



LICENSING ACT 2003

THE LICENSING ACT 2003 (PREMISES LICENCES AND CLUB PREMISES CERTIFICATES) REGULATIONS 2005

GUIDANCE NOTES - APPLICATION FOR A PREMISES LICENCE

The notes below are intended as guidance for applicants seeking a premises licence under the provisions of the Licensing Act 2003. A separate form is available for 'qualifying club premises' such as welfare and institutes. If you are in doubt as to the type of licence you require please contact the Licensing Team at Ashfield District Council (ADC).

NB Applications for premises licences must be made to the licensing authority within whose area the premises is situated. Application forms can be obtained from the DCMS (Department of Culture, Media and Sport) website, ADC's website or on request from the Licensing Team at ADC.

Broadly speaking, a premises licence can authorise the following activities:

- the sale or supply of alcohol
- the provision of regulated entertainment
- the provision of late night refreshment

Further information about what activities are licensable is given later in this guidance. Additional guidance notes are also included on the application form itself; you are advised to read these. If you have any additional queries on how to complete the form please contact the Licensing Team.

Applicants are required to complete all relevant parts of the form.

THE APPLICATION FORM

Part 1 - Premises Details

Please complete all boxes with the full address details. If the application relates to an event on open land you should describe the location or give the Ordnance Survey map reference.

The application fee is based on the Non-Domestic Rateable Value (NDVR) of the premises (the 'business rate'). It is not the same as the actual business rate that may be paid and is not based on takings or turnover. If you are unsure of the value this can be obtained from the Valuation Office Agency (VOA) website **www.voa.gov.uk** or by telephoning the Licensing Team. Premises that do not have a NDRV fall into Band A for licensing fee purposes.

Details of the fee structure are given in Appendix A.

Part 2 - Applicant Details

You can only apply in one capacity. Please tick one of the capacities a) to h). You should then complete either section (A) or (B) on page 2 or 3 of the application form relevant to the capacity in which you are applying.

Part 3 - Operating Schedule

A licence cannot start until after the period allowed for representations (see Appendix C). A premises licence will last for the life of the premises unless you insert a date you want it to end.

5,000 or more people attending

This is required in order to calculate if an additional fee for large events should apply. If you think that more than 5000 people will be on the premises at any one time (including employees) then you should complete the box.

General description of the premises

For example, the type of premises it is, its general situation, the layout and any other information relevant to the application and the licensing objectives e.g. rooms/bars where alcohol is stored or sold or stages/dance floors where regulated entertainment may take place. You should also describe any areas that you intend to provide for people to consume alcohol such as outside areas e.g. beer gardens.

Licensable activities

You should indicate which types of licensable activities you wish to carry on at the premises by ticking the appropriate box(es). You should think about all the activities you may want to conduct at the premises and whether they are licensable activities under the Act. After this you should complete the corresponding boxes from A to M that relate to those activities.

NB Certain activities may fall into several licensable categories e.g. karaoke includes elements of live music, recorded music and the provision of facilities for live and recorded music (the karaoke machine itself).

You should give timings in the 24-hour clock and only give details for days of the week when you intend the premises to be used for the licensable activities in question. Please take care in entering timings since they may only be amended by means of a variation application once a licence has been granted and issued.

Seasonal variations

For example longer hours or additional days during the summer.

Non-standard timings

For example you may wish the activities to go on longer on Christmas Eve or weekends preceding bank holidays. It may also include sporting events overseas that may be broadcast late at night or early in the morning in the UK. You should consider how these events may be viewed by responsible authorities (Police, etc) or interested parties (residents or businesses in the vicinity) and it may be worthwhile talking to them beforehand to ascertain their views.

You are asked to indicate whether the events are taking place indoors or outdoors (apart from box C - indoor sport). Indoors may include a tent.

'Please give further details here'

Please state the type of activity to be authorised if not already stated and give further relevant details, for example whether or not music will be amplified or unamplified.

Boxes A to K (Provision of regulated entertainment)

You should refer to section 1 and Schedule 1 to the Act or contact the Licensing Team for fuller details of the definitions of regulated entertainment.

BOX A: Plays

A performance of any dramatic piece, (including rehearsal), whether involving improvisation or not, which is given wholly or in part by one or more persons present and performing in which the whole or a major proportion of what is done by the person(s) performing, whether by way of speech, singing or action, involves the playing of a role.

BOX B: Films

Any exhibition of moving pictures except where its sole or main purpose is to demonstrate a product, advertise goods or services or provide information, education or instruction, or if it consists or forms part of an exhibit put on show for any purposes of a museum or art gallery. The use of television or radio receivers is not licensable, except for the showing of pre-recorded programmes.

BOX C: Indoor sporting event

A sporting event is defined in the Act as any contest, exhibition or display of any sport in which physical skill is the predominant factor, and any form of physical recreation which is also engaged in for purposes of competition or display which takes place wholly inside a building, and at which the spectators are accommodated inside that building. This includes any roofed structure and could be a vehicle, vessel or moveable structure.

A venue with a roof that opens and closes is regarded under the Act as being an outdoor event and sporting activities in such venues are not licensable under the Act. But note that other activities at such venues (such as the sale of alcohol or live music) are licensable.

BOX D: Boxing or wrestling entertainment

Unlike other sports, boxing and wrestling is licensable whether held indoors or outdoors.

BOX E: Live music

Music includes vocal or instrumental music or any combination of the two. The old '2 in a bar' rule will no longer apply under the new licensing regime. Live music will therefore require a licence regardless of the number of participants. The performance of live music, if it is incidental to some other activity, which is not in itself regulated entertainment, is not licensable.

