such staircases, flights of steps or landings which are less than 1 m wide. Where a staircase is 1.8 metres or more in width, a central handrail shall, in addition, be provided, properly supported and secured to the steps.
GS17	The premises licence holder shall provide training for all staff to ensure that they are familiar with all means of ingress and egress and the appropriate procedures in case of any emergencies that require an immediate evacuation of the premises. A record of the training shall be maintained and shall be available upon request by an authorised officer of the Licensing Authority or a constable.
GS18	Paper decorations, not being decorations the whole surface of which is directly affixed to walls or ceilings, shall not be permitted.
GS19	Predetermined arrangements shall be made for alerting staff in the event of any emergency. These arrangements shall be of such a nature not to alarm the public.
GS20	All employees or persons involved in the organisation and control of events shall have allotted to them specified duties to be performed in the event of fire, panic or other emergency. Such duties shall aim at the avoidance of panic and the safe evacuation of the premises where necessary rather than the extinction of fire.
GS21	All exit doors shall be easily opened without the use of key, card, code or similar means.
GS22	Doors of such exits are to be regularly checked to ensure that the doors function satisfactorily and a record of the check is kept in a log book for that purpose.

GS23	Arrangements must be in place to ensure that all parts of the premises that members of the public may use, whether this be regularly or only in case of emergency are suitably illuminated during times of use (this includes internal and external areas, for example such as corridors, lobbies, emergency exits, car parks etc.)
GS24	Where the premises is part of a shared property and members of the public may require access through areas not under the direct control of the premises licence holder (such as escape routes), the premises licence holder must ensure that he has liaised with the appropriate persons and has in place such arrangements as are necessary to ensure that the safety of members of the public is not compromised by the use of these shared areas and that none of the other licensing conditions may be breached.
GS25	Where the premises, or parts of the premises may be hired out by third parties or be used by events promoters, the premises licence holder must ensure that there are appropriate arrangements in place that will ensure that as far as is possible, the third party is aware of the licensing conditions and has in place their own arrangements which will ensure that the licensing objectives are not compromised.
GS26	<p>All traffic routes used by members of the public (including entrance ways, gangways, lobbies, corridors, passages and exit routes and all steps and stairways) should have:</p> <ul style="list-style-type: none"> (i) Nosings of the treads of steps in a contrasting colour to the remainder of the tread. The nosings shall show up clearly under emergency lighting conditions; (ii) Any changes in level clearly visible to members of the public, such as by using contrasting colours or additional lighting; (iii) Mats more than 1 cm thick sunk to floor level unless of rubber with wide bevelled edges. <p>A continuous handrail securely fixed on each side of all staircases, steps and landings which are less than 1 m wide. Where a staircase is 1.8 metres or more in width, a central handrail shall, in addition, be provided, properly supported and secured to the steps.</p>
GS27	Heavy Fittings. Heavy fittings such as projectors, stage lights, etc., must have not less than two independent means of suspension e.g. clamp and chain.
GS28	<p>Smoking Area. If patrons are to be allowed to use the area for smoking then the following conditions must apply:</p> <ul style="list-style-type: none"> (i) The area must be adequately monitored by door staff and CCTV to ensure that patrons do not cause a nuisance, patrons do not obstruct access to adjoining premises and risk of crime and disorder in this area is adequately controlled; (ii) If there is a risk that patrons may acquire illegal items such as drugs or weapons whilst in this area then they must be searched before being allowed to re-enter the premises; (iii) Patrons must not be allowed to take drinks to the smoking area; (iv) The area must be provided with suitable ashtrays/bins, the use of which is monitored by door staff; (v) The area must be regularly swept to remove cigarette ends;

	(vi) Adequate arrangements must be made to prevent overcrowding or disorder on the (<i>insert location</i>), particularly if patrons exiting towards the smoking area whilst others are queuing for entrance in/on the (<i>insert location</i>).
GS29	All gangways, passages, staircases and exit ways must at all times be kept entirely free from chairs or any other obstructions and from any article of substance which may cause a person to slip, tip or fall.
GS30	Barriers for checking or controlling admission shall not be used save in accordance with a documented policy that includes the following: <ul style="list-style-type: none"> (i) Risk assessments; (ii) Details of type to include design, construction materials, size – e.g. height (iii) Precise location of all elements of the barrier <p>Said document having been provided to the Licensing Authority, to be kept with the licence records.</p>
GS31	The floors of all gangways, lobbies, corridors, passages and other exit routes and the tread of all steps and stairways shall be non-slippery and flat. The nosings of the treads of steps, changes of level and stairways shall be of a contrasting colour to the remainder of the tread. The nosings shall show up clearly under emergency lighting conditions. (premises may be exempt from this requirement where the premises is a listed building or similar).

GB GLASS / BOTTLES	
GB01	The Licensee shall ensure that any bottles or glasses are removed from persons leaving the premises.
GB02	No bottles containing beverages of any kind whether opened or sealed shall be given to customers on the premises for consumption by those persons on the premises whether at the bar or by staff service away from the bar.
GB03	The contents of any bottled beverage shall be decanted into a plastic / PTE / glass before service to any customer.
GB04	The premises licence holder shall ensure that all drinking glasses used within the premises are of toughened or safety glass to the appropriate safety standard, in that they shall not produce sharp shards when broken.
GB05	No customer carrying open or sealed beverage containers shall be admitted to the premises at such times as they are open to the public.
GB06	Bottles containing wine may only be sold in connection with a table meal to customers who are seated in an area of the consumption of food that is away from the main bar.
GB07	Items of glass-wear (such as glasses, bottles, etc) shall not be permitted in the outdoor area/dance-floor area as appropriate .

