



BRISTOL CITY COUNCIL

LICENSING AUTHORITY

# TEMPLATE OPERATING SCHEDULES

## **TEMPLATE OPERATING SCHEDULES**

This document contains template operating schedules that applicants may wish to use as a guide when completing an application. It should be made clear that the individual templates are guides only and cannot cover all eventualities. Equally the conditions contained within them may not be appropriate for all applications. It is a matter for applicants to decide how to set out the steps they propose to take to promote the licensing objectives when they complete their operating schedules, providing they act in accordance with their statutory obligations and do not make any false or misleading statements.

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See paragraph 2.14 of the policy, decision making on new applications for authorisations.

<p><b>Type of Premises: Late Night Entertainment venues (commonly referred to as nightclubs) i.e. those premises licensed for the sale of alcohol and regulated entertainment which trade beyond midnight on any day.</b></p>	
<p>Measures will be put in place to ensure the safety of customers entering, exiting and whilst on the premises.</p> <p><i>These measures are not only necessary to ensure public safety but also to prevent crime and disorder. The Licensing Authority expects applicants to identify the capacity proposed for their premises.</i></p>	<p><i>Overcrowding of premises can impinge on the safety of the public in that violence can erupt from such situations as spilt drinks or accidental barging between customers. In the event of an emergency overcrowding can also seriously impact on public safety. Overcrowding may also create opportunities for criminal activity such as pick-pocketing.</i></p> <p>CA08 The licence holder shall determine the occupant capacity of the premises on the basis of documented risk assessment(s).</p> <p>(i) The risk assessment(s) must take into account all relevant factors including space, means of access and egress, toilet provision, load-bearing capacity of floors, ventilation, etc. and must be reviewed regularly, and if circumstances change.</p> <p>(ii) Where necessary separate occupancy levels must be set for different parts of the premises.</p> <p>(iii) The premises licence holder shall ensure that they consult the Health and Safety Department of Bristol City Council and any other relevant authority (for example the Fire Rescue Service regarding emergency evacuation limitations) as to the occupancy figure. Confirmation of the consultation and any outcomes shall form an integral part of the risk assessment on which the capacity figure is based.</p> <p>(iv) The capacity figure proposed by the premises licence holder shall be notified to the Licensing Authority in writing prior to the commencement of the licence.</p> <p>(v) Measures must be put in place to ensure that the capacity is not exceeded at any time.</p> <p>(vi) All documentation pertaining to the proposed figure must be kept on the premises and must be available immediately on request to any authorised officer of the Licensing Authority or a constable.</p> <p>CA11: The occupancy shall be restricted to <i>(Insert number)</i> persons in the premises. <i>(Limits may be also be appropriate for different rooms or floors of premises)</i> The occupancy figure includes staff, performers and public. The Premises Licence Holder shall ensure that there are appropriate management controls to ensure that the occupancy figure is not exceeded at any time. Appropriate controls shall be put in place to ensure that the occupancy of the premises / specified areas are not exceeded at any time.</p> <p>CA12: Manual or automatic electronic number control systems shall be installed, used and maintained at the premises at all times the premises is open to the public.</p>
<p>Prevention of glassing incidents</p>	<p><i>There have been 'glassing' incidents in nightclubs resulting in serious injuries.</i></p>