BOX F: Recorded music

Your licence does not have to cover the playing of recorded music if it is incidental to some other activity which is not itself regulated entertainment, as this would be exempt. For example, background music in a supermarket is likely to be considered to be incidental. If you have a jukebox or a disc jockey at your premises you need to consider whether, in your particular case, this is incidental music or whether it is a licensable activity. If in doubt, discuss this with your licensing authority.

BOX G: Performances of dance

Morris dancing or any dancing of a similar nature is not licensable, nor is the performance of unamplified live music as an integral part of such dancing.

BOX H: Entertainment of a similar description to that falling within (e) live music, (f) recorded music or (g) performance of dance

BOX I (the provision of late night refreshment)

You should refer to section 1 and Schedule 2 to the Act or contact the Licensing Team for full details of the definitions of late night refreshment.

This covers the supply of hot food or drink between 11:00pm and 5:00am, although there are several exemptions. Hot drinks consisting of, or containing alcohol, should be authorised under the supply of alcohol, rather than late night refreshment.

A hot drink from a vending machine where the customer inserts the payment into the machine and the drink is supplied directly by the machine is not licensable, but would be if a member of staff takes the money or serves the drink.

Free hot food or hot drink is not licensable, nor is that supplied by a registered charity or by a person authorised by a registered charity.

Hot food or hot drink supplied on a vehicle, which is not permanently or temporarily parked at the time is also exempt.

There are also exemptions that apply to hotel guests, certain employees or particular trades or professions. Supplies of hot food or hot drink on or from premises already licensed under certain other Acts – for example, those used as "near beer" premises in London. If in doubt, you should contact your licensing authority.

BOX J: (sale by retail of alcohol)

If you wish people to be able to consume alcohol on the premises, please tick 'on'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off'. If you wish people to be able to do both, please tick 'both'.

Designated Premises Supervisor

If you intend to sell alcohol, you should give details of the person who you wish to be the designated premises supervisor (DPS) under the new licence. The DPS will need to hold a valid personal licence. In many cases, this will be the premises licence holder, but you can choose to name someone else. There is only one DPS for each premises (but any number of personal licence holders) and it is usually, but not necessarily, the person who has day to day responsibility for the premises. You will also need to submit a 'DPS consent form' signed by the person you wish to be your DPS (you need to do this even if this is the same person who is applying for the premises licence) to confirm that he/she is happy to take on this role. The form is prescribed, and is available on request from your licensing authority or you can print or download it from the DCMS website. The form should be included with your application.

BOX K

This asks you to give information about anything to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or gambling. You do not need to give details here of AWP machines. You do not complete this section if it does not apply to your premises, but rather than leave blank, it would be better to write 'none' or 'N/A' to be clear that you have considered this, rather than simply forgotten to complete the box.

BOX L: Hours premises are open to the public.

While this may include times where no licensable activities take place, it is important for responsible authorities, interested parties and the licensing authority to know how long your premises is open in addition to the times where licensable activities will take place. For example, it might be necessary and proportionate to ensure that licensable activities finish in good time before the premises closes to the public to allow orderly departure.

You should indicate whether any of the 'seasonal variations' to and 'non standard timings' for licensable activities, would affect the hours the premises are open to the public, in the spaces provided. You may also wish to consider whether there will be any seasonal variations or non-standard timings when the premises will be open to the public at different times for non-licensable activities - for example, opening early to provide breakfasts during the Summer holidays.

You do not need to complete this box if it does not apply to your premises i.e. the premises are not generally open to the public.

M – Steps to promote the licensing objectives

You are asked to describe the steps you intend to take to promote the four licensing objectives:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

Don't forget that you should already be abiding by relevant legislation in other areas. Your starting point should be compliance with these requirements. If you feel there is nothing more you need to do, then you might wish to write 'N/A' or something like 'nothing beyond existing Health and Safety/Fire Safety etc requirements'. This shows you have considered the objectives and come to a decision that you have nothing additional to do and not that you have forgotten to write anything in this section. Of course, if a responsible authority for one of the licensing objectives considers that you need to do more, they will be able to make representations. If you have concerns, you may find it useful to talk to the relevant responsible authority before completing the form.

If you do intend to take additional measures, you should consider carefully what to include. Anything you put down here is likely to become a condition of your licence. Failure to meet those conditions would constitute an offence under the Act. You should therefore think carefully about adding conditions to ensure that they are achievable, realistic, necessary, appropriate, proportionate, and within your control. Base your response on a proper, common sense consideration of the risks and what you can realistically do to mitigate them.

Examples of possible conditions in relation to the four licensing objectives are included in the Guidance which the Secretary of State has issued to licensing authorities and is available from the DCMS website [www.culture.gov.uk]. These are simply given as a pool of potential conditions that might be helpful for people to consider. They are not model conditions and in no way should be seen as standard conditions that should be applied to everyone.

In the 'General Box', list the steps you will take to promote all four licensing objectives together, for example, employing additional staff.

Checklist and declaration

By ticking this list you are making a declaration that you have carried out the listed actions. If you tick the boxes but do not carry out the action you may be making a false declaration which is liable to a fine of up to £5,000.

You should check that you have included all the required documentation and the correct fee. This includes a plan of the premises (see Appendix B for further guidance) and the DPS consent form. You should also send a copy of the advert to the Licensing Authority as soon as possible.

Responsible authorities

In addition to the Licensing Authority, you are required to give a copy of the application, including the accompanying documentation, to the "responsible authorities" on the same day as the application is given to the relevant licensing authority. Responsible authorities are the public bodies that are entitled to make representations to the licensing authority in relation to an application. Any representations must be about the likely effect of granting the application on the promotion of the licensing objectives. The responsible authorities include the following, for the area in which the premises are situated:

- The chief officer of police
- The fire and rescue authority

- The health and safety authority
- The local planning authority
- The environmental health authority
- The body recognised as being responsible for protection of children from harm
- Inspectors of Weights and Measures (trading standards officers)
- The Licensing authority
- The Public Health authority

With regard to a vessel, this list also includes the relevant navigation authority, the Environment Agency, British Waterways Board or the Secretary of State. Please see Appendix C for a list of name and addresses for responsible authorities relevant to Ashfield District.