GB08	Glazing. Windows and mirrors must be of safety glass or adequately protected from breakage, particularly when they are in safety critical locations. They must also be marked to make their presence obvious.
GB09	All beverages (including alcoholic and non alcoholic drinks) shall only be dispensed in polycarbonate, plastic or non-glass containers.
GB10	The contents of all glass bottles shall be decanted by bar staff into polycarbonate, plastic or non-glass containers. All glass bottles are to be retained behind the bar for safe disposal.
GB11	The premises licence holder shall ensure that any bottles or glasses are removed from persons leaving the premises.

HF LATE NIGHT REFRESHMENT [HOT FOOD]

HF01	<p>It shall not be lawful to make any charge for or in connection with the entertainment of persons in the refreshment house during the hours of late opening, whether for the supply of food or drink, for admission, for service of any description or for any other matter, except any reasonable charge for use of cloakroom or toilet facilities unless:</p> <p>(i) A tariff or charges made in the refreshment house is during those hours kept displayed in such position and in such manner that it can be conveniently read by person frequenting the refreshment house and can be so ready by any such person before entering; and</p> <p>(ii) The charge is specified for the matter in question in the tariff; and</p> <p>(iii) The charge is no more than that stated in the tariff</p>
HF02	It shall not be lawful to seek to obtain custom for the refreshment house by means of personal solicitation outside or in the vicinity of the refreshment house.

NP NOISE PRECAUTIONS

NP01	<p><i>Whilst it is recognised that short-term exposure is unlikely to cause long term hearing damage, it is recognised that it may cause short-term health problems such as tinnitus, acoustic trauma or temporary threshold shift if the noise levels are excessive.</i></p> <p>The premises licence holder shall ensure that:</p> <p>(i) The speakers are not placed in positions where members of the public can stand within close proximity to them.</p> <p>(ii) Consumer-friendly signs that give advice about hearing protection shall be appropriately displayed.</p> <p>Earplugs are either available free of charge or that they are available for purchase by patrons.</p>
NP02	Amplified music shall not be played at a level that will cause unreasonable disturbance to the occupants of any properties in the vicinity.
NP03	Except for access and egress all doors and windows shall be kept closed during periods of entertainment associated with the Premises Licence.

NP04	No speakers for amplification of music shall be placed on the outside of the premises or on the outside of any building forming a part of the premises.
NP05	Alarms shall be fitted to (Specify location of external windows/fire doors) to alert staff when (they are) (it is) opened without authorisation.
NP06	No music or speech shall be relayed via external speakers other than for events where the prior approval of the licensing authority has been obtained.
NP07	The specification, location and orientation of all permanently fixed speakers shall be agreed with an authorised officer of the Licensing Authority.
NP08	No repositioning or replacement of speakers or any amplification equipment shall be carried out without consultation with and the agreement of an authorised officer of the Licensing Authority.
NP09	Noise from music and associated sources shall not be audible in noise sensitive premises (<i>between the hours of 23.00 and 07.00 the next day</i>) (<i>at any time</i>).
NP10	In order to improve the sound attenuation of the premises the (<i>doors(s)</i>) (<i>window(s)</i>) at (<i>specify</i>) shall be fitted with (<i>double</i>) (<i>secondary</i>) glazing to the satisfaction of the Licensing Authority by (<i>insert date</i>).
NP11	(<i>Doors</i>) (<i>Windows</i>) (<i>Openings</i>) (<i>Ventilators</i>) (<i>Airbricks</i> (<i>fans</i>)) in the external fabric of the premises shall be acoustically (<i>sealed</i>) (<i>treated</i>) to the satisfaction of the Licensing Authority by (<i>insert date</i>).
NP12	A (sound trap lobby/acoustic door/automatic door closer) shall be installed at (<i>describe the location</i>) to the satisfaction of the Licensing Authority by (<i>insert date</i>).
NP13	Noise limiting devices If officers of the Caerphilly County Borough Council witness noise at a level that causes unreasonable disturbance to the occupants of any properties in the vicinity then a noise-limiting device shall be used in relation to all sound amplification equipment used in conjunction with the premises.
NP14	A noise limiting device shall be used in relation to all sound amplification equipment used in conjunction with the premises licence.
NP15	The noise limiting device shall be installed and set at a level approved by the Licensing Authority (<i>in consultation with the Pollution Control Section of the Caerphilly County Borough Council</i>) within 1 month of notification, for its requirement, from either the Licensing Authority or the Pollution Control Section of the Caerphilly County Borough Council.
NP16	The noise limiting device can only be reset with the authority of an officer of the Caerphilly County Borough Council.
NP17	The noise limiting device shall be reset by an officer of the Caerphilly County Borough Council, if deemed necessary.

NP18	The noise limiting device shall be properly secured so that it can not be tampered with.
NP19	<p>Monitoring</p> <p>The manager, licence holder or other competent person shall carry out observations in the vicinity of the properties at <i>(insert location)</i>, on at least <i>(insert time period e.g. hourly)</i> intervals between <i>(insert start time)</i> and <i>(insert finish time)</i> whilst the Premises Licence is being exercised in order to establish whether there is a noise breakout from the premises. If the observation reveals noise breakout at a level likely to cause disturbance to the occupants of properties in the vicinity then the volume of music shall be reduced to a level that does not cause disturbance. A record of such observations shall be kept in a book for that purpose, such a book shall be completed immediately after the observation detailing the time, location and duration of the observation, the level of noise breakout and any action taken to reduce noise breakout. Such book to be made available at all times upon request to an authorised officer of the Licensing Authority or a constable.</p>
NP20	<p>Sound Insulation Works</p> <p>A detailed scheme of sound insulation works shall be submitted to and approved in writing by the Licensing Authority. The approved details shall be implemented in full prior to the commencement of the premises licence.</p>
NP21	A report shall be submitted detailing and recommending a scheme of sound insulation works for the separating structure between the licensed premises and the <i>(adjacent)</i> residential use <i>(above)</i> . The report shall consider: the potential for noise breakout from the building and the volume and nature of the music likely to be desired by the premises. The report shall be approved in writing by Caerphilly County Borough Council. All recommended works shall be completed prior to the commencement of the premises licence.
NP22	A report shall be submitted detailing the potential for noise from <i>(specify) (amplified music) (refrigeration) (ventilation) (air conditioning plant) (other)</i> at the premises from affecting neighbouring noise sensitive properties at <i>(insert address)</i> . If the assessment indicates that noise from the premises is likely to affect neighbouring noise sensitive properties then the report shall include a detailed scheme of noise mitigation to show that nuisance will not be caused to the occupiers of neighbouring noise sensitive properties from the licensed premises.
NP23	The report shall be approved in writing by Caerphilly County Borough Council and all recommended works completed prior to the commencement of the premises licence.
NP24	All entrances are lobbied with 2 separate self-closing doors.
NP25	All internal speakers are attached to independent wall linings and not to the ceiling.
NP26	All speakers are mounted on speaker brackets that incorporate isolating rubber mounts.
NP27	Any bass bins are installed within acoustic enclosures that isolate the speaker from the building structure.

