

**LICENSING ACT 2003
APPLICATION GUIDANCE**

CONTENTS PAGE

	Page No
Introduction	1
Licensable Activities	1
Personal Licences	2
Premises Licence / Club Premises Certificate	4
Operating Schedule	5
The Prevention of Crime and Disorder	6
Public Safety	7
The Prevention of Public Nuisance	8
Protection of Children from Harm	9
Plans	10
Fees	12
Submitting the Application to the Licensing Authority and Responsible Authorities	15
Advertising the Application	15
What Happens Next?	16
Need Help?	16
Offences	17
Contact Details	19
Temporary Event Notices	21
Pool of Model Conditions	25

Introduction

This document is intended to offer guidance to applicants. It provides the basic information for applicants to help make a successful application under the Licensing Act 2003, and general guidance to keep the operations of the business, club, organisation or event within the law.

Bracknell Forest Borough Licensing Authority has a duty to supply guidance for applicants. However, by reading the Statement of Licensing Policy, applicants should understand how Bracknell Forest Borough Licensing Authority will administer the licences and authorisations and what Bracknell Forest Borough Licensing Authority considers as important. Pages 7-10 may be of particular assistance when completing the operating schedule.

Applications can be made to Bracknell Forest Borough Council as Licensing Authority. Newly granted licences will take effect on 24 November 2005 (the second appointed day). For the period of time until the second appointed day, the old system of public entertainment licences, cinema licences, theatre licences, late night refreshment house licences, and justice licences will run in parallel with the new regime. More information is available on our the website at www.bracknell-forest.gov.uk/environment/env-licensing.htm

Licensable Activities

Licensable activities include:

- Sale by retail of alcohol (or supply of alcohol to a club).
 - Provision of late night refreshment where a premises (which includes a vehicle) provides hot food or hot drink between the hours of 11pm and 5am for consumption on or off the premises either to members of the public or from premises to which the public have access. Where this relates to a mobile food van, a street trading consent will still be required in addition to the premises licence. *The street trading consent MUST be renewed in time or the premises licence will be invalid and may be withdrawn.*
 - Provision of regulated entertainment, which includes:
 - Performance of a play.
 - Exhibition of a film.
 - An indoor sporting event.
 - A boxing or wrestling entertainment.
 - A performance of live music*.
 - Any playing of recorded music*.
 - A performance of dance*.
- * or entertainment of a similar description

Personal Licences

A personal licence is a licence held by a particular individual to permit that person to authorise the sale of alcohol from a premises that is suitably licensed for the purposes of selling alcohol by retail.

If you wish to apply for a personal licence, the form is available from this Authority and on the website at <http://www.bracknell-forest.gov.uk/environment/env-licensing/env-licensing-new-laws/env-making-an-application/env-personal-licence-application-forms.htm>

You must make your application to the authority in the area which you normally reside.

You must show that you have sufficient knowledge of licensing law and the social consequences of the selling of alcohol. This can be proved by successfully completing an appropriate training course. Lists of suitable courses are available from the DCMS website at www.culture.gov.uk/alcohol.

There are some exemptions to the need for training. If you are:

- (a) a member of the company of the Master, Wardens, Freeman and Commonalty of the Ministry of the Vintners of the City of London; or
- (b) a person operating under a licence granted by the University of Cambridge; or
- (c) a person operating premises under a licence granted by the Board of the Green Cloth,

you do not need to complete the required training.

Information to be attached is detailed on the application form and must be submitted with the application for it to be deemed valid.

Send:

- The application form.
- Evidence of relevant training.
- The fee of £37.
- Two photographs.
- A criminal conviction certificate or a criminal record certificate or the results of a subject access search of the Police Intelligence Service. Contact Disclosure Scotland on 0870 609 6006 or www.disclosurescotland.co.uk for more information.
- A completed disclosure of criminal convictions and declaration form. (available at <http://www.bracknell-forest.gov.uk/environment/env-licensing/env-licensing-new-laws/env-making-an-application/env-personal-licence-application-forms.htm>).

The photograph of the applicant shall be:

- (a) Taken against a light background so that the applicant's features are distinguishable and contrast against the background;
- (b) 45 millimetres by 35 millimetres;
- (c) Full face uncovered and without sunglasses and, unless the applicant wears a head covering due to his religious beliefs, without a head covering;
- (d) On photographic paper; and
- (e) Endorsed by:
 - (i) The chief executive of the licensing justices for the relevant licensing authority; or
 - (ii) A solicitor or notary; or
 - (iii) A person of standing in the community; or
 - (iv) An individual with a professional qualification.

The endorsement should be worded as follows 'I confirm that this is a true likeness of (name of applicant)'. It should be followed by signature, printed name and date of signing

Providing that you have not had any relevant convictions and you meet the other criteria there are unlikely to be any problems with the grant and issue of your personal licence. Information as to what is regarded as relevant conviction is available on the DCMS website at http://www.culture.gov.uk/alcohol_and_entertainment/licensing_act_2003/personal_licences.htm

A personal licence lasts for ten years and renewal applications must be made to the original licensing authority.

A personal licence holder may give consent to become a designated premises supervisor (DPS) for a licensed premises where the activity of supply of alcohol is authorised. The DPS has a legal responsibility for authorising the sale of alcohol and control of the day-to-day management of that premises under the terms of the licence. Make sure that if the designated premises supervisor is not physically on the premises, there is a clear management structure with which staff are familiar.

Personal licences are not required in qualifying club situations, and for premises licences that do not retail alcohol.

Premises Licence / Club Premises Certificate

A Premises Licence permits licensable activities to take place on or from a defined area, a building, part of building, a vessel, vehicle or temporary structure. A Premises Licence application can be made by an individual, several individuals, a company or organisation, or other prescribed persons such as individuals acting as representatives for a company or individual. The application for a premises licence is normally the responsibility of the owner of the business or the committee responsible for the building. If the premises are leased, the freeholder has a right to inform Bracknell Forest Borough Licensing Authority that they own, part own, or occupy the premises, and they have a right to know of any applications, notices and requests for any other information.

A club premises certificate permits licensable activities to take place at the premises of a "qualifying club". A qualifying club applying for a Club Premises Certificate does not need a personal licence holder identified as a designated premises supervisor as there is no supply of alcohol by retail taking place. Alcohol may be bought for the club by the members and the money being passed across the bar is to maintain equity between members. Please make sure that the club rule book makes clear the policy for guests. Clubs should carefully consider whether they should apply for a club premises certificate or a premises licence, or both. As committee members in clubs change from time to time please ensure that the Bracknell Forest Borough Licensing Authority Licensing Team are kept abreast of these changes. Please be aware that it is an offence not to inform the Licensing Authority if the person who fills the role of secretary changes.

You may not apply for a premises licence or a club premises certificate if you or any of your committee members are under 18 years of age. The applicant for a premises licence or club premises certificate does not need to be a personal licence holder.

The additional information required to be submitted with the application is listed on the last page of the form. Please ensure that you attach everything to your application otherwise it will be invalid. Application forms can be found at <http://www.bracknell-forest.gov.uk/environment/env-licensing/env-licensing-new-laws/env-making-an-application/env-club-premises-certificate-application-forms.htm>

**DO BE REALISTIC IN WHAT YOU INTEND TO DO
TAKE INTO CONSIDERATION:
YOUR NEIGHBOURS - BOTH RESIDENTIAL AND BUSINESS
YOUR TRACK RECORD WITH THE POLICE AND
BRACKNELL FOREST BOROUGH LICENSING AUTHORITY ENVIRONMENTAL HEALTH
SERVICE, TRADING STANDARDS AND OTHER ENFORCEMENT AGENCIES**

The original application with accompanying information as detailed on the application form must be served on the BFBC Licensing Team. For your own benefit you may wish to get a receipt for the delivery of the application or send the application by registered post and keep the tickets as evidence that it has been sent. You must submit a copy of your application to all "Responsible Authorities". Contact details of the responsible authorities in Bracknell can be found under Contact Details on pages 19-20. For your own benefit you may wish to get a receipt for the delivery of the application or send the application by registered post and keep the tickets as evidence that the applications have been sent.

Send:

- The appropriate application form (premises licence or club premises certificate);
- Complete an operating schedule of activities, times, and how the licensing objectives (the prevention of crime and disorder; public safety; prevention of public nuisance; and protection of children from harm) will be promoted (see below);
- A plan of the premises layout (see pages 11-12);
- The correct fee (see pages 13-15);

And:

- If the premises licence is to include the supply of alcohol, the consent of the personal licence holder to be the Designated Premises Supervisor;
- If a club premises certificate, a copy of the rule book and a declaration that the club is a qualifying club

Operating Schedule

An operating schedule is a required document for all new applications for premises licences, club premises certificates and temporary event notices. It is the documentation that outlines what activities are proposed to be permitted, when the activities will take place and how the activities will be managed and the opening hours when the public are permitted on the premises.

It is advisable to apply for the maximum amount of hours for any activity. Particular thought should be given to community centres as these premises often have many different users and they change on a fairly frequent basis. It may be prudent to apply for activities that currently do not take place as hirers may request those activities in the future.

One of the most critical parts of the operating schedule is the section where the applicant describes the steps they intend to take to promote the four licensing objectives. Careful consideration of what is entered is advised. What is written in this section may become a condition of the licence. The Bracknell Forest Borough Licensing Authority Licensing Policy can be used as a guide to the sorts of things that may be expected to be addressed in the operating schedule. Obviously, not all of the matters highlighted will be appropriate to all premises, nor are they exhaustive. Ultimately you will know what the problems are associated with your premises.

Any individual preparing an operating schedule may volunteer any condition, including those listed between pages 21 to 44 of this document, as steps that will be taken to promote the licensing objectives.

The Prevention of Crime and Disorder

The Licensing Authority, Police and licensees are encouraged to work in partnership with a local Pub and Drug Watch Scheme to help licensees to form strategies for actively preventing crime and disorder issues. This scheme will encourage the sharing of information through effective communication and will seek to address matters such as under-age sales, problems associated with drunkenness, prevention of illegal drug use, and anti-social behaviour. Where there is no scheme in place applicants are strongly encouraged to visit www.uniquepubs.com/pubwatch to obtain further information and advice on setting up a scheme.

It is imperative that all forms of crime are prevented in licensed premises. A responsible licensee or their staff shall deter, prevent and report other instances of crime, such as offences under the Theft Acts (e.g. handling stolen goods), violence related or any other activity likely to constitute or conspiring to commit crime, including activities associated with the sex industry.

