

LICENSING ACT 2003

TRADING STANDARDS & LICENSING - MODEL POOL OF CONDITIONS

PUBLIC SAFETY

PS1	The maximum number of persons on the premises at any one time shall not exceed
PS2	A suitable method e.g. clicker counters, for determining the number of persons on the premises at any one time shall be employed to ensure that the maximum permitted number is not exceeded.
PS3	Suitable beverages other than alcohol (including drinking water) shall be equally available for consumption with or otherwise as ancillary to table meals.
PS4	Alcohol shall not be supplied otherwise than to persons taking table meals for consumption by such persons as ancillary to the meal.
PS5	Should the premises remain open for non-licensable activities customer shall not have access to alcohol after the licensed hours. This shall be prevented by the use of shutters / locked fridges.
PS6	At least 2 members of staff shall be present on the shop floor of the premises at all times the premises are open for licensable activities / from until closing.

PREVENTION OF PUBLIC NUISANCE

PN1	The management shall make subjective assessments of noise levels outside at the perimeter of the premises approximately, whilst regulated entertainment is provided to ensure that noise from the premises does not cause a disturbance to local residents. Records shall be kept of the times, dates and any issues discovered. These records shall be kept for six months. Records must be made available to an authorised officer of the Council or police, upon request. Where monitoring by staff identifies that noise from the premises is audible at the perimeter, measures shall be taken to reduce this i.e. turning volume down.
PN2	There shall be no amplified music in the (insert location)
PN3	A noise-limiting device shall be installed to any amplification equipment in use on the premises. The noise-limiting device shall be maintained in effective working order and set to interrupt the electrical supply to any amplifier should the volume of the music be audible at the perimeter of the premises. NO LONGER APPLIED BUT USE THIS WORDING IF CONDITION OFFERED
PN4	All external doors and windows to be kept closed but not locked whilst regulated entertainment / live or recorded music is being played. (NB SOMETIMES THEY HAVE TO BE OPEN AS LOBBY DOORS AND OUTER DOORS OPEN DIFFERENT WAYS)
PN5	The external area at the front of the premises shall be designated for the use of smokers from hours until closing time onto..... There shall be no more than ... persons using this designated area during these times. The designated area shall be adequately supervised to control the number and behaviour of patrons so as to not cause noise nuisance. Notices shall be displayed in the area specifying the terms of its use and asking patrons to respect the needs of local residents and to use the area quietly. No alcoholic drinks or glass containers shall be taken into the designated smoking area during these times.
PN6	Supervisory staff shall ensure that no patrons remain in the external seating area to the front (or rear) of the premises after (insert time e.g. 22:30), except to enter or leave the premises. All moveable external seating shall be removed, where practicable, by (insert time e.g. 23:00)
PN7	At the conclusion of all regulated entertainment events a suitably worded announcement shall be made to the customers, requesting that they behave in a quiet manner whilst they are leaving the premises.

PN8	Prominent, clear and legible notices shall be displayed at all public exits from the premises requesting customers respect the needs of local residents and leave the premises area quietly. These notices shall be positioned at eye level and in a location where those leaving the premises can read them.
PN9	The car park shall be locked no later than 30 minutes after closing time to prevent members of the public parking in the car park after the premises has closed
PN10	Staff shall actively discourage patrons from congregating around the outside of the premises.
PN11	The premises licence holder shall ensure that the pavement from the building line to the kerb edge immediately outside the premises, including the gutter/channel at its junction with the kerb edge, is kept clean and free from litter at all material times to the satisfaction of the Licensing Authority.
PN12	Prominent, clear and legible notices shall be displayed at all public exits from the premises requesting customers respect the surrounding area and dispose of litter in a responsible manner. These notices shall be positioned at eye level and in a location where those leaving the premises can read them.
PN13	Litter bins and wall mounted ashtrays shall be provided outside the premises.
PN14	All refuse and bottles shall be disposed of in bins quietly so as not to disturb neighbours or local residents. There shall be no disposal of glass bottles outside between 23:00 hours and 07:00 hours.
PN15	Deliveries will not be made to the premises between the hours of and