NP28	The premises licence holder shall take all reasonable steps to ensure that patrons using any outside areas (<i>such as terraces and beer gardens</i>) do so in a quiet and orderly fashion.												
NP29	<p>Noise from premises shall not result in exceedances of the following noise levels expressed as [<i>x minute LAeq</i>] at [<i>stated location</i>].</p> <table border="1" data-bbox="272 409 1361 551"> <thead> <tr> <th>Frequency Range</th> <th>From a hours to b hours</th> <th>From y hours to z hours</th> </tr> </thead> <tbody> <tr> <td>(Whole range)</td> <td>x dBA</td> <td>y dBA</td> </tr> <tr> <td>(63Hz octave band)</td> <td>x dB</td> <td>y dB</td> </tr> <tr> <td>(125 Hz octave band)</td> <td>x dB</td> <td>y dB</td> </tr> </tbody> </table>	Frequency Range	From a hours to b hours	From y hours to z hours	(Whole range)	x dBA	y dBA	(63Hz octave band)	x dB	y dB	(125 Hz octave band)	x dB	y dB
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(125 Hz octave band)	x dB	y dB											
NP30	<p>Sound Insulation Works</p> <p>A detailed scheme of sound insulation works shall be submitted to and approved in writing by the council through an authorised officer of the Pollution Control Team. The approved works shall be provided in full prior to commencement of any regulated entertainment should the Premises Licence be granted.</p>												
NP31	<p>A report shall be submitted detailing and recommending a scheme of sound insulation works for the partition between the licensed premises and adjacent residential usage. The report shall also consider the noise leakage from the building and also consider the volume and nature of the music likely to be desired by the premises. The report shall be submitted to and approved in writing by the council through an authorised officer of the Pollution Control Team and all recommended works carried out in full prior to the commencement of any regulated entertainment should the Premises Licence be granted.</p> <p><i>Guidance</i></p> <p><i>The noise assessment shall be carried out by a suitably qualified acoustic consultant/engineer and shall take into account the provisions of PPG 24 Planning Policy Guidance: Planning and Noise, BS4142: 1997. 'Method of rating industrial noise affecting mixed residential and industrial areas' and BS 8233: 1999 'Sound Insulation and Noise Insulation for Buildings – Code of Practice'.</i></p> <p><i>The recommended design criteria for dwellings are as follows:</i></p> <p><i>Daytime (07.00 – 23.00) LAeq (16 hours) 35 dB & Noise Rating Curve NR35 in all rooms. Nighttime (23.00 – 07.00) LAeq (8 hours) 30 dB & Noise Rating Curve NR20 to NR25 in bedrooms.</i></p>												
NP32	<p>(i) A report shall be submitted detailing the potential for noise from (<i>insert – amplified music, refrigeration, heating, ventilation and air conditioning plant etc</i>) at the premises from affecting neighbouring noise sensitive properties at (<i>insert</i>).</p> <p>(ii) If the assessment indicates that noise from the premises is likely to affect neighbouring noise sensitive properties then it shall include a detailed scheme of noise mitigation measures to show that nuisance will not be caused to the occupiers of neighbouring noise sensitive properties by noise from the licensed premises.</p> <p>(iii) The report shall be submitted to and approved in writing by the council through an authorised officer of the Pollution Control Team and all recommended works carried out in full prior to the commencement of any regulated entertainment should the Premises Licence be granted.</p>												

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NP33	In order to improve the sound attenuation of the premises the [doors/windows] at [specify] shall be fitted with [double/secondary] glazing to the satisfaction of an authorised officer of the Pollution Control Team.
NP34	[Openings/specify] in the external fabric of the premises must be acoustically sealed to the satisfaction of an authorised officer of the Pollution Control Team.
NP35	A [sound trap lobby / acoustic door / automatic door closer] shall be installed at [describe the location] to the satisfaction of an authorised officer of the Pollution Control Team.
NP36	<p>Noise Limiting Device</p> <p><i>Limiters required from commencement of Premises Licence – this condition may be required where representations are submitted or if the licence is being reviewed.</i></p> <p>(i) A noise limiting device shall be used in relation to all sound amplification equipment used in conjunction with the Premises Licence.</p> <p>(ii) The noise limiting device shall be installed and set at a level approved by the council through its authorised environmental health officer prior to the opening of the premises in conjunction with the premises licence.</p> <p>(iii) The noise limiting device shall be properly secured so that it can not be tampered with.</p> <p>(iv) The noise limiting device shall only be reset with the authority of the council through an authorised officer of the Pollution Control Team.</p> <p>If deemed necessary, the noise limiting device shall be reset to a level approved by the council through an authorised officer of the Pollution Control Team within 14 days of notification.</p>
NP37	<p><i>(Condition regarding limiter only triggered if nuisance witnessed)</i></p> <p>(i) If officers of the council witness noise at a level that causes unreasonable disturbance to the occupants of any properties in the vicinity then a noise limiting device shall be used in relation to all sound amplification equipment used in conjunction with the Premises Licence.</p> <p>(ii) The noise limiting device shall be installed and set at a level approved by the council through an authorised officer of the Pollution Control Team within 1 month of notification, for its requirement, from the Licensing Authority.</p> <p>(iii) The noise limiting device shall be properly secured so that it can not be tampered with.</p> <p>(iv) The noise limiting device shall only be reset with the authority of the council through an authorised officer of the Pollution Control Team.</p> <p>(v) If deemed necessary, the noise limiting device shall be reset to a level approved</p>