If part of your premises falls within the area of an adjacent Licensing Authority (local authority) you are also required to send a copy of your application to that authority.

If you are uncertain which of the Responsible Authorities you should be sending copies to please contact the Licensing Team.

Advertising your application

Applications must be advertised as set out in the Act and the Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005. This includes displaying a sign at or outside the premises and an advertisement in a locally circulating newspaper. The purpose of this is to advise persons living in the vicinity of the premises of your intentions. Further guidance (including an example of a notice) is given in Appendix D.

Part 4 - Signatures

The application form must be signed. An applicant's agent e.g. a solicitor, may sign the form on their behalf provided they have the authority to do so.

Where there is more than one applicant, both applicants or their respective agents must sign the form.

For further advice please contact:

The Licensing Team
Health and Housing
Ashfield District Council
Council Offices
Urban Road
Kirkby-in-Ashfield
NOTTINGHAM
NG17 8DA

Tel: 01623 457589

Fax: 01623 457592

Email: licensing@ashfield.gov.uk

List of Appendices

Appendix A - Table of fees

Appendix B - Plans

Appendix C - Addresses of Responsible Authorities

Appendix D - Advertising of applications

APPLICATION FEES

Table 1 – Premises Licences and Club Premises Certificates

	Non-domestic rateable value (NRDV) band				
	A	B	C	D	E
	£4,300 or less (or no NDRV)	£4,301-£33,000	£33,001-£87,000	£87,001-£125,000	£125,001 or more
New application and variation	£100	£190	£315	£450	£635
Fee multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (Bands D & E only)	N/A	N/A	N/A	X2 (£900)	X3 (£1905)
Annual charge	£70	£180	£295	£320	£350
Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (Bands D & E only)	N/A	N/A	N/A	X2 (£640)	X3 (£1050)

Table 2 - Personal Licences and Temporary Event Notices

Personal licence	£37
Temporary event notice	£21

Additional fees apply to Premises Licence applications and the annual fee, for exceptionally large scale events

Number in attendance at any one time	Additional fee payable	Annual fee payable if applicable
5,000–9,999	£1,000	£500
10,000–14,999	£2,000	£1,000
15,000–19,999	£4,000	£2,000
20,000–29,999	£8,000	£4,000
30,000–39,999	£16,000	£8,000
40,000–49,999	£24,000	£16,000
50,000–59,999	£32,000	£16,000
60,000–69,999	£40,000	£20,000
70,000–79,999	£48,000	£24,000
£80,000–89,999	£56,000	£28,000
£90,000 and over	£64,000	£32,000

Fee exemptions

There is no fee where an application is for the provision of regulated entertainment only if certain conditions are satisfied. These conditions are,

- (a) in the case of an application by a proprietor of an educational institution in respect of premises that are or form part of an educational institution—
 - (i) that the educational institution is a school or college; and
 - (ii) the provision of the regulated entertainment on the premises is carried on by the educational institution for and on behalf of the purposes of the educational institution; or
- (b) that the application is in respect of premises that form part of a church hall, chapel hall or other similar building or a village hall, parish hall or community hall or other similar building.

NB: There are no exemptions from fees where an application includes the sale or supply of alcohol as a licensable activity.

PLANS

The plan of the premises should be included with the application, and copied to the responsible authorities as part of the application. The plan of the premises needs to meet the requirements set out in the Act and the Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005, SI 2005/42 to show the following:

- (a) the extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises
- (b) the location of points of access to and egress from the premises
- (c) if different from paragraph (b), the location of escape routes from the premises
- (d) in a case where the premises is used for more than one existing licensable activity, the area within the premises used for each activity
- (e) fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment
- (f) in a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor
- (g) in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts
- (h) in a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms
- (i) the location and type of any fire safety and any other safety equipment, including if applicable, marine safety equipment; and
- (j) the location of a kitchen, if any, on the premises.

Unless you have previously agreed with the relevant licensing authority in writing that an alternative scale plan is acceptable to it, the plan should be drawn in standard scale, where 1 millimetre represents 100 millimetres. The plan may include a key of symbols to illustrate the above on the plan, but there is no requirement to do so.

There is no requirement to have plans professionally drawn. What is important is that they are accurate and meet the requirements referred to above.

There is no requirement to show on the plan any areas that are not part of the premises you are licensing. You should, however, describe any areas that you intend to provide for people to consume alcohol that you sell or supply under the general description of the premises that you are required to give at the beginning of Part 3 of the application form.

RESPONSIBLE AUTHORITIES

Responsible Authority - Nottinghamshire Police

The Chief Constable
Nottinghamshire Police
HQ (CJ) Liquor Licensing
Mansfield Police Station
Great Central Road
Mansfield
Nottinghamshire
NG18 2HQ

Tel: (01623) 483927

Fax: (01623) 483968

Email: liquor.licensing@nottinghamshire.pnn.police.uk

Responsible Authority - Fire Authority

Fire Protection North Group
Mansfield Fire Station
Rosemary Street
Mansfield
NOTTINGHAMSHIRE
NG19 6AB

Tel: (01623) 666 274

Email: fireprotectionnorth@notts-fire.gov.uk

Responsible Authority for Health and Safety

Depending upon the nature of the premises, the local enforcement agency will be either Ashfield District Council or the Health and Safety Executive. If you are not certain which is the agency responsible for enforcement in the premises please contact the Licensing Team.