In considering licensing applications, the Licensing Authority will expect applicants to set out, where necessary and based on individual risk assessment:

- (a) What measures will be taken by the licensee to promote intolerance of drugs and illegal substances, to prevent their use, sale or supply on the premises, and what provision will be made for facilities to store seized items.
- (b) What measures will be taken by the licensee to prevent alcohol abuse such as drinking games and continuous drink promotions, including the adoption of advice by the British Beer and Pub Association and the Portman Group.
- (c) What measures will be taken by the licensee to raise staff awareness of both drug and alcohol abuse, for example training to recognise symptoms of drug abuse.
- (d) What action will be taken when drugs have been found. The Licensing Authority may require a log to be kept and all entries in the log to be witnessed. This log should be made available to any Police Constable or authorised officer of the Licensing Authority. The Licensee should advise the Police at the earliest possible opportunity of any confiscated item.
- (e) What features are currently in place or planned for physical security at the premises. For example, CCTV. (As a preventative measure in the planning/licensing application process, all new applicants must liaise with the Thames Valley Police Crime Reduction Team in writing in order to satisfy the requirements of the Crime and Disorder Objective.)
- (f) How licensees propose to work in partnership with the Licensing Authority, Police and other traders to establish an agreement on co-ordinating operating hours to prevent large numbers of people moving between premises. For example, disco nights, promotion nights and special events which could attract large numbers of people. Such co-ordination, though it is not a requirement of the Licensing Act, could be achieved through a local Pub Watch Scheme.
- (g) What arrangements will be made for the adoption and use of a recognised or appropriate age-monitoring scheme.
- (h) What active management measures will be taken for the prevention of violence or public disorder. For example, where appropriate, employment of registered door staff to control entry, persons awaiting entry to the premises, flashpoints within the premises, and the dispersal of customers. This might include women's safety and race issues, i.e.: measures taken to deal with inappropriate behaviour.

Public Safety

When visiting licensed premises, members of the public have a right to be confident that due consideration has been given to their physical safety. Where an applicant identifies an issue in regard to public safety (including fire safety) which is not covered by existing legislation, the applicant should identify in their operating schedule the steps which will be taken to ensure public safety. Such steps will be dependent on the individual style and characteristics of the premises and/or event(s) to be held. Advice is available through the Bracknell Forest Borough Licensing Authority website, or by contacting the Licensing Authority.

The Licensing Authority will consider the implications relating to Fire Safety of each individual application for, or variation of, a Premises Licence. The Licensing Authority, with the aim of protecting the safety of persons, both public and employees at all licensed premises, will expect the applicant to have carried out a suitable and sufficient risk assessment and put into place measures:

- (a) to reduce the risk of fire on the premises and the risk of the spread of fire on the premises;
- (b) in relation to the means of escape from the premises;
- (c) for securing that, at all material times, the means of escape can be safely and effectively used;
- (d) in relation to the means for fighting fires on the premises;
- (e) in relation to the means for detecting fire on the premises and giving warning in case of fire; and
- (f) in relation to the arrangement for action to be taken in the event of fire on the premises including measures relating to the instruction and training of staff.

The Licensing Authority has a Safety Advisory Group and, where appropriate, applicants are encouraged to seek the group's advice on issues of public safety. For example, a licensee who wishes to stage a licensable public event which is not specifically indicated in the Operating Schedule may be invited to approach the Safety Advisory Group.

The licensee may have a responsibility to develop a Drugs Policy. Advice on methods of preventing the misuse of drugs and related matters can be sought from Bracknell Forest Borough Licensing Authority's Drug Action team. For example, the use of sharp boxes and personal protective equipment in the disposal of drug related articles found on licensed premises.

The Prevention of Public Nuisance

The Licensing Authority is committed to minimising the level of public nuisance in the Borough by working in close partnership with the Thames Valley Police, Planning, Environmental Health and licensees. The Licensing Authority interprets 'public nuisance' in its widest sense, and takes it to include such issues as noise, light, odour, litter and anti-social behaviour.

Where premises are located near to noise-sensitive areas, e.g. residential premises, nursing homes, hospitals or places of worship, the licensee should initially identify any particular issues (having regard to their particular type of premises and/or activities) which are likely to adversely affect the promotion of the objective to prevent public nuisance. Such steps as are required to deal with these identified issues should be included within the applicant's operating schedule.

- (a) Measures taken or proposed to be taken to reduce noise and vibration escaping from the premises. This would include music, noise from fixed or mobile equipment (e.g.: air conditioning, generators), and human voices, whether or not amplified.
- (b) Measures taken or proposed to be taken to prevent unreasonable disturbance by customers and staff arriving or departing from the premises and delivery of goods and services.
- (c) Measures taken to control light to ensure that it does not stray outside the boundary of the premises so as to give rise to problems to local residents and businesses.
- (d) In the absence of locally available public transport, sufficient provision for access to taxis and private hire services. For example, lists of licensed taxi companies displayed by the public telephone.
- (e) Measures taken to encourage patrons to arrive and disperse quickly and quietly from the immediate vicinity of the premises. This might include, for example in nightclubs and discotheques, lowering the volume of the music and raising lights during the last 30 minutes before closing time.
- (f) Measures taken to ensure the safe removal and dispersal of persons ejected from the premises.

The applicant will be expected to show what measures will be taken to prevent individuals from consuming excess alcohol whilst on the premises. The training of staff in alcohol abuse awareness is necessary in order for this control to be effective and meet the Public Safety, Prevention of Crime and Disorder, and Prevention of Public Nuisance Licensing Objectives.

Protection of Children From Harm

When addressing the protection of children, the applicant should initially identify any particular issues (having regard to their particular type of premises and/or activities) which are likely to cause concern in relation to children. Such steps as are required to deal with these identified concerns should be included within the applicant's operating schedule.

Applicants are required, where appropriate, to set out in the Operating Schedule the arrangements they have in place to prevent the sale of alcohol and illegal substances to children. This should include an age-monitoring scheme.

The Licensing Authority would accept that the licensee obtains any of the following as an acceptable proof of age scheme:

- (a) Passport
- (b) Photo Card driving licence issued in the European Union
- (c) Proof of Age Standards Scheme Card (PASS)
- (d) Official ID card issued by HM Forces or by a European Union country bearing a photo and date of birth of holder.

Where there are off-licence sales, the Licensing Authority would expect the Operating Schedule to demonstrate how the licensee will discourage the sale of alcohol to customers on behalf of children in the vicinity. For example, if the licensee has any suspicions of this activity to ask the customer if they have been approached by children to purchase alcohol and if necessary contact the Police.

With regard to children, licensees will be expected to consider and deal with in the Operating Schedule the risk of children being exposed to and the steps that will be taken to protect them from:

- (a) The purchase, acquisition and consumption of alcohol;
- (b) Likely exposure to drugs, drug-taking or drug-dealing;
- (c) Exposure to gambling;
- (d) Exposure to activities of an adult and/or sexual nature;
- (e) Exposure to incidents of violence and disorder;
- (f) Exposure to environmental pollution such as the effects of passive smoking and excessive noise;
- (g) The sale of cigarettes to Under-16s.

In appropriate cases, the Licensing Authority will expect the licensee to evidence how they will supervise children who are performing in a Regulated Entertainment event and what consideration will be given to the welfare of children as performers and customers. Where children are supervised, the Licensing Authority will expect the Operating Schedule to demonstrate that these supervisors have been appropriately checked by the Criminal Records Bureau. These will need to be enhanced checks.

Plans

The lay-out plan of the premises shall be of 1:100 scale (unless otherwise arranged with BFBC Licensing Officers) and shall include the following details:

- The location and extent of the boundary of the building, if relevant, and any external and internal walls which comprise the premises, or in which the premises is comprised;
- The location of exits from the premises;
- If different from the location of exits, the location of escape routes from the premises;
- The locations on or from the premises to be used for the licensable activity and in the case of an application where the premises is to be used for more than one licensable activity the location for each activity;
- In a case where the application relates to the supply of alcohol, the location or locations on the premises which is or are to be used for the consumption of alcohol;
- 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;
- 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;
- The location and type of any fire safety and other safety equipment;
- The location of a kitchen, if any on the premises.

NOTE : ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

THE FOLLOWING INFORMATION IS INTENDED TO ASSIST APPLICANTS WHEN SUBMITTING PLANS OF PROPOSED LICENSED PREMISES (OR PROPOSED ALTERATIONS TO LICENSED PREMISES) TO THE FIRE AUTHORITY

The plans should show the following information in order for the Fire Authority to assess the fire precautionary measures:

1. The intended use of each room, to include the licensed drinking areas.
2. Walls, doors, partitions and glazing which are fire resisting for not less than 30 minutes.
3. All exit routes, showing clear exit widths of doors, passageways, staircases and final exits.
4. The size of the licensed area (in square metres).
5. Fixed seating or any freestanding tables and chairs or seating to be permanently set out.
6. Area covered by escape lighting.
7. Position of fire exit signage.
8. Positions of fire alarm call points and indicator panel.
9. Position and type of automatic fire detectors.
10. If the fire alarm system is linked to that in the rest of the building.
11. Confirmation that any relevant items on this sheet will be complied with.
12. Key to Plan Symbols used. (A copy of the key to plan symbols as used, and preferred, by the Fire Authority is available from the Fire Authority on request).

Note: First aid fire fighting equipment is required under other legislation.

Standards required in respect of fire safety matters, where relevant to the application :

1. Doors, partitions and glazing required to be fire resisting are to be in accordance with BS 476, as amended.
2. Fire resisting doors required to resist the passage of smoke at ambient temperature conditions should, unless tested in accordance with BS 476, Section 31.1, be fitted with a smoke seal.
3. The fire alarm system is to comply with BS 5839, Part 1. The attention of the Design/Installing Engineer should be drawn to paragraph 4.3 (consultation and records) of BS 5839, Part 1, which requires consultation with the Fire Authority.
4. The emergency lighting installation is to comply with BS 5266, Part 1. The attention of the Design/Installing Engineer should be drawn to paragraph 3.1 (consultation and records) of BS 5266, Part 1, which require consultation with the Fire Authority.
5. Fire safety related signs and notices are to conform to current British Standards.
6. Illuminated "EXIT" signs are to conform to BS 5499, Parts 1 & 3.
7. Fire fighting equipment is to comply with BS EN3 1-6, BS 7863, BS 7867 and BS 5306.
8. Upholstered seating furniture must satisfy, as a minimum standard, ignition source 0 (cigarette test) and Crib Ignition source 5 as specified in BS 5852,
9. Curtains and other textile hangings must be inherently flame retardant or be treated with a durable flame retardant. They must be capable of complying with the "Type B" performance requirements of BS 5867, Part 2 – "Specification for Fabrics for Curtains and Drapes – Flammability Requirements".
10. Artificial foliage and other decorative effects are to be fire retardant to the satisfaction of the Fire Authority.
11. Linings and surface finishes of walls and ceilings should have a surface spread of flame rating as defined in the current Building Regulations.
12. Certificates of Installation Test will be required in respect of items numbered 3, 4, 6, 8 and 9 above and may be required for item 2.

Note: Any reference to a British Standard (BS) should be taken to include the equivalent European Standard if relevant. The most recent revisions of these standards apply.

Fees

APPLICATION FEES

Fees for all Licensing Act 2003 permissions have been set by central government. The fees are based on the non-domestic rateable value of the premises. These are divided into 5 bands:

Band	A	B	C	D	E
Non-Domestic rateable value	£0 - £4300	£4,301 - £33,000	£33,001 - £87,000	£87,001 - £125,000	£125,001 and over

To find out how much your non-domestic rateable value of your premises is, please enter your postcode into the Valuation Office's website, www.voa.gov.uk.