	by the council through an authorised officer of the Pollution Control Team within 14 days of notification.
NP38	<p><i>(Limiter already set)</i></p> <ul style="list-style-type: none"> (i) A noise limiting device shall be used in relation to all sound amplification equipment used in conjunction with the Premises Licence. (ii) The noise limiting device shall be kept at the settings approved by the council through an authorised officer of the Pollution Control Team on <i>(Date)</i>. (iii) The noise limiting device shall be properly secured so that it can not be tampered with. (iv) The noise limiting device shall only be reset with the authority of the council through an authorised officer of the Pollution Control Team. (v) If deemed necessary, the noise limiting device shall be reset to a level approved by the council through an authorised officer of the Pollution Control Team within 14 days of notification.
NP39	<p>Monitoring</p> <ul style="list-style-type: none"> (i) The manager, licensee or other competent person shall carry out observations in the vicinity of the properties at [insert], on at least [insert] intervals between [insert] and [insert] whilst live music, karaoke or DJ's playing recorded music is taking place to establish whether there is a noise breakout from the premises. (ii) If the observation reveals noise breakout at a level likely to cause disturbance to the occupants of properties in the vicinity then the volume of music shall be reduced to a level that does not cause disturbance.
NP40	<ul style="list-style-type: none"> (i) A record of such observations shall be kept in a book for that purpose, such a book shall be completed immediately after the observation detailing the time, location and duration of the observation, the level of noise breakout and any action taken to reduce noise breakout. (ii) Such book to be made available at all times upon request to a police officer or an officer of the local authority.
NP41	<p>One off Events</p> <p>The organiser shall appoint a suitably qualified and experienced noise control consultant approved by the council through an authorised officer of the Pollution Control Team no later than (insert) weeks prior to the event. The noise control consultant shall liaise between all parties including the promoter and sound engineer and the Licensing Authority etc on all matters relating to noise control prior to and during the event. The consultant must be experienced in noise propagation and control, particularly from music events.</p>
NP42	The control limits set at the mixer position shall be adequate to ensure that Music Noise Level (MNL) shall not exceed LAeq (15 mins) of (insert) over a 15 minute period at the nearest noise sensitive premises throughout the duration of the event.
NP43	A noise propagation test shall be undertaken at a time to be agreed prior to the start of the event in order to set appropriate control limits at the sound mixer position. The sound system shall be configured and operated in a similar manner as intended for the event.
NP44	The organiser shall ensure that the promoter, sound supplier and all individual sound engineers are informed of the sound control limits.

NP45	A logging noise level meter shall remain at the mixing desk so that the noise consultant and sound engineers can ensure that the predetermined noise levels are not exceeded. The results of the monitoring shall be provided to the Licensing Authority within 10 working days following the event.
NP46	During the events the noise consultant shall monitor noise levels at (insert) and at any other sites deemed necessary by the council during the event.
NP47	The consultant shall be able to contact the mixer desk and advise the sound engineer accordingly to ensure that the Licensing Authority can contact the consultant and sound engineer throughout the events and during the sound checks. The results of the monitoring shall be provided to the Licensing Authority within 10 working days following the event.
NP48	The exact times of all sound checks and performances shall be submitted to, and approved by the Licensing Authority no later than 10 working days before the events. (In order to prevent disturbance to the occupiers of (insert) no sound checks shall be carried out before (insert hours).
NP49	Details of the time, date and duration of set up and dismantling of the stage and other associated noise generating activities (refuse disposal, provision and emptying of toilets, generators, etc.) outside the times of the performances shall be submitted to, and approved by the Licensing Authority no later than 10 working days before the events.
NP50	All local residents likely to be affected by noise from the event shall be informed in writing as to: (i) The exact times of all performances and sound checks. (ii) A contact name and telephone number should they wish to make a complaint of noise.
NP51	The occupiers of premises, detailed below, shall be informed in writing, no later than 10 days before the event of the exact times that the event will operate and a contact name and telephone number should they wish to make a complaint of noise (insert addresses).
NP52	Whilst the event is being held, the licensee, event organiser or other competent person shall carry out observations in the immediate area around the event, to assess the level of noise. Should such observations confirm that noise is disturbing to the occupiers of premises in the vicinity, then appropriate steps shall be taken to control noise levels in order to prevent disturbance to local residents.
NP53	Orientation of speakers be such that all sound is directed away from residential properties and towards (insert).
NP54	Customer Noise Except for access and egress all doors and windows shall be kept closed after (insert) hours.

