

Example conditions

Licensing objectives

General

- All staff working will be trained in Responsible Alcohol Retailing. This training can be administered in house. Staff will be briefed on licensing conditions that are attached to the premises licence and fully understand the terms of the licence.
- Training records will be kept documenting the above training, including the names of people undertaking it and the date. Training records shall be kept on the premises and produced to the Police/Local Authority on request.

Prevention of Crime and disorder

- This relates to any crime, disorder or anti-social behaviour related to the management of the premises. The licence-holder cannot be responsible for the conduct of individuals once they leave the vicinity of the premises.
 - CCTV will be installed at the premises. The cameras will cover all public areas of the premises, including entry and exit points. Additionally:
 - a. The system will record the correct date and time of images
 - b. Images will be in real time and stored on hard drive with the ability to copy disks for other agencies, such as the police (in accordance with the Data Protection Act 1998 or any replacement legislation)
 - c. Images are stored and accessible for a minimum period of 14 days
 - d. Relevant staff are trained in the maintenance and operation of such systems with a record of kept of the date and name of the person trained. Records should be made available for inspection by the police or licensing authority.
 - e. A trained member of staff will be on duty to operate the system whenever the premises are open.
 - An Incident log will be kept at the premises, recording all incidents and refusals of the sale of alcohol. It will be made available to an authorised officer of the Police or Council on request. It must be completed within 24 hours of the occurrence and must record:
 - a. the date and time of occurrence,
 - b. names of staff and persons involved (if known),
 - c. details of all incidents, crimes reported, refusals of the sale of alcohol, ejections, seizures of drugs/weapons and/or the banning of customers, and
 - d. any visits by relevant authorities or emergency services, and the purpose of the visit.

Public safety

- This relates to the safety of the public on the premises, such as fire safety, lighting and fire exits
 - A full risk assessment taking into account public safety will be carried out to identify potential hazards posed to staff or customers and setting out precautions to manage the hazards
 - Glassware will be regularly collected

Prevention of public nuisance

- This can relate to hours of operation, noise and vibration, noxious smells, light pollution, and litter.
 - A noise management policy is in place that sets out sound attenuation measures to prevent or control music, singing and speech noise breakout from the premises. Methods for monitoring noise are included in the noise policy. *Methods could range from simple perimeter checks and listening tests by the licence holder/staff to a detailed measurement taken by a qualified consultant using sound measuring equipment.
 - A log book will be kept of any noise monitoring carried out, the findings and any action taken. The log will indicate whether it was routine noise monitoring or the result of a complaint. The log book is available for inspection by the licensing authority or environmental health as a responsible authority.
 - A contact telephone number/ email will be made available to local residents and businesses which they can use to report noise disturbances to a responsible person at the venue. The phone line/ email will be available at all times the premises are open.
 - Prominent notices close to the exit doors, requesting patrons to leave the premises quickly and quietly.
 - Notices in car parks reminding patrons that they are in a residential area and to leave quickly and quietly and not to slam doors, rev engines, sound horns or play loud music.
 - Commercial deliveries, collections and storage/ disposal of waste, including beer deliveries, refuse collections and storage / disposal of waste and recyclables in external areas will be restricted to normal working hours between 8am and 7pm Monday to Friday.

Protection of children from harm

- This relates to protecting children from the activities carried out on the premises whilst they are on the premises. The law does provide Specific protection for children, such as making it illegal for children under 18 to buy alcohol.
 - The premises will operate a Challenge 25 scheme whereby anyone attempting to purchase alcohol who appears to be under the age of 25 will be required to provide ID. Only photographic ID is accepted (passport, driving licence, proof of age card with PASS hologram, or military ID). If the customer is unable to provide identification then no sale is made.
 - All refused sales will be recorded in a refusals book, which will be made available for inspection by Police or Licensing Officers of the local authority.
 - Notices are prominently displayed in the premises to advise patrons and staff that a 'Challenge 25' scheme operates.