The fees for applications for new, and for variation to, premises licences and club premises certificates are as set out below:

Rateable value bands	A	B	C	D	E
Main Application Fee	£100	£190	£315	£450	£635

However, the fees for applications for new or variations to premises licences and club premises certificates where (a) the premises are in Band D or in Band E; and (b) the premises are used exclusively or primarily for the supply of alcohol on those premises, are as set out below:

Rateable value bands	A	B	C	D	E
Main Application Fee	n/a	n/a	n/a	£900	£,1905

Also, applications for new or variations to premises licences and club premises certificates, where the capacity of the premises will exceed 5,000, are subject to an additional fee as set out below:

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

Premises licences sought for community centres and some schools that permit regulated entertainment but which do not permit the supply of alcohol and/or the provision of late night refreshment will not incur a fee. For more information please go to www.bracknell-forest.gov.uk/environment/env-licensing.htm or contact the licensing team.

OTHER FEES

There are other occasions that fees and charges must be paid to Bracknell Forest Borough Licensing Authority, as set out below:

Occasion on which a fee may be payable	Who should be sent copies of application other than Bracknell Licensing Team	All fees are to be paid to Bracknell Forest Borough Licensing Authority
New Premises Licence or Club Premises Certificate	<ul style="list-style-type: none"> • Police (2) • Fire and Rescue • Planning • Environmental Health (2) • Trading Standards • Advertise in local paper 	Please see above as dependent of Non-domestic Rateable Value
Personal Licence Application	Police	£37
Variation of premises licence or club premises certificate	<ul style="list-style-type: none"> • Police (2) • Fire and Rescue • Planning • Environmental Health (2) • Trading Standards • Advertise in local paper 	Please see above as dependent of Non-domestic Rateable Value
Supply of copies of information contained in register	N/A	Set By Bracknell
Application for copy of licence or summary on theft, loss etc of premises licence or summary	N/A	£10.50
Notification of change of name or address (holder of premises licence)	N/A	£10.50
Application to vary to specify individual as premises supervisor	Police	£23
Interim Authority Notice	Police	£23
Application to transfer premises licence	Police	£23
Application for making a provisional statement	<ul style="list-style-type: none"> • Police (2) • Fire and Rescue • Planning • Environmental Health (2) • Trading Standards 	£315
Application for copy of certificate or summary on theft, loss etc of certificate summary	N/A	£10.50
Notification of change of name or alteration of club rules	N/A	£10.50
Change of relevant registered address of club	N/A	£10.50
Temporary Event Notices	Police	£21
Application for copy of notice on theft, loss etc of temporary event notice	N/A	£10.50
Application for copy of licence on theft, loss etc of personal	N/A	£10.50

licence		
Notification of change of name or address (personal licence)	N/A	£10.50
Notice of interest in any premises	N/A	£21

ANNUAL FEES

Where premises licences and club premises certificates are issued by the licensing authority, the holder of the licence/certificate shall pay an annual fee as set out below:

Rateable value bands	A	B	C	D	E
Annual Fee	£70	£180	£295	£320	£350

However, where (a) the premises are in Band D or in Band E; and (b) the premises are used exclusively or primarily for the supply of alcohol on those premises, the holder of the licence/certificate shall pay an annual fee as set out below:

Rateable value bands	A	B	C	D	E
Annual Fee	n/a	n/a	n/a	£640	£,1,050

Also, where the capacity of the premises exceeds 5,000, the holder of the licence/certificate shall pay an additional fee as set out below:

Number of people in attendance at any one time	Additional Fee
5,000 – 9,999	£500
10,000 – 14,999	£1,000
15,000 – 19,999	£2,000
20,000 – 29,999	£4,000
30,000 – 39,999	£8,000
40,000 – 49,999	£12,000
50,000 – 59,999	£16,000
60,000 – 69,999	£20,000
70,000 – 79,999	£24,000
80,000 – 89,999	£28,000
90,000 and over	£32,000

Please note that fees for unsuccessful applications for Licences and Temporary Event Notices will not be refunded.

Submitting the application to the Licensing Authority and Responsible Authorities

The responsible authorities must confirm to the Licensing Authority's Licensing Team that they have received copies of the application within 48 hours of an application being made. Without this confirmation the licensing team will not consider the application as complete. Incomplete applications will be dealt with in one of two ways. If the application is simply missing one or two simple details, a letter requesting the missing documentation will be sent to the applicant and the application will be kept on hold. If there are more than one or two simple details, the application will be rejected and returned to the sender. The application must be resubmitted.

Advertising the application

The applicant has a duty to advertise their application. They will be required to advertise the application for a period of no less than 28 consecutive days starting on the day following the day the application was served on the licensing authority.

The notice shall be:

- (a) Of a size equal or larger than A4;
- (b) Of a pale blue colour; and
- (c) Printed legibly in black ink or typed in black in font size of 16 or bigger.

The applicant must also advertise their application in a local newspaper circulating in the relevant part of Bracknell Forest Borough Licensing Authority such as The Bracknell Times or the Bracknell News. The newspaper notice must be circulated at least one occasion not more than ten working days after the giving of the application to Bracknell Forest Borough Licensing Authority Licensing Team.

Both the newspaper notice and the notice for the application will contain the following information:

- (a) The relevant licensable activities proposed to carry on at the premises;
- (b) The name of the applicant;
- (c) The postal address of the premises, or if not applicable a description of the premises concerned;
- (d) Details of where the register of Bracknell Forest Borough Licensing Authority is held and where it can be inspected (Licensing Team, 1st Floor, Time Square, Market Street, Bracknell, RG12 1JD);
- (e) The dates between which an interested party and a responsible authority may make representations to Bracknell Forest Borough Licensing Authority Licensing Team;
- (f) A statement that all representations must be made in writing;
- (g) A statement that it is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine (£5000) for which a person is liable on summary conviction for the offence

What Happens Next?

Where a complete application form has been submitted with the appropriate fees and other paperwork, including the display of appropriate notices in the papers and on the premises, and there are no representations within the 28 consecutive day deadline, the licence will be granted.

However, if an adverse representation from any interested party or responsible authority has been received, the licensing team will decide whether the representation is relevant. If the licensing team find the representation relevant they will arrange a mediation meeting between the relevant parties to try and find a reasonable compromise. If this informal process is unsuccessful a hearing before the licensing committee will be held. All relevant parties will be notified. A decision will be made by the licensing committee or sub-committee and the details of that decision will be circulated to the parties concerned.

Once the new licence is granted, it will not take effect until 24 November 2005.

The applicant does have a right to appeal and this should be made to the East Berkshire Magistrates Court, The Law Courts, Chalvey Park, Off Windsor Road, Slough SL1 2HJ. Professional advice should be sought where it is uncertain what the best course of action should be.

The timescales for new applications are set out in the table below :

Days	Party	Duty
1 st day	Applicant	Make application NOTE : The application is made on the day it is received by the Licensing Authority
1 st day	Applicant	Serve application on Responsible Authorities
2-29 days	Applicant	Site notice on premises
Before 11 th working day	Applicant	Notice in local newspaper
Before 29 th day	Interested Party Responsible Authority	Make representations
10 working days before hearing	Licensing Authority	Give notice of hearing Confirm points on which clarification is required at the hearing Forward relevant representations to applicant
5 working days before hearing	Interested Party Responsible Authority	Confirm : if they consider a hearing unnecessary; whether they will attend the hearing; and request permission to bring a witness and what they will say.
As soon as is reasonably possible	Licensing Authority	Hold hearing

Need Help?

Bracknell Forest Borough Licensing Authority is aware that there are concerns about making licence applications and recommends that applicants contact the licensing team on 01344 352000 or licence.all@bracknell-forest.gov.uk if they have any concerns to discuss the application prior to making a submission. Alternatively you may feel that you wish to pass the job of making your application to a reputable licensing professional such as a solicitor or consultant.

Offences

It is an offence:

- To carry on or attempt to carry on a licensable activity on or from any premises other than under or in accordance to with the authorisation provided by a premises licence, a club premises certificate or temporary event notice meeting the required conditions.
- To knowingly allow such an activity to be carried on.
- Where an unauthorised activity has taken place, any performer or participant does not commit an offence unless they are involved in the organisation or arrangement of the unauthorised activity.
- It is an offence to expose alcohol for sale by retail when not an authorised activity.
- To keep alcohol with the intention of selling it by retail or supplying it by or on behalf of a club or to the order of a member of a club where the sale of supply would be an unauthorised licensable activity.

Offences concerning children are as follows:

- Unaccompanied children are prohibited from certain premises such as premises at a time open for the purposes of being used for the supply of alcohol for consumption there and all relevant premises used for the supply of alcohol for the consumption there between the hours of midnight and 5am.
- Sale of alcohol by retail to an individual under the age of 18 is illegal.
- Clubs commit an offence if alcohol is supplied to a member or guest who is under the age of 18. (*NB this is a change to the current law*)
- It is an offence to allow the supply of alcohol to children from your premises.
- It is an offence for an individual aged under the age of 18 to buy or attempt to buy alcohol.
- It is an offence to buy or attempt to buy alcohol on behalf of an individual who is under 18.
- However, no offence is committed if a person over the age of 18 buys beer, wine or cider for an individual aged 16 or 17 if the purchase, or supply, is for consumption at a table meal on relevant premises and that the individual is accompanied at the meal by an individual aged 18 or over.
- An individual under the age of 18 commits an offence if he knowingly consumes alcohol on relevant premises.
- A person who works on relevant premises in any capacity, whether paid or unpaid commits an offence if he knowingly delivers to an individual aged under 18 alcohol sold on the premises, or alcohol supplied on the premises by or on behalf of a club to or to the order of a member of a club.
- A person commits an offence if he knowingly allows anyone else to deliver to an individual aged under 18 alcohol sold on relevant premises.

Contact Details

Consultation with all responsible authorities is encouraged prior to the submission of the application.

(1) The application is to be sent to the Licensing Authority at :

BFBC Licensing Team
1st Floor / Time Square
Market Street
Bracknell RG12 1JD

Telephone : 01344 352000

E-mail : licence.all@bracknell-forest.gov.uk

Also, the application must be copied to each of the seven responsible authorities. The addresses for these authorities are given below.

(2) The Chief Officer of Police

Further advice from Thames Valley Police can be obtained from:

Licensing
Thames Valley Police
Headquarters (South)
Kidlington
OX5 2NX

Telephone : 0845 8 505 505

Email : licensing@thamesvalley.pnn.police.uk

(3) The Local Fire Authority

Further advice from Royal Berkshire Fire and Rescue Service can be obtained from:

Royal Berkshire Fire and Rescue Service
The Fire Safety Office
Bridge Road
Maidenhead SL6 8PG
Telephone : 0118 932 2422
E-mail: maidenheadfiresafety@rbfrs.co.uk.