NP55	Clear notices displayed at all points where customers leave the building must instruct them to respect the needs of local residents and leave the premises and the area quietly.
NP56	The (garden/patio) must not be used by customers after the hours of (insert).
NP57	The car park must be securely locked to prevent access to customers cars between (insert) and (insert) providing the locking of the car park does not effect any means of escape or any evacuation plan.
NP58	There shall be no consumption of beverages purchased from the premises outside of the premises.
NP59	There shall be no consumption of beverages in any outside areas/specific after (insert) hours.
NP60	Any outdoor areas to (the front/rear of) the premises must not be used by customers or staff after 22.00 hours.
NP61	The premises supervisor, manager or other competent person shall manage any outdoor area to ensure that customers do not behave in a noisy, rowdy or offensive manner.
NP62	Clear notices must be displayed at prominent points in all outdoor areas (informing them as to the requirements of points (insert and insert i.e. no drinks, hours of use, above and) requesting that they respect the needs of local residents and behave in a quiet and orderly manner.
NP63	A clear notice shall be displayed at any exit to the premises to instruct customers to respect the needs of local residents and leave the premises and the area quietly.
NP64	There shall be no consumption of beverages purchased from the premises in open containers outside at the front of the premises.
NP65	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.
NP66	<p>Noise from plant and equipment</p> <p>Noise from any ventilation, refrigeration or air conditioning plant or equipment shall not cause nuisance to the occupants of any properties in the vicinity.</p> <p>Recommendation:</p> <ol style="list-style-type: none"> a) The rating level of any noise from any fixed plant shall not exceed the background noise level by more than 0dB at the nearest noise sensitive property as determined by BS 4142: 1997 Method of rating industrial noise affecting mixed residential and industrial areas at any time. b) Anti vibration mounts should be used to isolate plant from fixed structures and a flexible connector used to connect the flue to the fan if there is a potential to transmit vibration to any noise sensitive property. Any systems will also need regular maintenance so as to reduce mechanical noise.

	<i>Guidance on the above can be gained at 'Guidance on the Control of Odour & Noise from Commercial Kitchen Exhaust System' published electronically by Department for Environment, Food and Rural Affairs. Product Code PB10527.</i>
NP67	Signage. Signs shall be prominently displayed at the premises requesting that patrons respect local residents and leave the premises quietly.

OA OPEN AIR REGULATED ENTERTAINMENT

Unique conditions will be attached to an open air event to meet the specific requirements of the Licensing Authority or its Responsible Authorities dependent on the site, the type of entertainment to be held and the anticipated audience.

PP PERFORMANCE OF PLAYS – ONLY APPLICABLE IF AUDIENCE IN EXCESS OF 500 PEOPLE

PP01	All scenery which expression includes all cloths, draperies, gauze cloths, hangings, curtains, fabric decorations and all floral decorations, and all properties of whatsoever kind on the stage shall be non-flammable and shall be available for test by officers of the Fire Authority.
PP02	Scenery (except that in use for the current production) shall only be kept in an appropriate scene and property store.
PP03	Ropes attached to counterweights shall be tested by a competent person appointed by the premises licence holder at such intervals as may be necessary to guard against failure, and in any event not less than once every twelve months.
PP04	Where smoking is essential to the action of the performance, such additional precautions as may be required by the Licensing Authority shall be strictly observed.
PP05	The safety curtain to the proscenium opening shall be lowered and raised in the presence of each audience.
PP06	In the event of the safety curtain being out of order, the licensee shall immediately notify the Chief Fire Officer.
PP07	Whenever the safety curtain is lowered, sufficient lights shall be immediately lighted to give good general illumination of the auditorium.
PP08	No scenery or apparatus of whatsoever kind shall at any time during the performance cross the plane of descent of the safety curtain, or in any circumstances interfere with its descent.
PP09	Except with the consent of the Licensing Authority scenery or properties shall not be placed on the auditorium side of the safety curtain.

PS PREMISES – SECURITY

PS01	Outdoor lighting shall be positioned, so far as is reasonably practicable, so as to limit its intrusion into residential accommodation in the vicinity of the licensed premises whilst maintaining an adequate level of lighting for the safe access and egress of customers and persons employed at the premises.
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PS02	The premises licence holder shall ensure that the car park of the premises shall be illuminated at all appropriate times but that outdoor lighting shall be positioned, so far as is reasonably practicable, so as to limit its intrusion into residential accommodation in the vicinity of the licensed premises whilst maintaining an adequate level of lighting for the safe access and egress of customers and persons employed at the premises.
PS03	The premises licence holder shall ensure that the barrier to the car park shall be properly secured at all appropriate times, providing that securing of the barrier does not effect any means of escape or any evacuation plan.
PS04	The premises holder shall ensure that the burglar alarm shall be maintained and implemented at the premises.
PS05	The premises holder shall ensure that the premises are a member of any locally operating Pub Watch Scheme.
PS06	The premises licence holder shall ensure that signage is appropriately displayed in the premises advising all customers not to leave any belongings unattended.
PS07	The premises licence holder shall ensure that a documented search policy is implemented at the premises. Any searches shall only be conducted by same sex. Staff training is to be given in the correct procedures and records are to be kept in a bound book. All documentation shall be produced to an authorised officer of the Licensing Authority or a constable upon request.
PS08	Drugs and weapons seized will be placed in a locked receptacle set aside for this purpose. The means for securing or unlocking the receptacle will be retained by the premises licence holder or the designated premises supervisor or in their absence any other responsible person. A record shall be made of the seizure, the time, date and by whom, and to whom the items were handed on to in a bound book specifically kept for that purpose. Such a book to be produced to an authorised officer of the Licensing Authority or a constable upon request. The premises licence holder shall make suitable arrangements with the Police for the collection of any seized items.
PS09	<i>This condition is aimed at problematic premises</i> Hand held metal detecting scanners shall be in use at the premises during all trading hours, other metal detecting scanners may be used such as fixed metal detectors at all entrances. Detectors shall be operated by door supervisors or by suitably trained staff when no door supervisors are on duty, and such detectors shall be operative when any licensable activity is taking place. Fixed detectors shall be installed to the satisfaction of the Licensing Authority and the Police.
PS10	An incident report logbook shall be held at the premises at all times and shall be produced to an authorised officer of the Licensing Authority or a constable immediately upon request. It shall contain the details of persons involved, incident description, time and date, actions taken and final outcome of the situation.