For commercial food premises - shops, pubs, bars and clubs and community premises

Food Team
Health and Housing
Ashfield District Council
Council Offices
Urban Road
Kirkby-in-Ashfield
NOTTINGHAM
NG17 8DA

Tel: 01623 457591

Fax: 01623 457592

Email: food@ashfield-dc.gov.uk

For commercial non-food premises

Health and Safety Team
Health and Housing
Ashfield District Council
Council Offices
Urban Road
Kirkby-in-Ashfield
NOTTINGHAM
NG17 8DA

Tel: 01623 457280

Fax: 01623 457592

Email: healthandsafety@ashfield-dc.gov.uk

In premises where the local authority is not the enforcement agency

The Health and Safety Executive
City Gate West
Toll House Hill
NOTTINGHAM
NG1 5AT

Tel: 0115 9712800

Responsible Authority - The Local Planning Authority

Development Services
Ashfield District Council
Council Offices
Urban Road
Kirkby-in-Ashfield
NOTTINGHAM
NG17 8DA

Tel: 01623 450000

Fax: 01623 457332

Responsible Authority for Environmental Health (minimising or preventing the risk of pollution or of harm to human health)

Environment Section
Health and Housing
Ashfield District Council
Council Offices
Urban Road
Kirkby-in-Ashfield
NOTTINGHAM
NG17 8DA

Tel: 01623 457407

Fax: 01623 457530

Email: environment@ashfield-dc.gov.uk

Responsible Authority - Child protection matters

Hilary Turner
Nottinghamshire Safeguarding Children Board
Children, Families and Cultural Services
Nottinghamshire County Council
NSCB Business Manager
3rd Floor
County Hall
Loughborough Road
West Bridgford
Nottingham
NG2 7QP

michelle.elliott@nottscc.gov.uk

Responsible Authority - Weights and Measures

Trading Standards Services
Nottinghamshire County Council
County House
100 Chesterfield Road South
Mansfield
Nottinghamshire
NG19 7AQ

Tel: 0115 804 1147

e-mail: trading.standards@nottscc.gov.uk

Public Health

Dr Chris Kenny
NHS Nottinghamshire County,
Public Health Directorate.
County Hall,
Nottingham.
NG2 7QP
Tel: 0115 977 2373

licensing@nottspct.nhs.uk

ADVERTISING OF APPLICATIONS

The Licensing Act and Regulations made under it require the following steps to be taken

The application or variation must be advertised:

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

The notice must be:

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

The notice must be displayed for a period of no less than 28 consecutive days starting on the day after the day on which the application was given to the relevant licensing authority.

2. By publishing a notice—

(i) in a **local newspaper** or, if there is none, in a local newsletter, circular or similar document, circulating in the vicinity of the premises;

(ii) on at least one occasion during the period of ten working days starting on the day after the day on which the application was given to the relevant licensing authority.

The following information must be included in the notice.

- The name of the applicant or club.
- The postal address of the premises or club premises, or, if there is no postal address, a description of the premises sufficient to enable its location and extent to be identified.
- A brief description of the proposed application or variation.
- The postal address of the relevant licensing authority and where and when the record of the application may be inspected.
- The date by which an interested party or responsible authority may make representations to the relevant licensing authority.
- That representations shall be made in writing.
- That it is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence.

***Please see overleaf for an example of the form of words for the notice.
The font used is Arial font size 16.***

LICENSING ACT 2003

[NAME OF PREMISES]
[ADDRESS]
[TELEPHONE NUMBER]

An application has been made by *[insert name of applicant]* to Ashfield District Council for a Premises Licence for *[insert name and address of premises]*.

The application includes the following proposals:-
[insert the nature of the application]. e.g.

Supply of Alcohol
Monday to Sunday 06.00 – 23.00
Provision of Regulated Entertainment
Monday to Sunday 06.00 – 23.00
Late Night Refreshment
Monday to Sunday 06.00 – 23.00
Opening Hours
Monday to Sunday 06.00 – 23.00

The full application can be viewed at the offices of the Licensing Authority at the Council Offices, Urban Road, Kirkby-in-Ashfield, Nottingham, NG17 8DA during normal office hours. Ring in advance to check details of opening hours.

Representation regarding the proposed application, must be made in writing within 28 days of the posting of this notice. All representations must be made by *[insert date calculated from date notice is posted]* to the Licensing Authority, Ashfield District Council, Urban Road, Kirkby-in-Ashfield, Nottingham, NG17 8DA.

It is an offence on summary conviction to knowingly or recklessly make a false statement in connection with the application, the maximum fine for which is £5000.

Promoting the Four Licensing Objectives

Table of Potential Conditions

To assist with applications for a new premise licence or for a variation to a premise licence. A table of potential conditions which has been agreed by Nottinghamshire Authority Licensing Group, as been compiled.

It is recommended that you use this table to assist with filling in Section M of the application forms.

- A) General – all four licensing objectives (b,c,d,e)
- B) The prevention of crime and disorder
- C) Public safety
- D) The prevention of public nuisance
- E) The prevention of children from harm

If you do intend to take additional measures, you should consider carefully what to include. Anything you put down here is likely to become a condition of your licence and enforceable. Failure to meet those conditions would constitute an offence under the Act. You should therefore think carefully about adding conditions to ensure that they are achievable, realistic, necessary, appropriate, proportionate, and within your control.