(4) The Local Authority with responsibility for Environmental Health

Advice about permitted hours, noise disturbance, and health and safety in local authority enforced premises can be obtained from:

BFBC Environmental Health Team
1st Floor / Time Square
Market Street
Bracknell RG12 1JD

Telephone : 01344 352000

E-mail : environmental.health@bracknell-forest.gov.uk

(5) The Local Planning Authority

BFBC Planning Team
Ground Floor / Time Square
Market Street
Bracknell RG12 1JD

Telephone : 01344 352000
E-mail : planning.licenses@bracknell-forest.gov.uk

(6) The Local Weights and Measures Authority

BFBC Trading Standards Team
First Floor / Time Square
Market Street
Bracknell RG12 1JD

Telephone : 01344 352000
E-mail : trading.standards@bracknell-forest.gov.uk

(7) A body that represents those who are responsible for, or interested in, matters relating to the protection of children from harm

Bracknell Area Child Protection Committee
C/O Licensing
Thames Valley Police
Headquarters (South)
Kidlington
OX5 2NX

Telephone : 0845 8 505 505
Email : licensing@thamesvalley.pnn.police.uk

(8) Either :

(a) The Local Enforcement Agency for the Health and Safety at Work etc. Act 1974, for non-Council operated premises

Advice about advice on health and safety matters can be obtained from:

BFBC Environmental Health Team
1st Floor / Time Square
Market Street
Bracknell RG12 1JD

Telephone : 01344 352000
E-mail : environmental.health@bracknell-forest.gov.uk

or

(b) The Local Enforcement Agency for the Health and Safety at Work etc. Act 1974, for Council operated premises

The Health and Safety Executive
Priestley House
Priestley Road
Basingstoke RG24 7NW
Telephone 01256 404000

TEMPORARY EVENT NOTICES

In general, only the police may intervene on crime prevention grounds to prevent the occurrence of an event at which permitted temporary activities are to take place or to agree a modification of the arrangements for such an event. However, the licensing authority may intervene of its own volition by issuing a counter notice if the first, second and fourth of the limits set out below would be exceeded. If any of the limits below are breached or if a counter notice has been issued, any licensable activities taking place would be unauthorised and the premises user would be liable to prosecution. The limitations apply to:

- the number of times a person (the “premises user”) may give a temporary event notice (50 times per year for a personal licence holder and 5 times per year for other people);
- the number of times a temporary event notice may be given in respect of any particular premises (12 times in a calendar year);
- the length of time a temporary event may last for these purposes (96 hours);
- the maximum aggregate duration of the periods covered by temporary event notices at any individual premises (15 days per calendar year); and
- the scale of the event in terms of the maximum number of people attending at any one time (a maximum of 499).

A copy of the application must be sent to the Chief Officer of Police (see Contact details above)

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals.

An “associate” of the proposed premises user is:

- a. the spouse of that person;
- b. a child, parent, grandchild, grandparent, brother or sister of that person;
- c. an agent or employee of that person; or
- d. the spouse of a person within (b) or (c).

For these purposes, a person living with another as that person’s husband or wife is to be treated as that person’s spouse.

These provisions will be subject to amendment by the Civil Partnerships Act. These amendments are due to take effect from 5th December 2005.

When permitted temporary activities take place, a premises user must ensure that either:

- a copy of the temporary event notice endorsed as acknowledged by the licensing authority is prominently displayed at the premises; or that
- the temporary event notice endorsed as acknowledged by the licensing authority is kept at the premises either in his own custody or in the custody of a person present and working at the premises and whom he has nominated for that purpose.

Where the temporary event notice is in the custody of a nominated person, a notice specifying that fact and the position held by that person must be displayed prominently at the premises.

Where neither the temporary event notice nor a notice specifying the nominated person is displayed, a constable or an authorised person (for example, a licensing officer, fire officer or environmental health officer) may require the premises user to produce the temporary event notice for examination. Similarly, where the nominated person has the temporary event notice in his custody, a constable or authorised person may require that person to produce it for examination. Failure to produce the temporary event notice without reasonable excuse would be an offence.

It should also be noted that the following, among other things, are offences under the Licensing Act 2003:

- the sale or supply of alcohol to children under 18 years of age (maximum fine on conviction is a fine up to level 5 on the standard scale, currently £5,000);
- allowing the sale of alcohol to children under 18 (maximum fine on conviction is a fine up to level 5 on the standard scale, currently £5,000);
- knowingly allowing the consumption of alcohol on the premises by a person aged under 18 (maximum fine on conviction is a fine up to level 5 on the standard scale, currently £5,000);
- allowing disorderly behaviour on the premises (maximum fine on conviction is a fine up to level 3 on the standard scale, currently £1,000);
- the sale of alcohol to a person who is drunk (maximum fine on conviction is a fine up to level 3 on the standard scale, currently £1,000);
- obtaining alcohol for a person who is drunk (maximum fine on conviction is a fine up to level 3 on the standard scale, currently £1,000);
- knowingly allowing a person aged under 18 to make any sale or supply of alcohol unless the sale or supply has been specifically approved by the premises user or any individual aged 18 or over who has been authorised for this purpose by the premises user (maximum fine on conviction is a fine up to level 1 on the standard scale, currently £200); and
- knowingly keeping or allowing to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported (maximum fine on conviction is a fine up to level 3 on the standard scale, currently £1,000).

In addition, where the premises are to be used primarily or exclusively for the sale or supply of alcohol for consumption on the premises, it is an offence to allow children under 16 to be present when the premises are open for that purpose unless they are accompanied by an adult. In the case of any premises at which sales or supplies of alcohol are taking place at all, it is an offence for a child under 16 to be present there between the hours of midnight and 5am unless accompanied by an adult. In both instances, the penalty on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000.

A temporary event notice may only be given by an individual and not, for example, by an organisation or club or business. The individual giving the notice is the proposed “premises user”. Within businesses, clubs or organisations one individual will therefore need to be identified as the proposed premises user.

If you include an e-mail address in section 1(7) or 1(9) the licensing authority may use the address to send any counter notice it is required to give under section 107 of the Licensing Act 2003.

For the purposes of the Licensing Act 2003, “premises” means any place. Premises will therefore not always be a building with a formal address and postcode. Premises can include, for example, public parks, recreation grounds and private land.

A temporary event notice can be given for part of a building, such as a single room or a plot within a larger area of land. You should provide a clear description of the area in which you propose to carry on licensable activities. This is important as any licensable activities conducted outside the area of the premises protected by the authority of this temporary event notice would be unlawful and could lead to prosecution.

In addition, when holding the proposed event, the premises user would need to be able to restrict the number of people on the premises at any one time when licensable activities are taking place to less

than 500. If more than 499 are on the premises when licensable activities are being carried on, the licensable activities would be unlawful and the premises user would be liable to prosecution. The maximum figure of 499 includes, for example, staff, organisers, stewards and performers. A description of the nature of the premises assists the chief officer of police in deciding if any crime prevention issues are likely to arise. You should state clearly that the premises to be used are, for example, a public house, a restaurant, an open field, a village hall or a beer tent.

Similarly a description of the nature of the event similarly assists the chief officer of police in making his decision whether or not to make an objection. You should state clearly that the event taking place at the premises would be, for example, a wedding with a pay bar, the supply of beer at a particular farmers' market, a discotheque, the performance of a string quartet, a folk group or a rock band.

- See page 2 above for definition of licensable activities

You should state here the times during the event period, for example 48 hours, when you intend to carry on licensable activities. For example, you may not intend to carry on licensable activities throughout the entire 48 hour event period, and may intend to sell alcohol between 8.00 hrs and 23.00 hrs on each of the two days.

If you indicate that alcohol will be supplied only for consumption on the premises, you would be required to ensure that no person leaves the premises with alcohol supplied there. If such a supply takes place, the premises user may be liable to prosecution for carrying on an unauthorised licensable activity. Similarly, if the premises user gives notice that only supplies of alcohol for consumption off the premises will take place, he/she must ensure that alcohol supplied is not consumed on the premises. The premises user is free to give notice that he/she intends to carry on both types of supplies. For this purpose the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

A calendar year is the period of 1 January to 31 December, inclusive, in any year.

If an event straddles two calendar years, it will count against the limits on temporary event notices (12 for each premises, 15 days for each premises, 50 per personal licence holder and 5 for non-holders) for each year, however, only one notice needs to be given.

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. Note 13 below sets out the definition of an "associate".

If a temporary event notice has been given for the same premises, by the same premises user, and would have effect within 24 hours before the start of the event period under the current proposal or within 24 hours after the end of that period, the temporary event notice given would be void and any licensable activities carried on under it would therefore be unlicensed.

For the purposes of determining whether or not the required gap of 24 hours is upheld, temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count as if they had been given by the premises user himself. Note 13 below sets out the definition of an "associate".

It is a requirement that you send two copies of this notice to the licensing authority at least ten working days before the commencement of the proposed licensable activities. The authority will endorse one of the two copies and return it to you as an acknowledgement. This will be important proof that you gave the notice and when you gave it for the purposes of the Act. Some premises may be situated in two licensing authority areas, for example, where a building or field straddles the local authority boundary. Where this is the case, two copies must be sent to each of the licensing authorities identified, together with the appropriate fee in each case. In such circumstances, you need to receive acknowledgements from all the relevant licensing authorities.

One copy must be sent to the chief officer of police for the area in which the premises is situated at least ten working days before the commencement of the proposed licensable activities. Where the premises are situated in two police areas, a further copy will need to be sent to the second police force.

Under the Licensing Act 2003, all temporary event notices are given subject to a mandatory condition requiring that where the licensable activities involve the supply of alcohol, all such supplies must be made by or under the authority of the named premises user. If there is a breach of this condition, the premises user and the individual making the supply in question would be liable to prosecution.

MODEL POOL OF CONDITIONS

Any individual preparing an operating schedule is at liberty to volunteer any measure, such as those described below, as a step he or she intends to take to promote the licensing objectives. If you wish to indicate that you will comply with any of the following, please write the correct code in the corresponding part of your application form, and complete the parts where it says 'please insert'.

Please note, that when incorporated into the licence or certificate as a condition, they become enforceable under law and a breach of such a condition could give rise to prosecution.

The Licensing Authority will only attach conditions that are required by the Licensing Act 2003, conditions that are consistent with the operating schedule and any other conditions imposed as a result of representations being made that are necessary to ensure that the licensee complies with the four Licensing Objectives.

Necessary conditions for the licence or certificate will also depend on local knowledge of the premises. Under no circumstances should the following measures be regarded as standardised conditions to be automatically imposed in all cases. Each application for a licence will be considered on its own merit.

PART A – Conditions Relating to the Prevention of Crime and Disorder

In certain premises where existing legislation does not provide sufficiently for the prevention of crime and disorder, some or all of the following model conditions may be applied. This will be determined by the individual circumstances of the premises and will depend on a range of factors, including the nature and style of the premises, its location, the activities being conducted there, the anticipated clientele of the business concerned, and local knowledge of the premises.

- CD1 Text/radio pagers shall be provided and linked to Thames Valley Police and [insert names of other licensed premises] Such two-way communication will enable :
- (a) licence holders, managers, and designated premises supervisors to immediately report incidents to the police;
 - (b) rapid response by the police to situations of disorder; and
 - (c) the police and/or other licensed premises to give advance warning of potential troublemakers and individuals suspected of criminal behaviour that are in the vicinity of the area.
- CD2 The text/radio pager equipment shall be maintained and kept in working order at all times and shall be operated appropriately in accordance with the manufacturer's instructions.
- CD3 The pager link shall be operated and monitored by the designated premises supervisor (or a named responsible member of staff) at all times the premises are open to the public.
- CD4 All incidents of crime and disorder shall be reported via a text/radio pager link by the designated premises supervisor (or a named responsible member of staff) to an agreed police contact point.