PS11	Spirits shall be located (insert location), and all other alcoholic beverages to be located on display in such a position that it is not obscured from the constant view of the cashier / staff by other fixtures. (If this is reasonably practical because of refrigeration or other limitations, the Licensing Authority shall be consulted regarding other suitable locations in the premises).
PS12	The requirement for the presence of a security officer shall be subject to consultation and review with the Licensing Authority and the Police. On those occasions when security staff are deemed to be required they shall be at the premises between the hours of (insert hours) hours daily.
PS13	The need for security guards shall be assessed by the licence holder / designated premises supervisor on a regular basis and security guards shall be employed when and where the assessment requires. However, as a minimum, one dedicated SIA registered (or other accredited scheme recognised by the Licensing Authority) security guard shall be employed at the premises.
PS14	The premises licence holder shall provide contact details for any security personnel employed at the premises to an authorised officer of the Licensing Authority or a constable upon request.

PW POLICE LISASON, PUB WATCH OR SIMILAR SCHEMES
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PW01	The premises licence holder shall ensure participation in any Pub Watch or similar scheme operating in the locality of the licensed premises.
PW02	Subject to reasonable notice being given which save in an emergency shall be not less than seven days, the premises licence holder shall ensure attendance at any meeting convened by the Police to discuss any matters relating to the premises.

RL RADIO LINKS

RL01	The premises shall be incorporated into Storennet, or Pub Watch, or similar scheme operating within Caerphilly County Borough Council
RL02	The radio equipment shall be kept in working order at all times.
RL03	The radio equipment shall be made available to and be monitored by the designated premises supervisor or a responsible member of staff at all times that the premises are open to the public.
RL04	Any Police instruction / direction received via the radio scheme shall be complied with whenever given.
RL05	All instances of crime or disorder are reported via the radio equipment by the designated premises supervisor or a responsible member of staff to an agreed Police contact point.

SA CONTROLS FOR SALE OF ALCOHOL	
SA01	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.
SA02	<p>(a) An approved proof of age scheme shall be adopted, implemented and advertised within the premise such as 'Challenge 25' whereby an accepted form of photographic identification shall be requested before any alcohol is sold to any person who appears to be under 25 years of age. Acceptable proof of age shall include identification bearing the customers photograph, date of birth and integral holographic mark or security measure. Suitable means of identification would include PASS approved proof of age card, photo-card driving licence and passport.</p> <p>(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 and where practicable at each point of sale.</p>
SA03	The premises licence holder shall required the designated premises supervisor, or in his / her absence other responsible person, to 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.
SA04	The premises shall be cleared of customers within 30 minutes of the last supply of alcohol on any day.
SA05	Intoxicating liquor will only be sold and supplied to customers who are engaging in a sit down table meal, as an ancillary to that meal.
SA06	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.
SA07	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.

SE PROVISIONS RELATING TO ADULT ENTERTAINMENT	
SE01	Striptease or adult types of entertainment will only take place in designated areas approved by the Licensing Authority. Arrangements for access to the dressing room shall be approved by the Licensing Authority and shall be maintained at all times whilst striptease is taking place and immediately thereafter.
SE02	Whilst striptease entertainment is taking place, no person aged under the age of 18 will be allowed on that part of the licensed premises where the striptease entertainment is taking place and such part must not be visible from other parts of the premises. A clear notice shall be displayed at each entrance to the premises in a prominent position so that it can be easily read by persons entering the premises on the following terms:- 'No person under 18 years will be admitted'.
SE03	Dancers not performing must not be in a state of undress in any area in which the public have access.
SE04	Dancers shall only perform on the stage area or to seated customers.
SE05	Performers shall be aged not less than 18 years.
SE06	The premises licence holder must not permit the display outside of the premises of photographs or other images which indicate and suggest that striptease or similar dancing takes place on the premises.
SE07	There shall be at least (insert number) registered door supervisor(s) on the premises when the striptease entertainment is taking place.
SE08	There shall be no physical contact between customer and the performer before, during or after the performance other than the placing of money or tokens into the hands of the dancer, or by the placing of notes by the customer in a garter worn by the performer for that purpose.
SE09	The premises licence holder, performer and any person concerned in the organisation or management of the entertainment shall not encourage, or permit encouragement of the audience to throw money at or otherwise give gratuities to the performers (other than in accordance with SE08 above).
SE10	The performer shall at all times wear, for females, a g-string and males appropriate clothing to cover their genitalia adequately and the clothing shall not be transparent or removed.
SE11	No performer shall at any time reveal any part of their genitalia or anus.
SE12	No sex act shall take place.
SE13	The area proposed for striptease shall: <ul style="list-style-type: none"> (a) Be in a position where the performance cannot be seen from the street. (b) Be in a designated area of the premises with segregation from the audience. (c) Be in a position where the performers will have direct access to the dressing room without passing through or in close proximity of the audience.