Pool of Potential Conditions

	OBJECTIVE	CONDITION
1.	Public Nuisance Noise	The noise level from regulated entertainment should not exceed **dB over any ** minute period at a distance of ** meters from any residential premises.
2.	Public Nuisance Noise	Noise levels shall be monitored at the boundry of the premises every XXX minutes whilst regulated entertainment takes place to ensure that no vibration or noise nuisance is caused to any residential premises. The results of all monitoring shall be recorded in either a bound and sequentially paginated book or as an electronic record, which shall be kept at the premises and be available at all times for inspection by an authorised officer of the council or Police Officer. A record of all actions taken as a result of the monitoring shall also be kept.
3.	Public Nuisance Noise	Signage shall be displayed advising customers to be respectful to residents and to leave the area in a quiet and orderly manner.
4.	Public Nuisance Noise	All doors and windows shall remain closed when regulated entertainment is taking place, except for when actually being used for access and egress and in the event of an emergency.
5.	Public Nuisance Noise	The external area of the premises shall not be used for the provision of licensable activities or consumption of food and beverages after XXXX hours.
6.	Public Nuisance Noise	No more than X events shall be held outside in any calendar year. The premises licence holder shall inform the Environmental Health Service in writing at least two weeks before holding an outdoor event. No regulated entertainment shall be provided in any external areas except for during these events
7.	Public Nuisance Noise	A noise attenuation scheme (to include details of XXXX) to the licensed area, shall be submitted to and approved by the licensing authority in writing and implemented in accordance with the approved scheme before the outside seating area is used for the consumption of alcohol. The scheme shall be kept on the premises and made available for inspection by the police or any other authorised person upon request.
8.	Public Nuisance Noise	There shall be no admission or re-admission to the premises after X hours save for access and egress to any external smoking area that may be designated for such purpose, such area shall be supervised from X time until the terminal hour.
9.	Public Nuisance Taxis	A taxi calling service shall be available to customers at all times that the premises are open. Customers who are waiting for a taxi shall be provided with seating inside the premises.

	OBJECTIVE	CONDITIONS
10.	Crime & Disorder SIA records	A bound and sequentially numbered book or electronic record shall be kept at the premises. This book shall contain the names, addresses, dates of birth, full SIA licence number(s) (16 digits) and hours worked of all door supervisors employed on any day. The book shall be retained at the premises for at least 12 months and shall be made available for inspection and copying by the Police, SIA or any other authorised person immediately upon request.
11.	Crime & Disorder Refusal Book	A bound and sequentially paginated refusals book or electronic record shall be kept at the premises to record all instances where admission or service is refused. Such records shall show: <ul style="list-style-type: none"> • The basis for the refusal; • The person making the decision to refuse; and • The date and time of the refusal. <p>Such records shall be retained at the Premises for at least 12 months, and shall be made available for inspection and copying by the Police or any other authorised person upon request.</p>
12.	Crime & Disorder Records	A bound and sequentially paginated incident/accident book or electronic record shall be kept to record all instances of disorder, damage to property and personal injury at the premises. This book shall be made available for inspection and copying by the Police or any other authorised person upon request and all such books shall be retained at the premises for at least 12 months.
13.	Crime & Disorder Records (Ford and Warren condition)	A CCTV system must be installed and operative in the premises when it is open to the public. The system will provide coverage of those areas of the premises where the public may consume food and/or alcohol. The CCTV images will be retained for a period of not less than 31 days. Images will be supplied to the Police when requested.
14.	Crime & Disorder CCTV	A CCTV system with recording equipment shall be agreed in writing with the Police and recorded on the plan appended to the licence. The agreed system shall be installed prior to the premises carrying out licensable activities and maintained in accordance with the scheme. All recordings used in conjunction with CCTV shall: <ul style="list-style-type: none"> • be of evidential quality • indicate the time and date • be retained for a period of 31 days <p>Recordings to be made available for inspection when requested by the Police or any other authorised person.</p>
15.	Crime & Disorder CCTV	All CCTV installed at the premises must comply with the following: <ul style="list-style-type: none"> • CCTV shall be provided in the form of a recordable system capable of providing pictures of evidential quality and in all lighting conditions particularly facial recognition. • Cameras shall encompass all ingress and egress to the premises and all areas where the sale/supply of alcohol occurs. • Equipment shall be maintained in good working order and correctly time and date stamped. Recordings shall be kept in date order, numbered sequentially and kept for a period of thirty-one days and handed to the Police or any other authorised person upon request pursuant to the Data Protection Act 1998. • The recording equipment and tapes/discs shall be kept in a secured environment under the control of the Premises Licence Holder or other responsible named individual. • Individuals contracted into the venue who are required to monitor the CCTV in relation to SIA manned guarding activities must be appropriately SIA licensed.