PROTECTION OF CHILDREN FROM HARM

PC1	All staff shall receive induction and refresher training (at least every three months) relating to the sale of alcohol and the times and conditions of the premises licence.
PC2	All training relating to the sale of alcohol and the times and conditions of the premises licence shall be documented and records kept at the premises. These records shall be made available to the Police and/or Local Authority upon request and shall be kept for at least one year.
PC3	A 'Think 25' proof of age scheme shall be operated and relevant material shall be displayed at the premises.
PC4	A written record of refused sales shall be kept on the premises and completed when necessary. This record shall be made available to Police and/or the Local Authority upon request and shall be kept for at least one year from the date of the last entry.
PC5	No one under the age of 18 years shall be permitted to enter the premises unless accompanied by an adult.
PC6	Children under 14 years, not accompanied by an adult, are not permitted to remain at or enter the premises after 21:00 hours.
PC7	Children under the age of 18 are not permitted in the following areas of the premisesbetween.....hours and.....hours and/or during the following licensable activities:.....
PC8	Those under the age of 18 shall only be allowed on the premises to dine in the restaurant area and only when accompanied by an adult.
PC9	Any children on the premises after 19:30 must be there for the purpose of consuming a substantial table meal and be accompanied by an adult.
PC10	Cigarette Vending Machines and Gaming Machines shall be sited so that their use can be monitored by staff.
PC11	A personal licence holder is to be present on the premises and supervise the sale of alcohol, throughout the permitted hours for the sale of alcohol.

PREVENTION OF CRIME & DISORDER

CD1	A minimum ofdoor supervisors shall be employed on the premises on and fromuntil the premises has closed. At least one door supervisor shall remain directly outside the premises for 30 minutes after the premises has closed or until all customers have dispersed. The duties of these staff will include the supervision of persons entering and leaving the premises to ensure that this is achieved without causing a nuisance. All door supervisors (or marshals) shall be easily identifiable by wearing high visibility jackets or armbands.
CD2	Any door supervisor employed must be from an SIA approved contractor scheme.
CD3	Toilets at the premises shall be checked for any sign of drug use on average of every hour / two hours between hours and closing time on A record shall be kept of the times, dates and any issues discovered. These records shall be kept for six months. Records must be made available to an authorised officer of the Council or police upon request.
CD4	At least six prominent, clear and legible notices shall be displayed throughout the premises, including all toilets warning customers that drug use will not be tolerated.
CD5	Signs shall be prominently displayed on the exit doors advising customers that the premises is in a Public Space Protection Order Area (or similar) and that alcohol should not be taken off the premises and consumed in the street. These notices shall be positioned at eye level and in a location where they can be read by those leaving the premises.
CD6	A log must be kept and signed by each door supervisor each night they are employed at the premises indicating that they have been informed of, understand, and will implement the entry and search policy. This log must be made available to Police or Local Authority employees on request
CD7	A log must be kept indicating the date and times door supervisors sign in and out for duty and must include clearly printed details of each door supervisor's name, SIA licence number, employer, and the duty they are employed to carry out on any particular night.
CD8	A written entry and search policy must be adopted in consultation with police officers and implemented by door supervisors. This policy must include, but is not limited to: (a) Preventing the admission and ensuring the departure from the premises of the drunk and disorderly (without causing further unnecessary disorder or violence); (b) Keeping out excluded individuals (subject to court bans or imposed by the premises licence holder or his agent); (c) Search and exclude those suspected of carrying illegal drugs or offensive weapons; (d) Maintain orderly and reasonably quiet queuing outside the premises; (e) Encourage patrons to leave the premises and the area quietly and not to loiter outside the premises; (f) Ensuring that no alcoholic or other drinks are taken from the premises in open containers (e.g. glasses and opened bottles).
CD9	There shall be no entry or re-entry of patrons to the premises after hours Monday to Sunday .
CD10	A digital CCTV system must be installed in the premises complying with the following criteria: <ol style="list-style-type: none"> 1. Cameras must be sited to observe the entrance and exit doors both inside and outside, the alcohol displays and floor areas. 2. Cameras on the entrances must capture full frame shots of the heads and shoulders of all people entering the premises i.e. capable of identification. 3. Cameras viewing till areas must capture frames not less than 50% of screen. 4. Cameras overlooking floor areas should be wide angled to give an overview of the premises. 5. Cameras must capture a minimum of 16 frames per second. 6. Be capable of visually confirming the nature of the crime committed. 7. Provide a linked record of the date, time and place of any image. 8. Provide good quality images – colour during opening times. 9. Operate under existing light levels within and outside the premises. 10. Have the recording device located in a secure area or locked cabinet. 11. Have a monitor to review images and recorded picture quality. 12. Be regularly maintained to ensure continuous quality of image capture and retention. 13. Have signage displayed in the customer area to advise that CCTV is in operation.