	<p>GB01. The premises licence holder shall ensure that any bottles or glasses are removed from persons leaving the premises.</p> <p>GB04. The premises licence holder shall ensure that all drinking glasses used within the premises are of toughened or safety glass to the appropriate safety standard, in that they shall not produce sharp shards when broken</p>
<p>Control and management of the sale of alcohol</p>	<p>SA01: All staff to be trained in the prevention of underage sales to a level commensurate with their duties. All such training to be updated as necessary, for instance when legislation changes, and should include training on how to deal with difficult customers. The training should be clearly documented and signed and dated by both the trainer and the member of staff receiving it. The documentation shall be available for inspection on request by an authorised officer of the Licensing Authority or a constable.</p> <p>SA02: (i) An approved proof of age scheme shall be adopted, implemented and advertised within the premise such as “Challenge 25” whereby an accepted form of photographic identification shall be requested before any alcohol is sold to any person who appears to be under 25 years of age. Acceptable proof of age shall include identification bearing the customers photograph, date of birth and integral holographic mark or security measure. Suitable means of identification would include PASS approved proof of age card, photo-card driving licence and passport.</p> <p>(ii) Publicity materials notifying customers of the operation of the Challenge 25 scheme shall be displayed at the premises, including a Challenge 25 sign of at least A5 size at the entrance to the premises and where practicable at each point of sale.</p> <p>SA03: The premises licence holder shall require the DPS, or in his/her absence other responsible person, to keep an 'incident/refusals logbook in a bound book in which full details of all incidents are recorded. This shall include details of any refused sales and shall give details of the persons involved, incident description, time and date, actions taken and final outcome of the situation. This shall be completed as soon as possible and in any case no later than the close of business on the day of the incident. The time and date when the report was completed, and by whom, is to form part of the entry. The logbook is to be kept on the premises at all times and shall be produced to an authorised officer of the Licensing Authority or a constable when required.</p> <p>TL01: The premises license holder, or the person appointed by the premises licence holder to be in charge of the premises when licensable activities are taking place, shall provide or have the unhampered use of a telephone on the licensed premises for use in an emergency. In premises that do not have the benefit of a permanent phone installation then a mobile phone must be available.</p>

Advertising	<p><i>Advertising of events can result in fly posting resulting in litter and nuisance.</i></p> <p>AD01: The premises licence holder shall take all reasonable precautions and exercise all due diligence to ensure that no licensable activity shall be advertised in a manner which contravenes the general law or cause a nuisance to the general public.</p>
Provision of door supervisors	<p><i>The provision of door supervisors are key to the control and management of the premises both inside and outside, so as to prevent crime and disorder and to promote public safety.</i></p> <p>DC01: Door supervisors who have been approved by the Security Industry Authority or any accreditation scheme recognised by the Licensing Authority, shall be used to vet customers and maintain public order. The vetting process must include implementation of the premises' proof of age policy. All door supervisors must ensure that identification bearing the customers photograph, date of birth and integral holographic mark or security measure is produced before allowing entry and where it is not, entry shall be refused. Suitable means of identification would include PASS approved proof of age card, photo-card driving licences and passports.</p> <p>DC03: [A] The premises licence holder shall ensure that the following details for each door supervisor, are contemporaneously entered into a bound register kept for that purpose:</p> <ul style="list-style-type: none"> <li>(i) Full name,</li> <li>(ii) SIA Certificate number and or badge number, or registration number of any accreditation scheme recognised by the Licensing Authority (including expiry date of that registration or accreditation),</li> <li>(iii) The time they began their duty</li> <li>(iv) The time they completed their duty.</li> </ul> <p>This register is to be kept at the premises at all times and shall be so maintained as to enable an authorised officer of the Licensing Authority or a constable to establish the particulars of all door stewards engaged at the premises during the period of not less than 31 days prior to the request and shall be open to inspection by authorised officers of the Licensing Authority or a constable upon request.</p> <p>[B] The premises licence holder shall ensure that the following details for each door supervisor are entered into a bound register kept for that purpose to include the following details:</p> <ul style="list-style-type: none"> <li>(i) Name</li> <li>(ii) Date of birth</li> <li>(iii) Address</li> <li>(iv) Contact telephone numbers</li> <li>(iv) SIA Certificate number, or registration number of any accreditation scheme recognised by the Licensing Authority.</li> <li>(v) Commencement date of performing duties at the premises.</li> <li>(vi) The full details of any agency through which they have been allocated to work at the premises if appropriate</li> </ul> <p>These details should be easily accessible to any authorised officer of the</p>