- CD5 Accurate and up-to-date information shall be held pertaining to all door supervisors employed at the premises (whether directly or through an agency) in a log-book which contains, in relation to each door supervisor:
- (a) his/her name, address, and telephone number;
 - (b) his/her registration number;
 - (c) the name, address, and telephone number of the agency (where the door supervisor in question is not employed directly);
 - (d) the dates and times at which he/she commences and finishes work at the premises and his/her signature in respect of both;
 - (e) details of any incident in which the door supervisor is involved, including the calling of the police and any police action taken.
- CD6 The management of the premises shall devise and implement a policy (which is approved by Thames Valley Police) for the provision of SIA registered door supervisors and security teams at the premises.
- CD7 There shall be a minimum of two door supervisors on duty at the premises at all times during opening hours.
- CD8 There shall be a minimum of one door supervisor for every 100 persons or part thereof at functions attended by adults.
- CD9 Where the audience includes minors there shall be either:
- (a) a minimum of two door supervisors for every 100 persons or part thereof; or
 - (b) at least one door supervisor per exit, whichever is the greater.
- CD10 At least one female door supervisor shall be employed and available where appropriate (for example, if female customers are the subject of body searches).
- CD11 An outer body search shall be carried out where there is reasonable suspicion that an individual is in possession of an illegal drug or an offensive weapon.
- CD12 Notices shall be displayed advising the public that an outer body search is a condition of entry and that the Police will be informed if anyone is found in possession of illegal drugs or offensive weapons.
- CD13 The management of the premises shall devise and implement a policy (which is approved by Thames Valley Police) relating to the prevention of illegal weapons. This policy shall include: search, detection, confiscation, storage and disposal.
- CD14 Persons who are known to have been convicted of drug and drug-related offences which are not spent shall be excluded from the premises.
- CD15 No glass bottles containing beverages of any kind, whether open or sealed, shall be given to customers for consumption on the premises, whether at the bar or by staff service away from the bar.
- NOTE : Glass bottles may be used as weapons inflicting more serious harm during incidents of disorder.
- CD16 Drinking vessels shall be made of toughened glass or plastic and shall be designed not to have a sharp edge when broken.

CD17 The management of the premises shall devise and implement a policy (approved by Thames Valley Police) for the use and provision of glass containers, either bottles or drinking vessels, to prevent their use as weapons.

CD18 Bottles containing wine may be sold for consumption with a table meal by customers who are seated in an area set aside from the main bar area for the consumption of food.

CD19 No customers carrying open or sealed containers of alcohol shall be admitted to the premises at any time that the premises are open to the public.

NOTE : The Licensing Authority will take into consideration the location and style of the premises in assessing whether a condition on the use of plastic or toughened glass is necessary. The use of plastic or paper drinks containers and toughened glass may be relevant as measure to promote public safety.

CD20 Customers shall be prevented from taking any alcoholic drinks, or other drinks, from the premises in open containers (e.g. glasses and opened bottles).

CD21 The consumption of alcoholic drinks shall be restricted to [please insert areas] between the following times [please insert times].

CD22 The capacity of [please insert areas] shall be restricted to [please insert numbers].

CD23 The ratio of tables and chairs to customers shall be [please insert].

CD24 A valid proof of age card or UK passport shall be required to be produced by any person appearing to those selling or supplying alcohol, to be under 18 (or 16 in the case of the consumption of beer, wine and cider in the company of adults during a table meal) and who is attempting to buy alcohol.

CD25 The management of the premises shall devise and implement a policy (which is approved by Thames Valley Police) to monitor and control the access and exit of young persons possibly underage from the premises.

CD26 The licensee shall display in a prominent position a copy of their policy on checking proof of age.

CD27 No person under the age of 18 years shall be admitted to the premises while licensable activity is taking place.

CD28 No person under the age of 18 years shall be admitted to the premises between the hours of [please insert] on [please specify days of the week].

CD29 Notices shall be prominently displayed and maintained, advising customers of the prevalence of any crime that may target them.

NOTE : e.g. notices warning customers about the need to be aware of pickpockets or bag snatchers and to guard their property.

CD30 A notice shall be displayed at the premises giving contact details for customers to report anything suspicious.

CD31 The licensee shall take measures to promote 'sensible drinking' (including measures to encourage the purchase of safe drinks).

- CD32 The licensee shall ensure that adequate measures are taken to prevent the use and supply of illegal drugs.
- CD33 The licensee shall ensure that adequate search procedures are in place to prevent the bringing of illegal drugs or weapons onto the premises.
- CD34 The licensee shall ensure that clear information is displayed in a prominent position for staff and patrons on drug awareness, including the spiking of drinks with drugs.
- CD35 The licensee shall ensure that staff are trained in drug awareness and that procedures are agreed with the police for searches and the surrender and seizure of drugs and weapons.
- CD36 The management shall have in place and implement a policy, approved by Thames Valley Police, relating to the prevention of the use of illegal drugs. The policy shall include: search, detection, confiscation, storage and disposal.
- CD37 An induction and training programme for staff who will implement the provisions of the drug policy shall be introduced to ensure proper implementation.
- CD38 A senior member of the management team must obtain the National Certificate in Drugs Awareness, or equivalent qualification.
- CD39 The management of these premises must have and implement a policy, approved by Thames Valley Police, for the provision of staff at the premises, to cover such aspects as staff : customer ratio, experience and qualifications.
- CD40 A CCTV system shall be installed, maintained and operated correctly to the satisfaction of the Thames Valley Police Crime Prevention Officer. The tapes from the system shall be retained for a period of 31 days. A sign advising customers that they are on CCTV shall be positioned in a prominent position. [NB this is to achieve compliance with the Human Rights legislation].
- CD41 A comprehensive CCTV system be installed that ensures all areas of the licensed premises are monitored, including all entry and exit points, and which enables frontal identification of every person entering in any light condition. All cameras shall continually record whilst the premises are open to the public and the video recordings shall be kept available for a minimum of 31 days with time and date stamping. Tape recordings shall be made available to an authorised officer or a police officer together with facilities for viewing. The recordings for the preceding two days shall be made available immediately on request. Recordings outside this period shall be made available on 24 hours notice. A sign advising customers that they are on CCTV shall be positioned in a prominent position. [NB this is to achieve compliance with the Human Rights legislation].
- CD42 CCTV with time and date recording facility shall be installed and maintained at the club in accordance with the advice of a Thames Valley Police Crime Prevention Officer. Recording media shall be retained for at least 90 days and shall be readily available for inspection by the Police or authorised person. An inspection to ensure compliance will be carried out by the Crime Prevention Officer within 2 months of the date this licence is granted. A sign advising customers that they are on CCTV shall be positioned in a prominent position. [NB this is to achieve compliance with the Human Rights legislation].
- CD43 There shall be a suitable facility for the recording and storage of images collated from CCTV, and a capability of CCTV to work effectively in low levels of light.

- CD44 The management of the premises shall have and implement a policy, approved by Thames Valley Police, for reporting incidents of crime and disorder.
- CD45 The management of the premises shall have and implement a dispersal policy, approved by Thames Valley Police, for controlling the closing of the premises and the departure of customers at the conclusion of the licensed activities.
- CD46 The sale and supply of alcohol shall cease (insert) minutes prior to the closure of the premises and a winding down period shall be implemented. E.g. quieter music, during or before this (insert) minute period.
- CD47 The management shall subscribe to the provision of a dedicated licensed taxi cab service for customers leaving the premises e.g. a free phone connected to a local authority registered taxi firm.
- CD48 The licensee shall be an active partner in the Local Pubwatch scheme.
- CD49 The licensee shall be an active partner in radio link / licensees association scheme for the area in which it is situated.
- CD50 Thames Valley Police are to be consulted prior to any drinks promotion being held at the premises.
- CD51 The Licensing Officer for Berkshire West BCU at Thames Valley Police is to be consulted prior to any drinks promotion being held.
- CD52 The management of these premises shall have and implement a policy, approved by Thames Valley Police, for the promotion of crime reduction initiatives.
- CD53 Events, musical concerts, live or recorded performances being held on licensed premises shall not be advertised in any public place without the written permission of the Licensing Authority and the owner of the premises where such advertisements are to be displayed.
- CD54 Whilst during trading hours, a nominated individual with appropriate training and experience can be identified as being responsible for each particular bar area, the person will preferably be a Personal Licence Holder.

PART B – Conditions Relating to Public Safety

In certain premises, where existing legislation does not provide sufficiently for the safety of the public, some or all of the following model conditions may be applied. This will be determined by the individual circumstances of the premises and will depend on a range of factors, including the nature and style of the premises, its location, the activities being conducted there, the anticipated clientele of the business concerned, and local knowledge of the premises.

Capacity

- PS1 Performances involving danger or risk to the public shall not be given.
- PS2 Dancing shall be restricted to the areas approved by the Licensing Authority for that purpose.
- PS3 The number of persons admitted to the premises on any one occasion shall not exceed the maximum occupant capacity as specified by the Fire Authority and overcrowding in any part of the premises which would interfere with the safety or comfort of the public shall not be permitted.
- PS4 A suitable method of 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.
- PS5 The licence holder, a club official, manager or designated premises supervisor should be aware of the number of people on the premises and shall inform any authorised person on request.
- PS6 A notice shall be displayed prominently at the entrance to the premises so as to be visible and easily understood, indicating the maximum number of persons permitted on the premises at any one time. Where the Licensing Authority has specified maximum numbers for particular parts of the premises shall be displayed at the entrances to these parts, indicating the maximum number of persons that may be present there at any one time.
- PS7 No alterations (including temporary alterations) shall be made to the premises, without the consent of the Licensing Authority. This condition shall not require notice to be given in respect of routine maintenance works. Where works necessitate the premises being closed for a period of time, the premises shall not reopen for the purpose of the licence without the consent of the Licensing Authority.

NOTE: Any consent under this rule does not relieve the licensee of any need to seek a variation in the terms of the licence.

- PS8 Premises should not be altered in such a way as to make it impossible to comply with an existing licence condition without first seeking a variation of the premises licence proposing the deletion of the condition in question. The applicant will need to propose in a new operating schedule, which reflects the proposed alteration to the premises, how he or she intends to take alternative steps to promote the public safety objective.

Means of Escape

- PS9 The means of escape provided for the premises shall be maintained unobstructed, free of trip hazards, be immediately available and clearly identified in accordance with the approved arrangements.
- PS10 In restaurants and other premises where chairs and tables are provided, clear gangways shall be provided in accordance with the approved arrangements.
- PS11 No changes shall be made to the approved layout of the premises without the consent of the Licensing Authority.
- PS12 All exit doors shall be available at all material times without the use of a key, code, card or similar means.
- PS13 Any approved removable security fastenings shall be removed from the doors prior to opening the premises to the public. All such fastenings shall be kept in an approved position.
- PS14 Doors at such exits are regularly checked to ensure they function satisfactorily.
- PS15 All fire resisting doors to ducts, service shafts and cupboards shall be kept locked and shut.
- PS16 The edges of the treads of steps and stairways shall be maintained so as to be conspicuous.
- PS17 All internal gangways shall be kept unobstructed.
- PS18 Safety checks are carried out before the admission of the public.