	<p>14. Digital images must be kept for 31 days.</p> <p>15. Police will have access to images at any reasonable time.</p> <p>16. The equipment must have a suitable export method, e.g. CD/DVD writer so that the police can make an evidential copy of the data they require. This data should be in the native file format, to ensure that no image quality is lost when making the copy. If this format is non-standard (i.e. manufacturer proprietary) then the manufacturer should supply the replay software to ensure that the video on the CD can be replayed by the police on a standard computer. Copies must be made available to Police on request.</p>
CD11	Drinking vessels shall be made of toughened glass or plastic and shall be designed not to have a sharp edge when broken.
CD12	<p>An incident log shall be kept at the premises, and made available on request to an authorised officer of the Council or the Police, which will record the following:</p> <ul style="list-style-type: none"> (a) all crimes reported to the venue (b) all ejections of patrons (c) any complaints received (d) any incidents of disorder (e) any faults in the CCTV system (f) any visit by a relevant authority or emergency service

Immigration Offence Conditions	
	<ul style="list-style-type: none"> • To be able to produce, to a Police Officer, local authority officer or Home Office Immigration Officer, proof of full compliance with the Home Office Full guide for employers on preventing illegal working in the UK, October 2013 issue or any subsequent issue. This proof to be produced within 24 hours. • To maintain on the premise a contemporaneous written record of the hours worked, by all persons. Such record shall as a minimum cover the previous 4 working weeks and must be available to be produced on demand, to a Police Officer, local authority officer or Home Office Immigration Officer. Records shall include the employees full name and address.

Non Duty Paid Alcohol/Tobacco Offence Conditions	
	<ul style="list-style-type: none"> • Only the Premises Licence Holder, Designated Premises Supervisor or any member of staff authorised by the Premises Licence Holder shall purchase alcohol and / or tobacco stock. • The premises licence holder and any other persons responsible for the purchase of stock shall not purchase any goods from door-to-door sellers. • The premises licence holder shall ensure that all receipts for goods bought are kept together in a file or folder as evidence that they have been brought into the UK through legal channels. Receipts shall show the following details: <ul style="list-style-type: none"> (1) Seller's name and address; (2) Seller's company details, if applicable; (3) Seller's VAT details, if applicable. Copies of these documents shall be retained for no less than 12 months and shall be made available to police or authorised officers of the council on request within five working days of the request. The most recent three months' worth of receipts shall be kept on the premises and made available to the police or authorised officers of the council on request.

	<ul style="list-style-type: none"> • All tobacco products which are not on the tobacco display shall be stored in a container clearly marked 'Tobacco Stock'. This container shall be kept within the store room or behind the sales counter. • Tobacco products shall only be taken from the tobacco display behind the sales counter in order to make a sale.
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	<p>Delivery of Alcohol (ie warehouses, internet sales)</p> <ul style="list-style-type: none"> • Alcohol sales will be transacted over the telephone or internet, customers will not purchase alcohol in person at the premises. • Adequate controls shall be in place to ensure that alcohol sales are only made and delivered to persons over the age of 18. • A 'Think 25' proof of age scheme shall be operated and relevant material shall be displayed on the website and all marketing material. • Deliveries of alcohol from the premises shall be made staff from the premises or by a recognised courier company. • Alcohol sales will be through the company's website only. • No sales of alcohol shall be made to members of the public who 'walk in' to the premises. • There shall be an age verification system set up on the website requiring the user to confirm that they are aged 18 or over before an order for alcohol can be placed. • A Challenge 25 policy shall be adopted at the premises. Any delivery of alcohol to anybody who appears to be under the age of 25 shall be asked to provide evidence of proof of age. If proof is not provided or if there is any doubt about the I.D., the delivery of alcohol shall be refused. The only forms of proof of age to be accepted shall be: Passport, Photographic Driving Licence or PASS approved I.D. card. • If there is no one available to take in the delivery, the courier shall not leave it in an unattended safe place for collection later. It can be left with a neighbouring property only if the Challenge 25 condition above is taken into account. • Delivery can only be made to a domestic dwelling or place of business. • The courier shall only collect the alcohol from the premises between 08.00 and 20.00 Monday to Sunday.
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Large scale events

The premises license holder shall submit a completed Events Management Plan and associated documentation that meets the requirements of the Licensing Authority and the Enfield Safety Advisory Group, and implement it accordingly.