	<p>Licensing Authority or a constable.</p> <p>DC05: The premises licence holder shall ensure that all door supervisors on duty at the premises wear a current identification badge, issued by the Security Industry Authority or any accreditation scheme recognised by the Licensing Authority, in a conspicuous position to the front of their upper body.</p> <p>DC10: The Premises Licence Holder shall keep a register of all security personnel employed at the premises, such a register to include the following details of those personnel and is to be kept on the premises at all times: Full Name, Date of Birth, Full Address and employing agency (if appropriate). This register will be made immediately available to an authorised officer of the Licensing Authority or a constable upon requirement.</p> <p>DC11: The premise licence holder shall require the designated premises supervisor, or in his/her absence other responsible person to identify by name, those persons performing duty as door security personnel to an authorised officer of the Licensing Authority or a Constable.</p> <p>DC18 The minimum number of door supervisors provided at venues, holding regulated entertainment for less than 500 persons, shall be based on a risk assessment.</p> <p>DC19 The minimum number of door supervisors provided at venues, holding regulated entertainment for more than 500 persons, shall be based on a risk assessment. The risk assessment shall follow the recommendations as laid out in the Health and Safety Executive’s Event Safety Guide or any other similar guidance recognised by the Licensing Authority</p> <p>DC24: All door supervisors shall be capable of communicating instantly with one another by way of radio or other simultaneous system of communication.</p>
<p>Provision of CCTV</p>	<p><i>CCTV is a key tool in the management and control of premises, not only providing the Police with evidence of crime but also for the premises licence holder as it can provide an overview of the whole premises and assist in management decision making</i></p> <p>CC17: CCTV shall be in use at the premises.</p> <p>(i) Where a CCTV system is to be installed, extended or replaced, it shall be to an appropriate standard as agreed with the Licensing Authority in consultation with the Police. Where a CCTV system is to be installed it shall be fully operational before the licence is used to authorise licensable activities. (ii) The CCTV equipment shall be maintained in good working order and continually record when licensable activity takes place and for a period of two hours afterwards.</p> <p>(iii) The premises licence holder shall ensure images from the CCTV are</p>

	<p>retained for a period of 31 days. This image retention period may be reviewed as appropriate by the Licensing Authority</p> <p>(iv) The correct time and date will be generated onto both the recording and the real time image screen.</p> <p>(v) If the CCTV equipment (Including any mobile units in use at the premises) breaks down the Premises Licence Holder shall ensure the designated premises supervisor, or in his/her absence other responsible person, verbally informs the Licensing Authority and the Police as soon as is reasonably practicable. This information shall be contemporaneously recorded in the incident report register and shall include the time, date and means this was done and to whom the information was reported. Equipment failures shall be repaired or replaced as soon as is reasonably practicable and without undue delay. The Licensing Authority and the Police shall be informed when faults are rectified.</p> <p>(vi) The premises Licence holder shall ensure that there are trained members of staff available during licensable hours to be able to reproduce and download CCTV images into a removable format at the justified request of an authorised officer of the Licensing Authority or a constable.</p> <p>(vii) There shall be clear signage indicating that CCTV equipment is in use and recording at the premises.</p> <p>CC12: The CCTV system shall include all external areas of the premises.</p> <p>CC14: CCTV cameras shall monitor all areas used by patrons including any external smoking area to monitor numbers and prevent crime and disorder.</p>
Staff Training	<p><i>A lack of training for staff has often been identified as a factor in poorly run premises or in situations where control of a premises has broken down often resulting in licence reviews being instigated.</i></p> <p>TR03: The premises license holder shall provide training for all staff to ensure that they are familiar with all means of ingress and egress and the appropriate procedures in case of any emergencies that require an immediate evacuation of the premises. A record of the training shall be maintained and shall be available upon request by officers of the City Council of Bristol.</p> <p>TR04: All staff are to be trained with respect to underage sales, such training to be updated as necessary when legislation changes and should include training in how to refuse sales to difficult customers.</p> <p>TR05: A record of all staff training shall be maintained at the premises and made immediately available upon request to an authorised officer of the Licensing Authority or the Police. The documentation relating to training should extend back to a period of three years and should specify the time, date and details of the persons both providing the training and receiving the training.</p>
Security /	<i>Due to the volumes of people that nightclubs attract and that often the</i>