16.	Crime & Disorder	<p>A CCTV system shall be installed and operative in the premises when licensable activities are taking place. All recordings used in conjunction with CCTV shall:</p> <ul style="list-style-type: none"> • be of evidential quality • indicate the time and date • be retained for a period of 31 days <p>Recordings to be made available for inspection to the Police or any other authorised person when requested.</p>
17.	Crime & Disorder Outdoor Seating	The outside seating area on the XXXX elevation shall not be used until enclosed by a substantial screen or barrier approved in writing by the licensing authority and the details appended to the licence. The purpose of such screen or barrier being to restrict ready access to that area.
18.	Crime & Disorder Outdoor Seating	All moveable furniture on the X elevation shall be removed from use prior to XXXX hours each day and stored securely when the premises are closed.
19.	Crime & Disorder DPS	The Premises Licence Holder shall ensure that the Designated Premises Supervisor or a person who holds a personal licence, as defined in the Licensing Act 2003, together with at least one other staff member shall be present at the premises on X, X and X of every week, between XX:XX hours until licensable activities cease.
20.	Crime & Disorder Training	All members of staff shall be fully trained in the retail sale of alcohol. The training shall be ongoing and each member of staff shall be reviewed every six months. All details of the level of training shall be recorded in a bound and sequentially paginated book or electronic record. This information shall be made available for inspection and copying by the Police or any other authorised person on request and all such books shall be retained at the premises for at least 12 months
21.	Crime & Disorder Food	The supply of alcohol shall be restricted to those placing an order for food, either by telephone or in person at the premises. The value of the food will be in excess of X.
22.	Crime & Disorder Food	Alcohol shall not be sold or supplied on the premises other than to people taking a table meal and where it is ancillary to that meal.
23.	Crime & Disorder Alcohol restriction	The sale of alcohol shall be limited to those taking table meals and anyone accompanying such persons; and those attending pre-arranged functions.
24.	Crime & Disorder Alcohol restriction	<p>Intoxicating liquor shall not be sold or supplied on the premises otherwise than to:</p> <ol style="list-style-type: none"> a. Persons taking table meals there for consumption by such a person ancillary to the meal. b. Persons purchasing a takeaway meal, for consumption on the premises whilst waiting for the takeaway meal to be prepared. c. Persons purchasing a takeaway meal and alcohol together for consumption off the premises. d. Persons purchasing a takeaway meal and alcohol together for home delivery by the Licensee or a member of staff. In such cases a written record of the order shall be made and kept both at the premises and in the vehicle used by the Licensee or member of staff for home delivery; and on such occasions the only alcohol carried in the vehicle shall be the alcohol ordered.
25.	Crime & Disorder Retail alcohol deliveries	<p>All deliveries of alcohol shall be recorded in the form of a bound and sequentially paginated book or electronic record. A copy of each log or record shall be kept in the possession of and be completed by the delivery person when the delivery is made. The log/record shall contain the following information:</p> <ul style="list-style-type: none"> • the name, address and age of the person placing the order and the delivery address, if different; and • the time and date the alcohol was delivered; and • whom it was delivered to; and • the delivery persons name. <p>The log/record shall be retained for a period of 12 months and made available for inspection when requested by the Police or any other authorised person.</p>

26.	Crime & Disorder Notices	Notices shall be displayed advising customers that searches will be carried out and admission will be refused to customers who do not give their consent to being searched. A bound and sequentially paginated book or electronic record shall be kept recording details of anyone refusing to be searched, showing the date and time of the refusal and either the name or a description of the person refusing to be searched. Such record shall be made available for inspection and copying by the Police or any other authorised person upon request.
27.	Crime & Disorder Drugs	When the toilets have been checked for drugs use and supply, in accordance with condition XXXX a bound and sequentially paginated book or electronic record shall be kept of the result of the checks, detailing how and when any illegal substance was found. The record to be retained at the premises for at least 3 months and made available for inspection and copying by the Police or any other authorised person upon request.
28.	Crime & Disorder Drugs	Any seizures of drugs, weapons or other property shall be recorded in a bound and sequentially paginated book or electronic record, together with details of how and where the article was seized, and, where practicable the name and address of the person found with the article. This record shall be retained at the Premises for at least 12 months, and shall be made available for inspection and copying by the police or any other authorised person upon request.
29.	Crime & Disorder SIA	SIA licensed door supervisors shall be employed at the premises on Thursday, Friday & Saturday evenings from X hours until close at a ratio of 1:100 customers when the premises are offering licensable activities.
30.	Crime & Disorder SIA	When the premises are offering licensable activities beyond XX:XX hours there shall be a minimum of 2 SIA licensed door supervisors on duty at the premises until close. Where the number of customers exceeds X further door supervisors shall be employed at a ratio of 1:100 customers. This condition may be disapplied by written agreement with the Police at least 1 to 2 working days prior to the date and time of the disapplication and such written agreement retained at the premises.
31.	Crime & Disorder SIA	XXXX of suitably trained and licensed SIA door supervisors shall be on duty on Friday and Saturday evening from xxxx until the premises close. A bound and sequentially paginated book or electronic record containing names, addresses and full SIA licence number(s) of door supervisors shall be maintained and kept for a period of twelve months and be available for inspection by the police or any other authorised person upon request. This condition may be disapplied by written agreement with the Police at least 1 to 2 working days prior to the date and time of the disapplication and such written agreement retained at the premises.
32.	Crime & Disorder SIA <i>(Police agreed this condition with Wetherspoon's)</i>	At all times the premises licence holder shall risk assess the need for door supervisors at the premises, and/or employ such door supervisors at such times and in such numbers as deemed necessary by the risk assessment, and/or at any other times upon agreement with the Police. Cognisance shall be taken of Police advice if events are taking place which may directly or indirectly impact on the safety of staff and customers and provision shall be made for the required number of SIA licensed door supervisors to be on duty at times as agreed with the Police i.e. events requiring extra Police resources (Bank Holiday weekends, significant international or local sporting events etc.) The written risk assessment shall be made available on request to the Police and/or Licensing Authority.
33.	Crime & Disorder SIA	Only SIA licensed door supervisors shall conduct searches of customers prior to admission for drugs and weapons. A metal detector shall be utilised at the Premises on every occasion it is open for the carrying on of licensable activities and every person seeking admission shall be scanned with it prior to being admitted.
34.	Crime & Disorder SIA	30 minutes before the premises close to the public, managers shall ensure that the following action be undertaken: a) Two SIA licensed door supervisors shall monitor a predetermined area outside the premises (as per the plan appended to the licence) to assist in the safe dispersal of patrons by foot or vehicle. b) Such door supervisors shall wear reflective yellow jackets and carry Pub Watch radios.