SE14	The entertainment shall be given only by performers / entertainers and the audience shall not be permitted to participate.
SE15	Persons appearing on stage shall go directly between the dressing room and designated performance area without passing through or in close proximity to the audience.
SE16	Striptease / exotic / adult entertainment dancers (including table side / lap / pole dancers) must immediately dress at the conclusion of each performance.
SE17	Entertainment provided by topless (only) dancers to customers seated at tables may only take part in those parts of the premises approved by the Licensing Authority. No audience participation shall be permitted.
SE18	Should a customer attempt to touch a dancer, the dancer must withdraw and report the matter to her / his manager / supervisor.
SE19	No telephone number, address or information leading to any further meeting may be passed from customer to dancer or vice versa.
SE20	No dancer may perform if they are intoxicated.
SE21	No member of the public shall be admitted or allowed to remain in the dance area if they appear to be intoxicated.
SE22	All members of the public shall remain seated in the dance area other than when they arrive, depart, visit the toilet or go to the bar.
SE23	Signs must be displayed at the entrance to the dance area stating: 'Any customer attempting to make physical contact with a dancer will be asked to leave', Signs must be sufficient in size, legible and positioned so as to be read by all customers entering the dance area.
SE24	No dancer shall perform any sexually explicit or lewd act.
SE25	Whilst dancing takes place not less than (insert agreed number) of Door Supervisors registered Security Industry Authority or other accredited scheme recognised by the Licensing Authority shall be employed in the part of the premises used for dancing unless alternative arrangements are approved by the Licensing Authority.
SE26	CCTV shall be installed to cover all areas where dancing will take place. All cameras shall continually record whilst the premises are open to the public.
SE27	Striptease entertainment or any exotic entertainment involving full nudity shall not be permitted at the premises.
SE28	The premises shall not be permitted to be used for any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children which prohibited uses include, among other things, nudity or semi-nudity, films for restricted age groups or any relevant entertainment (with the meaning of the third schedule to the Local

Government (Miscellaneous Provisions) Act 1982) except where that is expressly permitted under a licence or waiver granted or given under that legislation.

Conditions to be complied with when showing 'RESTRICTED (18)' Films

No films in the 'RESTRICTED (18)' category may be exhibited in a cinema operating as a club in accordance with conditions CE16 – CE25

SF SANITARY FACILITIES

SF01	Adequate sanitary accommodation shall be provided at the premises in accordance with either the District Surveyors Technical Standards for places of entertainment or the BS6465 standard for sanitary provisions or any British Standard replacing or amending the same.
SF02	In respect of temporary sanitary facilities the premises licence holder shall ensure that the servicing of sanitary accommodation takes place on a continuous basis throughout the event to ensure the sanitary accommodation is kept in a usable condition at all times when the public require it to be available.
SF03	In respect of temporary sanitary facilities the premises licence holder shall ensure that the removal of sewage takes place hygienically and appropriately at the conclusion of the event or as required.

ST SEATING

ST01	In any part of the premises which is regularly used for a closely-seated audience all seats shall be securely fastened to the floor. In premises not so regularly used chairs, if provided, shall be securely fastened together in lengths of not less than four nor more than twelve chairs whenever more than 200 persons are to be accommodated. There shall be a space of not less than twelve inches between the back of one seat and the front of the one behind, measured in perpendiculars, provided that in premises erected before 4 October 1948; the space shall be not less than may be allowed by the Licensing Authority. Except with the consent of the Licensing Authority, no seat shall be more than 4 metres from a gangway. Any upholstered seating and furniture which is either purchased, provided or replaced during the period of the licence shall meet the current British Standard. All upholstered seating and furniture shall be properly maintained and be in good condition.
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SM SMOKING AREAS

SM01	Dedicated smoking areas within the curtilage of premises. The smoking area shall be permanently monitored by a minimum of (insert number) SIA or other accredited scheme recognised by the Licensing Authority registered door staff during (insert hours) hours. The amount of people in this area will not exceed (insert occupancy number) persons; this shall be monitored with (insert method of monitoring occupancy number) from a position (insert positions from which monitoring is to take place). The numbers and location shall be permanently monitored by a SIA or other accredited scheme recognised by the Licensing Authority registered (or other accredited scheme recognised by the Licensing Authority) door staff located at (insert location from which door staff can conduct this duty).
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SM02	<p><i>This condition is aimed at problematic premises where there are external smoking areas which may be viewed as areas of potential concern</i></p> <p>Where smoking areas within curtilages of premises abut areas to which the public have access then the following condition will be deemed as appropriate.</p> <ul style="list-style-type: none"> (a) A safety netting, mesh or screen (of a gauge that satisfies the requirements for the 50% rule for enclosed space walling under smoking legislation), shall be fitted and maintained in order to prevent objects being passed from the outside into the smoking area. (b) Intoxicating liquor shall not be permitted into the access walkways leading to and within the smoking area. (c) Any bottle or bin stores located near an external smoking facility shall be enclosed and secured. (d) There shall be no furniture in the outside areas, with the exception of the appropriate wall mounted receptacles for tobacco waste materials. (e) Public access areas outside of the smoking area shall have PIR lights operated and maintained in order to draw attention to persons moving around outside the smoking area. (f) Calculations regarding the smoking area shall be deemed as forming a part of the premises licence: (g) The smoking area shall be thoroughly cleaned, provided with adequate lighting and painted so as to clearly designate this area as the smoking area. (h) The floor of the smoking area shall be level. (i) An adequate number of wall-mounted ashtrays shall be provided in the smoking area. (j) Staff shall be instructed to clean the smoking area and adjacent pavements of smoking-related litter before and after each period of use.
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SX SPECIAL EFFECTS, NOVEL AND ONE OFF PROMOTIONS