<p>Searching of customers</p>	<p><i>patrons may be inebriated the crime statistics are generally higher for this type of venue. Security and searching policies are therefore a key tool for premises licence holders to properly manage and control their premises.</i></p> <p>PS06: The premises licence holder shall ensure that signage is appropriately displayed in the premises advising all customers not to leave any belongings unattended.</p> <p>PS07: The premises licence holder shall ensure that a search policy is implemented at the premises. Searches shall only be conducted by same sex searchers.</p> <p>PS08: Drugs and weapons seized will be placed in a locked receptacle set aside for this purpose. The means for securing or unlocking the receptacle will be retained by the premises licence holder or the designated premises supervisor or in their absence any other responsible person. A record shall be made of the seizure, the time, date and by whom, and to whom the items were handed on to in a bound book specifically kept for that purpose. Such a book to be produced to an authorised officer of the Licensing Authority or a constable upon request. The premises licence holder shall make suitable arrangements with the Police for the collection of any seized items.</p> <p>PS10: An incident report logbook shall be held at the premises at all times and shall be produced to an authorised officer of the Licensing Authority or a constable immediately upon request. It shall contain the details of persons involved, incident description, time and date, actions taken and final outcome of the situation.</p>
<p>Control of Drugs</p>	<p><i>A proactive approach to the control and management of the use of illegal substances should assist premises licence holders in the prevention of criminal activity.</i></p> <p>DA01: Where there is reasonable suspicion that drugs, defined as Class A,B or C controlled substances under the Misuse of Drugs Act, or weapons are being carried, the premises licence holder shall ensure that the outer clothing, pockets and bags of those entering the premises are searched by door security personnel. In any event where controlled substances or weapons are found, the premises licence holder shall ensure that the designated premises supervisor or nominated person shall immediately inform the Police.</p> <p>DA02: The premises licence holder shall put up a clearly visible notice advising those attending that the Police will be informed if anyone is found in possession of controlled substances or weapons.</p> <p>DA03: The premises licence holder shall ensure that documented security arrangements are implemented at the premises to discourage the sale and consumption of controlled substances. Security arrangements shall include having a member of staff regularly check toilet areas, the date and times of all checks to be recorded in a bound book kept for that purpose</p>



	<p>and to be produced upon request to an authorised officer of the Licensing Authority or a constable. Signage shall also be placed in the toilet areas advising patrons that checks are conducted regularly.</p> <p>DA05: The premises licence holder shall ensure that, with regard to controlled substances, harm reduction information is displayed within the venue and that there are suitably experienced members of staff, or outreach workers from a local drugs agency, dedicated to providing harm reduction information and to dealing with drug related incidents or emergencies appropriately.</p> <p>DA06: The premises licence holder shall provide rest facilities, when required, to the satisfaction of the Licensing Authority which are cooler, quieter and preferably separate from the main dance area(s). These areas should offer adequate seating.</p>
Liaison with external agencies and/or local forums	<p><i>Co-operation, liaison and sharing of information can be beneficial to premises licence holders in promoting the licensing objectives.</i></p> <p>PW01: The premises licence holder shall ensure participation in any Pub Watch or similar scheme operating in the locality of the licensed premises.</p>
First Aiders	<p>FA01: For events where it is anticipated that more than 100 persons will be in attendance the premises licence holder shall ensure that adequate first aid provision is available at all times that the license is in force and shall have a suitably qualified first-aider on the premises during the event.</p>
Noise control  <i>Steps should be advanced to avoid harm that can be caused by noise.</i>	<p><i>Noise nuisance arising from the operation of premises is a common factor in complaints from local residents. The following conditions are therefore aimed at controlling the incidents of noise breakout which undermines the prevention of nuisance objective</i></p> <p>NP02: Music shall not be played at a level that will cause unreasonable disturbance to the occupants of any properties in the vicinity.</p> <p>NP03: Except for access and egress all doors and windows shall be kept closed after (<i>Insert</i>) hours.</p> <p>NP04: No speakers for amplification of music shall be placed on the outside of the premises or on the outside of any building forming a part of the premises.</p> <p>NP39: (<i>Condition regarding limiter only triggered if nuisance witnessed</i>)  (i) If officers of the council witness noise at a level that causes unreasonable disturbance to the occupants of any properties in the vicinity then a noise limiting device shall be used in relation to all sound amplification equipment used in conjunction with the Premises Licence.  (ii) The noise limiting device shall be installed and set at a level approved by the Council through an authorised officer of the Pollution Control Team within 1 month of notification, for its requirement, from the Licensing</p>

section.

(iii) The noise limiting device shall be properly secured so that it cannot be tampered with.

(iv) The noise limiting device shall only be reset with the authority of the Council through an authorised officer of the Pollution Control Team.

(v) If deemed necessary, the noise limiting device shall be reset to a level approved by the Council through an authorised officer of the Pollution Control Team within 14 days of notification.