35.	Crime & Disorder SIA	<p>SIA licensed door supervisors shall be employed at the premises in accordance with the following requirements:</p> <ol style="list-style-type: none"> 1) Door supervisors shall commence duty at X hrs. 2) Further door supervisors shall commence duty at X when the premises operate for licensable activities. <p>After XX:XX hrs X SIA Licensed Door supervisors shall be deployed at the main access and egress point(s) until the termination of licensable activities. X SIA Licensed door supervisors shall be deployed patrolling the internal licensable area until the termination of all licensable activities.</p>
36.	Crime & Disorder SIA	<p>Door Supervisors shall be required to work at the premises:</p> <ul style="list-style-type: none"> • When the number of patrons on the premises is or expected to be in excess of X patrons (including the outside area). • When the premises are to remain open after XX:XX in which case the door supervisors shall be on duty from XX:XX until the premises close. • When the premises are hosting an event that is primary or exclusively for an under 18 age group audience and there is regulated entertainment provided. In such circumstances the Door Supervisors shall be on duty from the opening of the premises until the last member of the public has left the premises. • On all Friday and Saturday nights from X until X. <p>When Door Supervisors are required to work on the premises:</p> <ul style="list-style-type: none"> • They shall be employed to work solely in the capacity of a Door Supervisor. • They shall be employed at a ratio of one Door supervisor per 100 persons present or part thereof, on the premises. • There shall always be a minimum of two Door Supervisors. • There shall always be a minimum of two Door Supervisors at the main access and egress to the premises. • All Door Supervisors shall record at the premises either electronically or in a paginated book, which must be available for inspection by any police officer and/or any other authorised person showing the time and date they commenced and finished work, their full name, their full 16 digit SIA number and the expiry date of their licence.
37.	Crime & Disorder Drugs	The toilets at the premises shall be checked at least hourly for drugs use and the evidence of supply taking place. Cocaine wipes shall be used when carrying out the checks. A bound and sequentially paginated book or electronic record shall be kept of all such checks.
38.	Crime & Disorder Drugs	If drugs are found during a personal search, or whilst being used within the premises, the Premises Licence Holder, Designated Premises Supervisor or Manager shall ensure, wherever possible, that a clear image of the person found in possession is captured on CCTV. Following a risk assessment of the situation arising from the find, any person found using or in possession of drugs shall be detained, if safe and practicable, and the Police called immediately.
39.	Crime & Disorder Drugs	Any Drugs or weapons found on the premises, either during a search of any person or otherwise found on the premises, shall be confiscated and stored in a secure container prior to being handed over to the Police, which shall be done as soon as is practicable
40.	Crime & Disorder Glasses	Alcohol shall only be dispensed in non-glass or tempered glass containers.
41.	Crime & Disorder Glasses	Alcohol shall only be dispensed in non-glass containers.
42.	Crime & Disorder Glasses	From XX:XX hours until close alcohol shall only be dispensed in non-glass containers.
43.	Crime & Disorder Glasses	From XX:XX hours until close all drinks shall be dispensed in non-glass containers. Where glass bottles are normally used, the contents shall also be decanted into non glass containers.
44.	Crime & Disorder Glasses	No persons carrying open, or sealed, vessels shall be admitted to the premises at any time.

45.	Crime & Disorder Glasses	No persons shall be permitted to remove open vessels from the premises.
46.	Crime & Disorder Glasses Football ground	The sale, supply and consumption of alcohol in the public concourses within the stands shall be in non-glass containers.
47.	Crime & Disorder Glasses/Bottles	All bottles and glasses shall be removed from the public areas as soon as they are either finished with, or empty
48.	Crime & Disorder Glasses	Non-glass containers shall be used at all times when the premises operate licensable activities [after XX:XX hrs]. In the event that non glass bottles cannot be provided by the suppliers, then all drinks shall be dispensed and served in non-glass containers
49.	Crime & Disorder Glasses	A bin shall be sited adjacent to the main access/egress door to facilitate vessel disposal whilst licensable activities take place.
50.	Crime & Disorder Bottle marking	All vessels containing alcohol must be permanently marked **** prior to sale. Or All vessels containing XXXX exceeding 5.5% ABV shall be marked XXXX prior to sale, unless the vessel is pre-packed in sealed packaging.
51.	Crime & Disorder Alcohol display off licences	Alcohol must not be displayed within X meters of the entrance to the premises.
52.	Crime & Disorder Dispersal Policy	A Dispersal Policy, agreed with the Police shall be in place and retained at the Premises.
53.	Crime & Disorder Incident Policy	An Accident and Incident reporting Policy, agreed with the Police shall be in place and retained at the Premises.
54.	Crime & Disorder Drugs Policy	The Drugs Policy, agreed with the Police, shall be in place and retained at the Premises.
55.	Crime & Disorder SIA Policy	An Admission Control Door Supervision Policy, agreed with the Police shall be in place and retained at the Premises.
56.	Crime & Disorder Policy Signage	Signage shall be clearly displayed prominently at the point of access and toilet areas informing Patrons of the basic requirements of the Admission Policy, Age Policy, Drug Policy and Dress Policy.
57.	Crime & Disorder Event Plan	Prior to each event a plan, identifying the area(s) for licensable activities shall be submitted to the Police, XXX working days prior to the event. Such plan to be available on site to the Police and /or any other authorised person upon request.
58.	Crime & Disorder Event Plan	A list of forthcoming events shall be supplied to the police at least XXX weeks prior to the event and shall contain the following information: <ul style="list-style-type: none"> • The timings of the events. • The name, address and telephone contact details of the organiser of the event, or hirer of the premises/ part of the premises. • The anticipated number of persons attending the event. • Any other information requested by the police sufficient to determine whether there is a risk of public disorder. <p>Where either the management at the premises or the police consider that a forthcoming event has a risk of disorder, the management at the premises shall, in consultation with the police, undertake a risk assessment. If the police are not satisfied with the management proposals contained in the risk assessment, the event shall not proceed so long as the police have given written notice seven days prior to the date of the event.</p>