SX01	<ul style="list-style-type: none"> (a) All special effects, equipment and mechanical installations shall be selected, arranged, stored and used so as to minimise any risk to the safety of the audience, performance and staff. This must be on the basis of a written risk assessment. (b) 'Special effects' include: Dry ice machines, cryogenic fog machines, smoke machines and any other type of fog generators, pyrotechnics including fireworks, explosives and other highly flammable substances, real flame, firearms, motor vehicles, strobe lighting, lasers, foam, any other unusual or novel effect. (c) Furthermore written permission must be sought from the licensing authority <u>before</u> using any of the above – for the first time and after any significant changes have been made to the venue, usage of the effect or the equipment itself.
SX02	<p>No outdoor fireworks or other pyrotechnics shall be used other than with the prior consent of an officer of the Pollution Control Team.</p>
SX03	<p>A documented risk assessment of promotional or one-off 'entertainment' events shall be conducted by the management of the venue and such risk assessment shall be available upon request by an authorised officer of the council or the Police. Promotional or one-off events shall be notified to the Licensing Authority and the Police at least one month prior to the proposed event.</p>
SX04	<p>Use of premises by third parties. Where the premises, or parts of the premises may</p>

	be hired out by third parties or be used by events promoters, the premises licence holder must ensure that there are appropriate procedures in place that will ensure that as far as possible, the third party is aware of the licensing conditions and has in place their own procedures / arrangements which will ensure that the licensing objectives are not compromised.
SX05	Except where expressly permitted no lasers, smoke producing effects, light shows (strobe lights) or pyrotechnics shall be used at any time when licensable activity is taking place.
SX06	Except where expressly permitted, explosives or highly flammable substances shall not be brought on to or used in the premises at any time when any licensable activity is taking place.
SX07	Acts and performances. No act or performance where there may be a risk of injury from fire; falling objects or people; impact; moving equipment; animals or any other source should take place within the venue unless it is done safely and without risk to the public. Control measures must be decided on the basis of a written risk assessment, which must be submitted to the Licensing Authority at least 14 days before the event. Written permission of the Licensing Authority must be given before the act or performance can go ahead.
SX08	Unless the express consent of the Licensing Authority is obtained and subject to any conditions attached to such consent, no person shall give at the premises (otherwise than as provided by Section 5 of the Hypnotism Act 1952) any exhibition, demonstration or performance of hypnotism, mesmerism or any similar act or process which produces or is intended to produce in any person any form of induced sleep or trance in which the susceptibility of the mind of that person to suggestion or direction is increased or intended to be increased.

TL TELEPHONE

TL01	The premises licence holder shall ensure the designated premises supervisor, or nominated deputy in their absence, provides unhampered use of a telephone on the premises for use in an emergency, while licensable activity entertainment is taking place, in premises that do not have the benefit of a permanent phone installation then a mobile phone must be available.
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TR TRAINING

TR01	The premises licence holder shall provide training for all staff to ensure that they are familiar with all means of ingress and egress and the appropriate procedures in case of any emergencies that require an immediate evacuation of the premises. A record of the training shall be maintained and shall be available upon request by authorised members of the Licensing Authority or a constable.
TR02	All staff are to be trained with respect to underage sales, such training to be updated as necessary when legislation changes and should include training in how to refuse sales to difficult customers.

TR03	A record of all staff training shall be maintained at the premises and made immediately available upon request to an authorised office of the council or the Police. The documentation relating to training should extend back to a period of three years and should specify the time, date and details of the persons both providing the training and receiving the training.
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VN VENTILATION	
VN01	All parts of the licensed premises used by members of the public shall be effectively and suitably ventilated by a sufficient quantity of fresh or purified air. The air within the premises shall be maintained at a reasonable and comfortable temperature immediately before and during their use by patrons. Guidance on this should be sought from Guide B 'Heating, Ventilation, Air conditioning and Refrigeration' issued by the CIBSE (Chartered Institute for Building Services Engineers) or any document replacing the same.

WM WASTE MANAGEMENT / ODOURS	
WM01	No accumulation of combustible rubbish, dirt, surplus material or stored goods shall be permitted to remain in any part of the premises except in an appropriate place and of such quantities so as not to cause a nuisance, obstruction or other safety hazard.
WM02	The premises licence holder shall ensure that adequate measures are in place to prevent the escape of odours from the premises. This includes odour from food preparation and refuse storage.
WM03	The licence holder shall ensure that adequate measures are in place to remove litter or waste arising from their customers and to prevent such litter from accumulating in the immediate vicinity of their premises. In particular, where necessary the premises licence holder shall ensure that adequate measures are in place to provide customers with sufficient receptacles for the depositing of waste materials such as food wrappings, drinks containers, smoking related litter, etc.
WM04	The premises licence 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.
WM05	The premises licence holder, premises supervisor or event manager, shall ensure that measures shall be put in place to remove litter or waste arising from customers and to prevent such litter from accumulating in the immediate vicinity of the premises or neighbouring premises.
WM06	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.
WM07	Activities relating to the on site disposal (including placing into external receptacles)

	and collection of refuse, bottles and recyclable materials shall only take place between (insert hours and days as necessary).
WM08	The collection of refuse, bottles and recyclable materials shall only take place (insert hours and days as necessary).
WM09	Activities relating to deliveries shall only take place between (insert hours and days as necessary).

WM10	<p>Odour from any flue used for the dispersal of cooking smells serving the building shall not cause nuisance to the occupants of any properties in the vicinity.</p> <p>Recommendation:</p> <p>It is recommended that any flues for the dispersal of cooking smells shall either:</p> <p>(a) Terminates at least 1 metre above the ridge height of any building in the vicinity, with no obstruction of upward movement of air or;</p> <p>(b) Have a method of odour control such as activated carbon filters, electrostatic precipitation or inline oxidation.</p> <p><i>Guidance on the above can be gained at 'Guidance on the Control of Odour & Noise from Commercial Kitchen Exhaust System' Published electronically by Department for Environment, Food and Rural Affairs, Product Code PB10527. http://www.defra.gov.uk/environment/noise/research/kitchenexhaust/pdf/kitchenreport.pdf</i></p>
WM11	<p>The premises licence holder shall ensure that all packaging provided with takeaway food is marked in some way as to show its point of origin.</p>
WM12	<p>Foul water arising from the operation of the premises shall be disposed of in an appropriate manner.</p>
WM13	<p>Where a premises i.e. mobile unit is regularly removed from site the premises licence holder shall ensure that site is properly cleaned and that any accumulations of surface grease are properly cleansed and removed from the site.</p>