Safety Curtain (where provided)

- PS19 Only hangings, curtains, upholstery and temporary decorations complying with the relevant British (or where appropriate European) Standard shall be used. Where necessary these shall be periodically tested for flame resistance and re-treated as necessary to the satisfaction of the Licensing Authority.
- PS20 Hangings, curtains, and temporary decorations are maintained in a flame- retardant condition.
- PS21 Any upholstered seating meets on a continuous basis the pass criteria for smouldering ignition source 0, flaming ignition source 1, and crib ignition source 5 when tested in accordance with section 5 of BS 5852:1990.
- PS22 Curtains, hangings, and temporary decorations are arranged so as not to obstruct exits, fire safety signs or fire-fighting equipment.
- PS23 Curtains, where permitted across doors, shall be hung in two halves on a free running rail to enable them to be parted easily. Such curtains shall have a clearance of at least 25mm between the bottom of the curtain and the floor.

Scenery and Properties

- PS24 At least 7 days' notice shall be given to the Licensing Authority of any proposal to use scenery or properties and such scenery or properties shall only be used with the consent of the Licensing Authority.
- PS25 Scenery and properties shall only be stored in approved areas and where permitted to be stored on the stage shall be limited to the approved amounts.
- PS26 The doors to any scenery store shall be kept closed during performances.
- PS27 The scenery and properties used on an open stage shall be restricted to that of the actual production. No other storage shall be permitted in the stage area.

Fire Duties

- PS28 At premises licensed for stage presentations and at other premises where the Licensing Authority so requires, at least one member of staff shall be adequately trained by a recognised authority in fire-prevention and extinction. Such person shall act as duty fire officer and shall not be engaged in other duties which conflict with this primary duty and shall be readily identifiable and distinguishable from other members of staff. Additional trained staff shall be employed if for any reason the Licensing Authority considers it necessary.

NOTE: The type of premises to which this condition is likely to apply includes theatres, exhibition halls and where the entertainment involves special risks.

- PS29 All parts of the premises shall be inspected by an appropriately trained member of staff at the end of every separate performance in order to ensure no fire exits are blocked and to identify any possible fire risk. The licensee shall ensure that a logbook is kept to record the holding of staff fire drills and the carrying out of checks. The licensee or duty manager shall initial the logbook weekly and the book shall be open to inspection at any reasonable time by authorised officers.

Staff Training

- PS30 Staff with specific responsibilities in the event of fire or other emergency, together with deputies, shall receive training and written instruction appropriate to their role and documented records of such training/instruction shall be kept.

Outbreaks of fire

- PS31 Notices dealing with actions to be taken in the event of a fire or other emergency, including how the fire brigade are summoned, are prominently displayed and protected from damage and deterioration.
- PS32 The fire brigade must be called at once to any outbreak of fire, however slight, and the details recorded in a fire logbook.
- PS33 The local Fire Control Centre are notified as soon as possible if the water supply to any hydrant, hose reel, sprinkler, drencher or other fire extinguishing installation is cut off or restricted.

PS34 Access routes for emergency vehicles are kept clear and free from obstruction.

First Aid

PS35 An adequate and appropriate supply of first aid equipment and materials is available on the premises.

PS36 At least one suitably trained first aider who is responsible for first aid shall be on duty when the public are present. If more than one suitably trained first-aider is present, their respective responsibilities are clearly defined.

Emergency Lighting

PS37 All electrical wiring, fittings and appliances shall be constructed and maintained in a safe and satisfactory condition to the satisfaction of the Licensing Authority.

PS38 In the absence of adequate daylight, the lighting in any area accessible to the public, members or guests shall be fully in operation during all times when they are present.

PS39 A system of emergency lighting, independent of the normal lighting of the premises shall be provided and shall illuminate all escape routes. The system shall operate automatically on failure of the normal lighting or be on at all times, and shall be maintained in efficient working order and tested at specified intervals to the satisfaction of the Licensing Authority and Fire Authority, with details of tests recorded in the fire logbook.

PS40 Emergency lighting batteries are fully charged before the admission of the public, members or guests.

PS41 In the event of the failure of normal lighting where the emergency lighting battery has a capacity of one hour, arrangements shall be in place to ensure that the public, members or guests leave the premises within 20 minutes, unless within that time normal lighting has been restored and the battery is being re-charged; and, if the emergency lighting battery has a capacity of three hours, the appropriate period by the end of which the public should have left the premises is one hour.

PS42 Corridors, passageways and stairways shall be evenly illuminated to a level not less than that required by the current British Standard Code of Practice.

PS43 A minimum of three electrical hand-lamps shall be available at the premises at all times for use by appointed staff and the head-lamps shall be properly maintained at all times and ready for use in an emergency.

PS44 Temporary electrical wiring and distribution systems shall not be provided without notification to the licensing authority at least ten days before commencement of the work.

PS45 Temporary electrical wiring and distribution systems shall comply with the recommendations of BS 7671 or where applicable, BS 7909.

PS46 Temporary electrical installations shall only be installed by a competent person or, where they have not been installed by a competent person, temporary electrical wiring and distribution systems shall be inspected and certified by a competent person before they are put to use.

Ventilation

- PS47 The premises shall be effectively ventilated. Where the ventilation system is designed to maintain positive air pressure within part of the premises, that pressure shall be maintained whenever the public, member or guests are present in that part of the premises.
- PS48 Ventilation ductings are kept clean, and air filters are periodically cleaned and replaced to maintain a satisfactory air supply.
- PS49 Premises should not be altered in such a way as to make it impossible to comply with an existing licence condition without first seeking a variation of the premises licence proposing the deletion of the condition relating to public safety in question. The applicant will need to propose in a new operating schedule, which reflects the proposed alteration to the premises, how he or she intends to take alternative steps to promote the public safety objective. The application for variation will enable the responsible authorities with expertise in safety matters to consider whether the proposal is acceptable.

Special Risks

- PS50 Any entertainment which involves special risks (e.g. firearms, skating to music) may only be given with the Licensing Authority's consent. At least 7 days notice shall be given to the Licensing Authority and, save in exceptional circumstances, exact details of the proposal including date and time of any proposed rehearsal.
- PS51 No laser beams, pyrotechnics, firearms, motor vehicles, real flame, strobe lights, explosives, flammable or smoke-producing agents, toxic or hazardous substances and any similar entertainment involving special effects or special risks shall be used on the premises without prior notification to the Licensing Authority at least ten days in advance. Special effects shall only be used where the desired effect cannot be achieved by mechanical means.

NOTE : Further guidance can be found in Annex E of the DCMS Guidance issued under section 182 of the Licensing Act 2003.

- PS52 Pyrotechnics, explosives or other highly flammable substances shall only be stored in areas approved by the Licensing Authority and subject to the provisions set out below:
(a) Firearms and replica firearms, including blank ammunition, shall be stored in a secure area to the satisfaction of the Licensing Authority and the police. They shall be under the control of a responsible person, who shall be responsible for the removal and return of all firearms. Firearms shall only be removed from the store (with the amount of ammunition required for the scene) immediately prior to use and returned to the store immediately after use. All discharged cartridges etc. must also be accounted for.
(b) Storage areas and containers used shall be indicated by the explosive/inflammable symbol on the door or lid.
- PS53 Any special effects or mechanical installation should be arranged and stored so as to minimise any risk to the safety of the audience, the performers or staff.
- PS54 Signs shall be prominently displayed at the entrance to the premises where appropriate to advise members of the public that special effects will be used during the performance and what those special effects will be.

Pop Concerts

PS55 Entertainment commonly known as a pop concert shall not be given without the Licensing Authority's consent. At least one month's notice shall be given in the event of any intention to use the premises for a pop concert. Where possible this should be three months. The application shall give the names of the groups or artists booked to appear (if known) together with an indication of the age and profile of the audience the entertainment is expected to attract.

Animals, etc.

PS56 A minimum of 14 days' notice in writing shall be given to the Licensing Authority of any intention to use any live animal, bird or fish in a performance on the premises.

Attendants

PS57 The number of attendants on each floor or tier in a closely seated auditorium shall be as set out in the table below :

Number of members of the audience present on a floor	Minimum number of attendants required to be present on that floor
1-101	1
101-250	2
251-500	3
501-750	4
751-1000	5
And one additional attendant for each additional 250 persons (or part thereof)	

PS58 Attendants shall not be engaged in any duties that would hinder the prompt discharge of their duties in the event of an emergency or entail their absence from that floor or auditorium where they are on duty.

PS59 Any attendant shall be readily identifiable in a public place.

Seating

PS60 Sitting on floors shall not be permitted except where authorised in the premises licence or club premises certificate.

PS61 Waiting or standing shall not be permitted except in areas designated in the premises licence or club premises certificate.

PS62 In no circumstances shall anyone be permitted to:
(a) sit in the gangway;
(b) stand or sit in front of the any exit; or
(c) stand or sit on any staircase including any landings.

PS63 Except as authorised by the premises licence or club premises certificate, no drinks shall be sold to or consumed by a closely-seated audience except in plastic/paper containers.

PS64 Clothing or other objects shall not be placed over balcony rails or upon balcony fronts.

- PS65 All ceilings in those parts of the premises to which the audience are admitted should be inspected by a suitably qualified person who will decide when a further inspection would be necessary and a certificate concerning the condition of the ceilings forwarded to the Licensing Authority following each inspection.
- PS66 Where a safety curtain is provided, it should be arranged so as to protect the audience from the effects of a fire or smoke on stage for sufficient time to enable the safe evacuation of the auditorium.
- PS67 The premises shall not be used for a closely-seated audience except in accordance with plans previously submitted to and approved by the Licensing Authority, a copy of which shall be kept available at the premises and shall be shown to any authorised person upon request.
- PS68 Where any part of the premises is used for a closely-seated audience exceeding 250 people there shall be an unobstructed seat way or space of at least 305mm (12 ins) measured between perpendiculars between the back of one seat and the foremost portion of the seat arm or frame immediately behind.
- PS69 Where the potential audience exceeds 250, all seats in the auditorium should, except in boxes accommodating not more than 8 persons, be either securely fixed to the floor or battened together in lengths of not fewer than four, or more than twelve.
- PS70 If tiered seating is provided, the back of the highest level and the ends of the rows shall be provided with an effective safety barrier to the satisfaction of the Licensing Authority.
- PS71 No article shall be attached to the back of any seat which would reduce clear width of seat-ways or cause a tripping hazard or obstruction.
- PS72 A copy of the approved seating plan(s) shall be kept available at the premises and shall be shown to authorised officers on request.
- PS73 A copy of any certificate relating to the design, construction and loading of any temporary seating shall be kept available at the premises and shall be shown to any authorised person on request.

Disabled persons

- PS74 The licensee shall ensure that whenever disabled persons are present, adequate arrangements are made to enable their safe evacuation in the event of an emergency.