59.	Crime & Disorder Personal Licence Holder	A Personal Licence Holder shall be on duty at all times when the premises operate for licensable activities.
60.	Crime & Disorder Admission to premises	No admission for new patrons will be allowed to the premises after XX:XXhrs. Only existing patrons whose hand will be stamped by a member of staff – who step outside (i.e. smoking) will be allowed to return after that time. OR No access shall be allowed to the premises after XXXX hrs. A notice shall be clearly and conspicuously displayed at the point of entry informing patrons of this.
61.	Crime & Disorder Entry conditions	Entry to the premises shall be subject to the following requirements <ul style="list-style-type: none"> • All persons entering the premises may be subject to random searching by Door Supervisors • No Drugs shall knowingly be allowed on the premises. Any person found with drugs shall have the drugs taken from them and deposited in an approved drugs collection box. A bound and sequentially paginated book or electronic record of drug seizure shall be kept at the premises for a period of XXX months. When any drugs are found on a person entering or on the premises the Police shall be informed immediately and where possible the person shall be detained upon police request. • At any time there is a queue to enter the premises consisting of more than 10 people the queue shall be monitored by Door Supervisors. • Where a group of X people or more want to enter the premises or be on the premises at the same time the group shall only be admitted when a person from the group provides verifiable details of his or her name and address. The details of the person's name and address shall be recorded in a book provided for this purpose. The nominated person shall be informed that he or she is responsible for the conduct of the group and if one or more person from the group are determined to be using inappropriate behaviour at any time the whole group will be removed from the premises and details of the group will be radioed through to all other licensed premises using the approved radio system.
62.	Crime & Disorder Use of outside areas	The Outside area of the premises shall only be used in accordance with the following criteria: <ul style="list-style-type: none"> • From the X until the X every year by patrons on the premises between the hours of XX:XX through to XX:XX. • From XX:XX until the closure of the outside area which shall only be used by patrons who are seated in accordance with the seating plan attached to this licence. • Signs shall be placed at all entrances to the outside area stating that only patrons who are seated are allowed in the outside area between the hours of 7pm until the outside area closes. • All members of staff working on the premises shall be made aware of the conditions of use for the outside area and shall check for compliance of the conditions at least every 15 minutes. Where non compliance is found the member of staff shall ensure that only persons who are seated remain in the outside area. • From the X until the X between XX:XX until the outside area is closed to the public, the outside area shall have two SIA registered Door supervisors in attendance the whole time to ensure patrons are seated on the allocated seats. • At all times the seating area is used CCTV shall be in use to record the whole area. • All CCTV installed at the premises must comply with the following: <ol style="list-style-type: none"> a. CCTV shall be provided in the form of a recordable system capable of providing pictures of evidential quality and in all lighting conditions particularly facial recognition. b. Cameras shall encompass all ingress and egress to the premises and all areas where the sale/supply of alcohol occurs. c. Equipment shall be maintained in good working order and correctly time and date stamped. Recordings shall be kept in date order, numbered sequentially and kept for a period of thirty-one days and handed to the Police or any other authorised person upon request pursuant to the Data Protection Act 1998

		<p>d. The recording equipment and tapes/discs shall be kept in a secured environment under the control of the Premises Licence Holder or other responsible named individual.</p> <ul style="list-style-type: none"> In the outside area all alcoholic and soft drinks shall be served in non-glass drinking vessels. Glass bottles must be decanted inside the premises into non glass vessels.
63.	Crime & Disorder Occupancy	A sign shall be fixed near to the entrance stating: MAXIMUM OCCUPANCY XXXX' (For the prevention of Crime and Disorder).

	OBJECTIVE	CONDITIONS
64.	Public Safety First aid	The licence holder shall ensure that adequate and appropriate first aid provision is available on the premises for all licensable events and activities.

	OBJECTIVE	CONDITIONS
65.	Protection of children Challenge 21/25 Purchase of alcohol	A Challenge 21/25 scheme shall operate at the premises. Any person who appears to be under 21/25 years of age shall not be allowed to purchase alcohol unless they produce an acceptable form of photo identification. (e.g. passport, driving licence, Military ID or PASS accredited card).
66.	Protection of children Under age sales signs	Prominent signs shall be erected and maintained at the entrance and checkout transaction areas, stating that it is an offence to (a) sell alcohol to an individual under the age of 18 years; (b) for an individual under 18 years to purchase alcohol; (c) for a person to buy alcohol on behalf of an individual under 18 years.
67.	Protection of children Under age till prompt	A till prompt shall be installed to remind the staff member to verify the customer's age before alcohol is sold.
68.	Protection of children Challenge 21/25 Entry to premises	A Challenge 21/25 scheme shall operate at the premises. Any person who appears to be under 21/25 years of age shall not be allowed entry unless they produce an acceptable form of photo identification (e.g. a passport or driving licence, Military ID or PASS accredited card.)
69.	Protection of children Challenge 21/25 Delivery	A Challenge 21/25 scheme shall operate both at the premises & also at the delivery address, where alcohol is delivered to accompany a takeaway meal. Any person who appears to be under 21/25 years of age shall not be served alcohol unless they produce an acceptable form of photo identification (e.g. a passport, Military ID or driving licence or PASS accredited card.)
70.	Protection of children Challenge 21/25 notices	Challenge 21/25 notices shall be displayed in prominent positions throughout the premises
71.	Protection of children Nudity	The entertainment provided at the venue shall not be visible from the street.
72.	Protection of children Nudity	Any person who can be observed from outside the premises should be decently dressed and fully clothed
73.	Protection of children Adult Entertainment	There shall be no advertising or display outside of the premises to the general public, of photographs or other images displaying adult entertainment
74.	Protection of children Events/Birthday Parties	There shall be no XXX Birthday parties held at the premises

