APPENDIX 2

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 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:

(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 *(insert number)* 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 The licence holder shall determine the occupant capacity of the premises on the basis of documented risk assessment(s).

(i) The risk assessment(s) must take into account all relevant factors including space, means of access and aggress, toilet provision, load-bearing capacity of floors, ventilation, etc and must be reviewed regularly, and if circumstances change;

(ii) Where necessary separate occupancy levels must be set for different parts of the premises;

(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;

(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;

(v) Measures must be put in place to ensure that the capacity is not exceeded at any time;

(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;

(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.

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 *(insert period)* of the date of *(insert either date of hearing or date of issue of licence).*

CA10 There shall be no entry or re-entry to the premises after *(insert terminal hour for entry)* hours. Appropriate signage shall be clearly displayed at each exit from the premises advising patrons that re-entry to the premises after *(insert terminal re-entry time)* 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 *(insert number)* persons in the premises. *(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 *(insert name of policy e.g. Health and Safety, fire risk assessment and date submitted to the Licensing Authority)* 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.

CC CCTV

CC01 CCTV shall be in use at the premises.

(i) Where a CCTV system is to be installed, extended or replaced, it shall be to an appropriate standard as agreed with the Licensing Authority in consultation with the Police. Where a CCTV system is to be installed, it shall be fully operational by *(insert date).* Where existing CCTV systems are to be replaced or extended the replacement or extension to the system shall be concluded by *(insert date)* 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 *(insert hours)* hours.

CC02 A minimum of *(insert number)* head mounted mobile cameras (robo-cams) shall be in use at the premises from (insert commencement hours) 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 (insert specified areas where appropriate).

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 *(insert date)*. 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 *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.*
No film shall be exhibited unless –
(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 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 –

(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
(iii) The effect of such 'U', 'PG', '12A' or '18' certificates in relation to the admission of persons under the age of eighteen years.

CE07 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.

CATEGORY 'U':	Passed for universal exhibition
CATEGORY 'PG':	Passed for universal exhibition but parents are advised that the film contains some scenes which may be unsuitable for young children.
CATEGORY '12A':	Passed as suitable only for exhibition to persons of twelve years and over. Children under 12 must be accompanied by an adult.
CATEGORY '15':	Passed as suitable only for exhibition to persons of fifteen years and over.
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.

CE08 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.

CE09 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.

CE10 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.

CE11 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.

CE12 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.

CE13 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 conductive 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.

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 proprietors;

(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;

(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;

(vi) Membership cards shall be personal to the member and shall not be transferable to any other person;

(vii) Neither membership tickets nor guest tickets shall be transferable; No member shall introduce as a guest any person under the age of 18 or any person whose application for membership has been refused;

(viii) 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;

(ix) An annual subscription shall be fixed for the club and shall run for 12 months from the date of registration;

(x) 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.

(xi) On admission a member shall be bound by the rules of the club and by any byelaws and regulations made there-under.

CE24 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.

CL CEILINGS

CL01 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.

CL02 The certificate required to be submitted by the previous paragraph of these conditions shall be in the following form:-
“I/We hereby certify that the ceilings and ornamental plasterwork over all parts of the premises to which the public have access at *(insert name of premises)* have been inspected on *(insert date)* 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”.
Signed……
Competent Technical Advisor(s) to the Licensee(s).
Date…….
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.
Signed……
Technical Advisor(s) to the Licensing Authority .
Date…….
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.

CV CHILDREN AND VULNERABLE PERSONS

CV01 All children shall vacate the premises by *(insert time)* hours.

CV02 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) 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 People with disabilities may be permitted, to sit in the auditorium in wheelchairs, other than petrol driven chairs, subject to the following conditions:

(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 *(insert number)* door supervisors, who have been accredited by the Security Industry Authority or any accreditation scheme recognised by the Licensing Authority, on duty from *(insert hours)* 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:

(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);The time they began their duty;

(iii) The time they completed their duty.

(iv) This register is to be kept at the premises at all times and shall be so maintained as to enable an authorised officer of the Licensing Authority or a constable to establish the particulars of all door stewards engaged at the premises during the period of not less than 31 days prior to the request and shall be open to inspection by authorised officers of the Licensing Authority or a constable upon request.

[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:

(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

These details should be easily accessible to any authorised officer of the Licensing Authority or a constable.

DC04 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.

DC05 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.

DC06 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.

DC07 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.

DC08 Door Stewards shall prevent access to the premises of any excluded individual (subject to Court bans or bans imposed by the licence holder).

DC09 Where queuing is allowed outside of a premises door steward(s) shall maintain an orderly queue of patrons.

DC10 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 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 *Please note that this condition is directed specifically at problem premises.* 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 *(insert number)* door supervisors shall permanently monitor the smoking area during *(insert appropriate hours)*.

DC16 A minimum of *(insert number)* 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 *(insert commencement hours)* until *(insert terminal hours).*

DC18 All door supervisors shall be capable of communicating instantly with one another by way of radio or other simultaneous system of communication.

DC19 *Please note that this condition is directed specifically at problem premises.* 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 Electrical installation in areas used by members of the public shall be subject to the following:

(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 *(insert name of area i.e. beer garden, upper patio, etc)* shall only be open to customers *(insert days)* from *(insert commencement time)* 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. insert date). 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 *(insert date)*).