Premises used for film exhibition

- PS75 Where the premises are not equipped with a staff alerting system the number of attendants present should be as set out in the table below :

Number of members of the audience present on the premises	Minimum number of attendants required to be on duty
1-250	2
And one additional attendant for each additional 250 members of the audience present (or part thereof)	
Where there are more than 150 members of an audience in any auditorium or on any floor	At least one attendant shall be present in any auditorium or on any floor

PS76 Where premises are equipped with a staff alerting system the number of attendants present should be as set out in the table below :

Number of members of the audience present on the premises	Minimum number of attendants required to be on duty	Minimum number of other staff on the premises who are available to assist in the event of an emergency
1-500	2	1
501-1000	3	2
101-1500	4	4
1501-more	5 plus one for every 500 (or part thereof) persons over 2000 on the premises	5 plus one for every 500 (or part thereof) persons over 2000 on the premises

PS77 Staff shall not be considered as being available to assist in the event of an emergency if they are:

- (a) the holder of the premises licence or the manager on duty at the premises; or
- (b) a member of staff whose normal duties or responsibilities are likely to significantly affect or delay his or her response in an emergency situation; or
- (c) a member of staff whose usual location when on duty is more than 60 metres from the location to which he or she is required to go on being alerted to an emergency situation.

PS78 Attendants shall as far as reasonably practicable be evenly spread throughout all parts of the premises to which the public have access and keep under observation all parts of the premises to which the audience have access.

PS79 The staff alerting system shall be maintained in good working order.

PS80 No flammable films shall be allowed on the premises without the prior notification of the Licensing Authority and Fire Authority.

PS81 The level of lighting in the auditorium should be as great as possible, consistent with the effective presentation of the film.

PS82 The level of illumination maintained in the auditorium during the showing of films would normally be regarded as satisfactory if it complies with the standards specified in BS CP 1007 (Maintained Lighting for Cinemas).

Dressing Rooms, Retiring and Staff Rooms

- PS83 (a) The number of performers and members of the orchestra shall not exceed the number for which, in the opinion of the Licensing Authority, the dressing rooms, staff rooms and retiring-room accommodation is adequate.
- (b) Temporary dressing rooms shall not be provided except with the consent of the Licensing Authority.
- (c) Temporary dressing rooms shall not be provided except with the consent of the Licensing Authority.

Toilet Facilities and Drinking Water

PS84 (a) Free toilet facilities in proper working order shall be available as specified by the Licensing Authority.

(b) Where required by the Licensing Authority, free drinking water shall be made available, to the satisfaction of the Licensing Authority. Drinking water taps shall be clearly marked as such.

Cleanliness of Premises

PS85 All parts of the premises shall be kept in a clean condition to the satisfaction of the Licensing Authority.

Refuse Storage

PS86 A sufficient number of suitable receptacles for refuse storage shall be provided to the satisfaction of the Licensing Authority. These receptacles shall be maintained in a clean condition.

Stage Ventilators and Drenchers

PS87 Stage ventilators, drenchers and their release points shall be maintained unobstructed and in good working order. The moving parts of any smoke ventilators over the stage shall be tested periodically.

Management Lighting

PS88 (a) In the absence of adequate daylight in any area used by the public the management lighting in such areas shall be fully in operation whilst the public are on the premises.
(b) If essential to the entertainment and agreed by the Licensing Authority, lighting in the entertainment area (except for fire safety signs) may be reduced or extinguished provided : (i) The lighting is controlled from a position with a clear view of the audience.
(ii) An operator stands by such controls whilst the lighting is reduced or extinguished and who shall restore the management lighting in the event of any emergency.
(c) Fire safety signs shall be fully illuminated at all material times.
(d) Subject to (b) above there shall be adequate illumination to enable persons on the premises to see their way out.

NOTE: Licensees are advised to limit any periods during which lighting levels are reduced to the minimum possible, consistent with the needs of the entertainment.

Temporary Electrical Installations

PS89 (a) Temporary electrical installations shall not be provided without prior notification being given to the Licensing Authority.
(b) Temporary electrical installations shall comply with recommendations of British Standard 7671 (The I.E.E Wiring Regulations) or where applicable British Standard 7909: (Code of Practice for Temporary Distribution Systems for AC Electrical Supplies for Entertainment Lighting, Technical Services and Related Purposes).
(c) Temporary electrical installations shall be inspected and certified by a competent person before they are put into use. A copy of the certificate shall be sent to the Licensing Authority.
(d) Such temporary electrical installations shall only be acceptable for a period of up to 3 months. This period may be extended subject to a satisfactory electrical test and inspection report being submitted to the Licensing Authority at the end of each 3-month period.

NOTE: The Licensing Authority will normally require temporary installations to be removed at the end of the approved period OR during the approved period the installations to be installed in a permanent manner.

Ventilation

PS90 The premises shall be effectively ventilated at all material times. In theatres and similar auditoria where the ventilation system is designed to maintain a positive air pressure balance in the auditorium, the ventilation system shall be operated so as to maintain the pressure balance at all material times.

Cleansing of Flues, Ventilation, Ducting and Shafts

PS91 (a) The flue of any boiler or heating appliance shall be professionally cleaned at intervals not less than the minimum recommended by the appliance manufacturer.
(b) Ventilation ducting and shafts generally shall be maintained in a clean condition.
(c) Ventilation air filters shall be cleaned or changed for new filters periodically as may be necessary to maintain a satisfactory flow of air supply.
(d) All interior surfaces of extract ventilation ducting, serving kitchens and serveries, shall be thoroughly cleaned at least annually.
(e) Grease filters in extract ventilation hoods in kitchens and serveries shall be regularly cleaned e.g. weekly.

Compressed Gases and Liquids

PS92 Cylinders for the storage of compressed air, oxygen, or other gases or liquids under pressure shall not be used except with the consent of the Licensing Authority. At least 14 days' notice in writing shall be given to the Licensing Authority of any proposal to use such apparatus.

NOTE: This rule does not apply to gas cylinders fitted in connection with the dispensing of beverages.

Certificates

PS93 The certificates listed below shall be submitted to the Licensing Authority every twelve months:

- (a) any emergency lighting battery or system
- (b) any electrical installation
- (c) any boiler or calorifier
- (d) any ceiling (when required by the Licensing Authority)
- (e) any fire alarm system
- (f) any lift or hoist
- (g) any mechanical installation as specified by the Licensing Authority
- (h) any safety curtain
- (i) any permanently installed laser
- (j) any fire appliances
- (k) any permanently installed strobe lighting
- (l) any permanently installed smoke machine.

PART C – Conditions Relating to the Prevention of Public Nuisance

In certain premises where existing legislation does not provide sufficiently for the prevention of public nuisance, some or all of the following model conditions may be applied. This will be determined by the individual circumstances of the premises and will depend on a range of factors including the nature and style of the premises, its location, the activities being conducted there, the anticipated clientele of the business concerned, and local knowledge of the premises.

Hours

- PN1 The permitted opening hours shall be.....
- PN2 The premises shall be closed to the public between.....hours and.....hours.
- PN3 Amplified music or other entertainment noise from within the premises shall not be audible at any residential premises between the hours of.....and (regulated entertainment) or (consumption of alcohol) shall not be permitted in the following areas -
- between the times ofhours and.....hours.

Noise and Vibration

- PN4 No music of any kind shall be provided on the ground floor of the premises.
- PN5 Noise and vibration shall not be permitted to emanate from the premises so as to cause a nuisance to nearby properties.
- PN6 The doors at the front of the premises shall remain closed except for the immediate access and egress of customers and staff.
- PN7 Whenever the premises are in use under this licence, the external doors and windows shall not be fixed open after 11pm on any day of the week.
- PN8 Whenever the premises are in use under this licence, the external doors and windows shall remain closed except for immediate access and egress of staff and customers.
- PN9 A visual alarm shall be fitted (to all external windows / fire doors) [please delete as appropriate] to sound when (they / it) are / is opened without authorisation. His alarm shall be placed so as to allow staff to be made aware of misuse in order that they may take suitable action.
- PN10 A noise limiter shall be fitted to the musical amplification system in agreement and to the satisfaction of an authorised officer of the Environmental Health responsible authority. The noise limiter shall be set and maintained at a level to be decided upon by the said officer. The operational panel shall then be secured and the noise limiter shall not be altered without the prior agreement of an authorised officer of the Environmental Health responsible authority.
- PN11 Non-carbonated drinking water shall be freely available to patrons.
- PN12 No alteration or modification to any existing sound system(s) should be effected without the prior knowledge of an authorised officer of the Environmental Health responsible authority.

Outdoor events

- PN13 The licensee shall have full control over the sound amplification equipment to the main stage. The volume and tone shall be adjusted accordingly to the requirements of the Environmental Health responsible authority.
- PN14 The specification, location and orientation of all permanently fixed speakers shall be agreed with the Environmental Health responsible authority.
- PN15 Noise emanating from the premises as a result of regulated entertainment shall not exceed (insert noise limit(s)) as measured at (specify measurement location).

NOTE : this applies to outdoor events only.

- PN16 Prominent, clear and legible notices are to be displayed and maintained at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly.
- PN17 All reasonable steps shall be taken to ensure that people entering or leaving the premises do so in an orderly manner and do not in any way cause annoyance to residents and people passing by the premises.
- PN18 The use of explosives, pyrotechnics and fireworks of a similar nature which could cause disturbance in surrounding areas shall be either prohibited altogether, or prohibited except following prior notification to the Licensing Authority at least ten days in advance. The decision for their use shall be held by the Licensing Authority.
- PN19 The placing of refuse into receptacles such as bottles shall only take place between the hours of 8.00am and 7.00pm, on Mondays to Saturdays only.
- PN20 Entertainment shall be held internally only and no music or speakers shall be provided to external areas of the premises.
- PN21 No music or speech shall be relayed via external speakers without the prior approval of the Environmental Health responsible authority.

Noxious Smells

- PN22 The premises shall be properly ventilated and noxious smells shall not be permitted to emanate from the premises so as to cause a nuisance to nearby properties.

Light Pollution

- PN23 Flashing or particularly bright lights which cause a nuisance to nearby properties shall not be permitted.
- PN24 Where flashing lights or particularly bright lights are used, curtains and blinds shall be used to prevent the escape of the light outside the premises boundary.

NOTE : This may not be possible where lighting has been installed to assist with the prevention of crime and disorder.

Responsibility of Licensee

PN25 No soliciting for custom, including the distribution of leaflets, shall take place from the premises, immediately outside the premises, or in the vicinity of the premises.

PN26 The licensee shall not use or cause or permit the use of unauthorised advertisements (fly posting) to advertise events, exhibitions, publications or recordings, and shall take all reasonable steps to ensure that unauthorised advertising (fly posting) connected with events at the premises does not take place.

NOTE: This does not prohibit the distribution of leaflets to persons within the premises.

PN27 Between the hours of ... and at the closure of the premises, all external parts of the site shall be monitored for disturbance by an adequate number of staff, to ensure quiet behaviour of customers.

Conduct of Premises

PN28 No poster, advertisement, photograph, sketch, synopsis or programme shall be displayed, sold or supplied anywhere by or on behalf of the licensee which is unsuitable for general exhibition. If the licensee is notified by the Licensing Authority in writing that it objects under this rule to a poster, advertisement, photograph, sketch, synopsis or programme, it shall not be displayed, sold or supplied.

PN29 The licensee shall ensure that no noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.

NOTE : Clearly legible notices shall be displayed at all exits from the premises requesting patrons to respect the needs of local residents and to leave the premises and area quietly.