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:

(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 EQUIMENT 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 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:

(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.

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.

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 Smoking Area. If patrons are to be allowed to use the area for smoking then the following conditions must apply:

(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;
The area must be regularly swept to remove cigarette ends;
(v) Adequate arrangements must be made to prevent overcrowding or disorder on the *(insert location)*, particularly if patrons exiting towards the smoking area whilst others are queuing for entrance in/on the *(insert location)*.

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:
(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

Said document having been provided to the Licensing Authority, to be kept with the licence records.

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 *[*delete 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 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:

(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

(ii) The charge is specified for the matter in question in the tariff; and

(iii) The charge is no more than that stated in the tariff

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 *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.*

The premises licence holder shall ensure that:

(i) The speakers are not placed in positions where members of the public can stand within close proximity to them.

(ii) Consumer-friendly signs that give advice about hearing protection shall be appropriately displayed. Earplugs are either available free of charge or that they are available for purchase by patrons.

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 *(between the hours of 23.00 and 07.00 the next day) (at any time).*

NP10 In order to improve the sound attenuation of the premises the *(doors(s)) (window(s))* at *(specify)* shall be fitted with *(double) (secondary)* glazing to the satisfaction of the Licensing Authority by *(insert date).*

NP11 *(Doors) (Windows) (Openings) (Ventilators) (Airbricks (fans))* in the external fabric of the premises shall be acoustically *(sealed) (treated)* to the satisfaction of the Licensing Authority by *(insert date).*

NP12 A (sound trap lobby/acoustic door/automatic door closer) shall be installed at (describe the location) to the satisfaction of the Licensing Authority by (insert date).

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 *(in consultation with the Pollution Control Section of the Caerphilly County Borough Council)* 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 Monitoring
The manager, licence holder or other competent person shall carry out observations in the vicinity of the properties at *(insert location),* on at least *(insert time period e.g. hourly)* intervals between *(insert start time)* and *(insert finish time)* 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.

NP20 Sound Insulation Works
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.

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 *(adjacent)* residential use *(above).* 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 *(specify) (amplified music) (refrigeration) (ventilation) (air conditioning plant) (other)* at the premises from affecting neighbouring noise sensitive properties at *(insert address).* 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 *(such as terraces and beer gardens)* do so in a quiet and orderly fashion.

NP29 Noise from premises shall not result in exceedances of the following noise levels expressed as *[x minute LAeq]* at *[stated location].*

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

NP30 Sound Insulation Works
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.

NP31 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.

Guidance

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'.

The recommended design criteria for dwellings are as follows:

Daytime (07.00 – 23.00) LAeq (16 hours) 35 dB & Noise Rating Curve NR35 in all rooms. Nightime (23.00 – 07.00) LAeq (8 hours) 30 dB & Noise Rating Curve NR20 to NR25 in bedrooms.

(i) NP32 A report shall be submitted detailing the potential for noise from *(insert – amplified music, refrigeration, heating, ventilation and air conditioning plant etc)* at the premises from affecting neighbouring noise sensitive properties at *(insert).*

(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.

(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.

Guidance
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'.

The recommended design criteria for dwellings are as follows:
Daytime (07.00 – 23.00) LAeq (16 hours) 35 dB & Noise Rating Curve NR35 in all rooms. Nightime (23.00 – 07.00) LAeq (8 hours) 30 dB & Noise Rating Curve NR20 to NR25 in bedrooms.

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 Noise Limiting Device
Limiter required from commencement of Premises Licence – this condition may be required where representations are submitted or if the licence is being reviewed.

(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 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.
(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.

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.

NP37 *(Condition regarding limiter only triggered if nuisance witnessed)*

(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.
(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.
(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.

NP38 *(Limiter already set)*

(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 *(Date).*
(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 Monitoring

(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 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.

(i) Such book to be made available at all times upon request to a police officer or an officer of the local authority.

NP41 One off Events

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.

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 Noise from plant and equipment

Noise from any ventilation, refrigeration or air conditioning plant or equipment shall not cause nuisance to the occupants of any properties in the vicinity.

Recommendation:

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.

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.

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.

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 *This condition is aimed at problematic premises*
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

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 Storenet, 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 (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.

(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.

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 stated 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:

(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 2948; 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.

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.

SM02 *This condition is aimed at problematic premises where there are external smoking areas which may be viewed as areas of potential concern*
Where smoking areas within curtilages of premises abut areas to which the public have access then the following condition will be deemed as appropriate.

(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 designated 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.

SX SPECIAL EFFECTS, NOVEL AND ONE OFF PROMOTIONS

SX01 (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.
(b) 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 No outdoor fireworks or other pyrotechnics shall be used other than with the prior consent of an officer of the Pollution Control Team.

SX03 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.

SX04 Use of premises by third parties. 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 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 in 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.

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.

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 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.
Recommendation:
It is recommended that any flues for the dispersal of cooking smells shall either:

(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;
(b) Have a method of odour control such as activated carbon filters, electrostatic precipitation or inline oxidation.

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.
Link to DEFRA guidance

WM11 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.

WM12 Foul water arising from the operation of the premises shall be disposed of in an appropriate manner.

WM13 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.