PN30 The entrance shall be kept closed except for immediate entrance and exit whilst the premises are in use under the licence;

PN31 A 'closed sign' shall be displayed at the entrance at the terminal hour specified on the licence;

PN32 All tables and chairs and other items on the private forecourt shall be removed by 11.00pm every night.

PN33 Free toilet facilities in proper working order shall be available as specified by the Licensing Authority.

PN34 Free drinking water shall be made available to the satisfaction of the Licensing Authority. Drinking water taps shall be clearly marked as such.

Cleanliness of Premises

PN35 All parts of the premises shall be kept in a clean condition to the satisfaction of the Licensing Authority.

Play equipment

PN36 No inflatable play equipment shall be used without the prior consent of the Environmental Health responsible authority. If agreement is given, conditions of use may apply.

Cleansing

- PN37 The licensee 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.
- PN38 At the close of business each day the premises are open for the purpose of the licence, 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 swept and litter sweepings collected and stored in accordance with the approved refuse storage arrangements.
- PN39 At the close of business each day the premises are open for the purpose of the licence, the licensee shall ensure that the pavement from the building line to the kerb edge immediately outside the premises is thoroughly washed down, unless the air temperature is 4 degrees Centigrade and falling.
- PN40 The licensee shall ensure that the highway and public spaces in the vicinity of the premises are kept free of litter from the premises at all material times to the satisfaction of the Licensing Authority.
- PN41 The licensee shall ensure that the highway in the vicinity of the premises is swept at regular intervals whilst the premises are open for the purpose of the licence and at the close of business, and litter and sweepings collected and stored in accordance with approved refuse storage arrangements. Vicinity shall include the highway immediately outside the premises and on either side of the premises to a distance of ... meters [as well as the area immediately at the side of the premises on].
- PN42 The licensee shall ensure that at the close of business each day the premises are open for business, the highway in the vicinity of the premises is swept and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements. Vicinity shall include 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, and on either side of the premises to a distance of ... meters [as well as the area immediately at the side of the premises on].
- PN43 That notices are exhibited in prominent positions on the premises to protect the environment by disposing of their rubbish in the bins provided.
- PN44 The highway in the vicinity of the premises is swept at regular intervals whilst customers are queuing to enter the premises and also at the close of business, and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements.
- PN45 Whenever queuing by customers waiting to enter the premises takes place, that part of the highway shall be swept as often as is necessary to ensure that the area is clean and tidy, and litter and sweepings collected, stored and disposed of in accordance with the approved refuse storage and disposal arrangements.
- PN46 The licensee shall ensure that all waste including materials for recycling, is stored off-street. The amount of storage space to be provided must be sufficient to accommodate

3 days output of waste, details of which shall be submitted to the Licensing Authority for approval within 28 days from the date of the licence.

- PN47 An adequate number of waste receptacles for use by patrons shall be provided in positions agreed with the Environmental Health responsible 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 Environmental Health responsible authority.
- PN48 The licensee shall ensure that all waste is properly presented and placed out for collection no earlier than 30 minutes before the scheduled collection times.
- PN49 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 23:00hours and 07:00hours.
- PN50 The licensee shall put in place measures to ensure that all staff are aware that waste should only be put out at the appropriate time and that this includes both verbal instructions to staff and highly visible notices in appropriate languages at all relevant places within the working areas of the premises.
- PN51 No unauthorised advertisements of any kind (including placard, poster, sticker, flyer, picture, sign, or other mark) is inscribed or affixed upon the surface of the highway, or upon any building, structure, works, street furniture, tree, or any other property, or is distributed to the public, that advertises or promotes the establishment, its premises, or any events, facilities, goods or services.
- PN52 Staff must be given training to prevent them causing unnecessary noise when leaving the premises. Prominent, clear notices displayed at all points where staff leave the building must instruct them to respect the needs of local residents and leave the premises and the area quietly.
- PN53 At the conclusion of all entertainment events a suitably worded announcement shall be made, requesting customers to behave in a quiet manner whilst they are leaving the premises.
- PN54 The Licensee shall undertake all reasonable measures to control noise from the event. In particular he shall : (a) at all times exercise control of the level of amplification from performers and their equipment; and (b) shall stop the entertainment in the event of an emergency and/or at the conclusion of the permitted hours for entertainment.
- PN55 The Licensing Authority shall be notified in writing if the premises expects to exceed the total permitted capacity on any particular day. Reasons for the increase shall be provided along with details of where the extra patrons are to be accommodated and how noise arising from the increased capacity will be mitigated.

PART D – Conditions Relating to the Protection of Children from Harm

In certain premises where existing legislation does not provide sufficiently for the protection of children from harm, some or all of the following model conditions may be applied. This will depend on the individual circumstances of the premises and will be determined by a range of factors including the nature and style of the premises, its location, the activities being conducted there, the anticipated clientele of the business concerned, and local knowledge of the premises.

Access for Children to Licensed Premises

It should be noted that it is unlawful under the 2003 Act to permit unaccompanied children under the age of 16 to be present on premises exclusively or primarily used for supply of alcohol for consumption on those premises under the authorisation of a premises licence, club premises certificate or temporary event notice when open for the purposes of being used for the supply of alcohol for consumption there.

It is an offence to permit the presence of children under 16 who are not accompanied by an adult between midnight and 5 am at all premises supplying alcohol for consumption on those premises under the authorisation of any premises licence, club premises certificate or temporary event notice.

Age Restrictions – specific

PC1 Children under the age of 18 are not permitted on the premises at any time; or children under the age of 18 are not permitted on the premises between.....hours and.....hours.

PC2 Children under the age of 18 are not permitted on the premises in the following areas -- between.....hours and.....hours and/or during the following licensable activities:

NOTE : Types of event or activity in respect of which no age restrictions may be needed include, for example, family entertainment, and/or non-alcoholic events for young age groups, such as under 18's dances. Similarly, types of event or activity which give rise to a more acute need for restrictions than normal include, for example, during "Happy Hours" or on drinks promotion nights, and/or during adult entertainment events.

PC3 Children under the age of 12 are not permitted on the premises.

Age Restrictions – cinemas

- PC4 Films shall be classified in the following way:
- Universal (U) – suitable for audiences aged four years and over.
 - Parental Guidance (PG) – some scenes may be unsuitable for young children.
 - 12A – passed only for viewing by persons aged 12 years or older or persons younger than 12 when accompanied by an adult.
 - 15 – passed only for viewing by persons aged 15 years and over.
 - 18 – passed only for viewing by persons aged 18 years and over.

PC5 Immediately before each exhibition at the premises of a film passed by the British Board of Film Classification there shall be exhibited on screen for at least five seconds in such a manner as to be easily read by all persons in the auditorium a reproduction of the

certificate of the Board or, as regards a trailer advertising a film, of the statement approved by the Board indicating the classification of the film.

- PC6 Where a programme includes a film recommended by the licensing authority as falling into the 12A, 15 or 18 category, no person appearing to be under the age of 12 and unaccompanied, or under 15 or 18 as appropriate, shall be admitted to any part of the programme; and the licence holder shall display in a conspicuous position a notice in the following terms : PERSONS ADMITTED UNDER THE AGE OF (INSERT APPROPRIATE AGE) CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME.
- PC7 Where films of different categories form part of the same programme, the notice shall refer to the oldest age restriction. This condition shall not apply to members of staff under the relevant age while on-duty provided that prior written consent of the person's parent or legal guardian has first been obtained.

Age Restrictions – theatres

- PC8 Admission of children under 18 shall not be permitted to entertainment incorporating adult entertainment.

Performances Especially for Children

- PC9 Entertainment especially presented for children shall not be given without the consent of the Licensing Authority. At least seven days notice shall be given to the Licensing Authority of any intention to provide such entertainment. During the whole time that performances are especially presented to children :
- (a) A member of staff shall be stationed in the vicinity of each exit from any level occupied by children provided that on each level the minimum number of staff on duty shall be : Stalls - 1 member of staff per 100 children or part thereof; All other levels - 1 member of staff per 50 children or part thereof.
- (b) No child unless accompanied by an adult shall be permitted in the front row of any balcony.
- (c) Standing shall not be permitted.

NOTE: Stalls will normally be the lowest level of accommodation and parts (a) to (c) of this rule are intended to minimise the risk of children falling from upper levels.

- PC10 A responsible adult member of staff shall be stationed in each area occupied by children, and in the vicinity of each exit, so that on each level occupied by children the minimum number of responsible adult members of staff on duty shall be one for every 50 children or part thereof.
- PC11 Where the entertainment is music and dancing, two door supervisors licensed by the Security Industry Authority must be employed for every 100 children.

Children in Performances

- PC12 Backstage facilities shall be of a sufficient size to accommodate safely the number of children taking part in any performance. All changing and toilet facilities should be carefully maintained at a standard suitable for children and young people.
- PC13 All chaperones and production crew on the show shall receive instruction on the fire procedures applicable to the venue prior to the arrival of the children.

- PC14 Special effects may trigger adverse reactions especially with regard to children, such as smoke, dry ice, rapid pulsating or flashing lights, and shall not be used without the consent of the Licensing Authority.
- PC15 Children performing shall be kept under adult supervision at all times, including transfer between stage and dressing room and anywhere else on the premises.
- PC16 Supervisors at performances especially for children shall be appropriately checked by the Criminal Records Bureau. These shall be enhanced checks.
- PC17 Measures shall be put in place to ensure that the children can be accounted for at all times in case of an evacuation or emergency.
- PC18 The Licensee shall comply with The Portman Group's Retailer Alert Bulletins, relating to the breaches of the Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks.

Proof of Age Card

- PC19 Sight of evidence of age shall be required from any person appearing to those engaged in selling or supplying alcohol to be under the age of 18 and who is attempting to buy alcohol.

Training

- PC20 All staff employed in the sale of alcohol shall be trained (and a record of their training maintained) in respect of :
- (a) The legal obligations with regard to the sale of alcohol
 - (b) Advice/procedure on handling refusals
 - (c) Understand the company's proof of age policy
 - (d) Understand the policy to record all refusals
 - (e) EPOS Systems
 - (f) Till Prompts "is this person over 18"

NOTE : Training shall be reviewed and updated periodically.

Written Policy

- PC21 The management of the premises shall devise and implement a policy (which is approved by Trading Standards) in respect of :
- (a) What ID's are acceptable
 - (b) When ID should be asked for
 - (c) What should be done in the absence of ID

Refusal Log

- PC22 A 'refusal log' shall be implemented, maintained and monitored in respect of persons that have been refused alcohol by staff.

Children Allowed on Premises

- PC23 Children under the age of 16 will only be admitted to the premises if they are supervised and accompanied by an adult whilst on the premises.
- PC24 Notices shall be sited at the entrance to the premise and at bar areas confirming the proof of age policy at the premises, e.g. "No ID No Sale Over 18's/Over 21's".

PC25 Areas that are not constantly staffed, for example the garden/games rooms, shall be regularly monitored to ensure that no illegal consumption of alcohol takes place.

Cigarette and Gaming Machines

PC26 Cigarette Vending Machines and Gaming Machines shall be sited so that their use can be monitored by staff.