*In those instances where premises abut residential accommodation there will be a requirement for an assessment of the potential for noise transmission which results in noise nuisance.*

NP32: A report shall be submitted detailing and recommending a scheme of sound insulation works for the partition between the licensed premises and adjacent residential useage. The report shall also consider the noise leakage from the building and also consider the volume and nature of the music likely to be desired by the premises. The report shall be submitted to and approved in writing by the Council through an authorised officer of the Pollution Control Team and all recommended works carried out in full prior to the commencement of any regulated entertainment should the Premises Licence be granted.

#### *Guidance*

*The noise assessment shall be carried out by a suitably qualified acoustic consultant/engineer and shall take into account the provisions of PPG 24 Planning Policy Guidance: Planning and Noise, BS4142: 1997. "Method of rating industrial noise affecting mixed residential and industrial areas" and BS 8233: 1999 "Sound Insulation and Noise Insulation for Buildings - Code of Practice".*

*The recommended design criteria for dwellings are as follows:*

*Daytime (07.00 – 23.00) LAeq(16 hours) 35 dB & Noise Rating Curve NR35 in all rooms*

*Nighttime (23.00 – 07.00) LAeq(8 hours) 30 dB & Noise Rating Curve NR20 to NR25 in bedrooms*

#### NP19: Monitoring

The manager, licence holder or other competent person shall carry out observations in the vicinity of the properties at (*insert location*), on at least (*insert time period e.g. hourly*) intervals between (*insert start time*) and (*insert finish time*) whilst the Premises Licence is being exercised in order to establish whether there is a noise breakout from the premises. If the observation reveals noise breakout at a level likely to cause disturbance to the occupants of properties in the vicinity then the volume of music shall be reduced to a level that does not cause disturbance. A record of such observations shall be kept in a book for that purpose, such a book shall be completed immediately after the observation detailing the time, location and duration of the observation, the level of noise breakout and any action taken to reduce noise breakout. Such book to be made available at all times upon request to an authorised officer of the Licensing Authority or a

	<p>constable.</p> <p>NP57: Clear notices displayed at all points where customers leave the building must instruct them to respect the needs of local residents and leave the premises and the area quietly.</p> <p>NP65: A clear notice shall be displayed at any exit to the premises to instruct customers to respect the needs of local residents and leave the premises and the area quietly.</p>
<p>Special effects or novel performances</p> <p><i>Steps advanced to ensure safety during the use of special effects</i></p>	<p><i>Special effects and unusual or novel performances often have inherent risks which can undermine the promotion of the public safety objectives.</i></p> <p>Pyrotechnics and other special effects.</p> <p>SX01: (i) All special effects, equipment and mechanical installations shall be selected, arranged, stored and used so as to minimise any risk to the safety of the audience, performance and staff. This must be on the basis of a written risk assessment.</p> <p>(ii) 'Special effects' include: dry ice machines, cryogenic fog machines, smoke machines and any other type of fog generators, pyrotechnics including fireworks, explosives and other highly flammable substances, real flame, firearms, motor vehicles, strobe lighting, lasers, foam, any other unusual or novel effect.</p> <p>(iii) Furthermore written permission must be sought from the licensing authority <u>before</u> using any of the above - for the first time and after any significant changes have been made to the venue, usage of the effect or the equipment itself.</p> <p>SX05: Except where expressly permitted no lasers, smoke producing effects, light shows (strobe lights) or pyrotechnics shall be used at any time when licensable activity is taking place</p> <p>SX06: Except where expressly permitted, explosives or highly flammable substances shall not be brought on to or used in the premises at any time when any licensable activity is taking place</p>
Control of waste materials	<p>WM7. Activities relating to the on-site disposal (including placing into external receptacles) and collection of refuse, bottles and recyclable materials shall only take place between (<i>insert hours and days as necessary</i>).</p> <p>WM8: The collection of refuse, bottles and recyclable materials shall only take place (<i>insert hours and days as necessary</i>).</p> <p>WM9: Activities relating to deliveries shall only take place between (<i>insert hours and days as necessary</i>).</p>
Smoking Areas / Outdoor Areas	<p><i>Disorder can arise from patrons seeking to leave premises to smoke and being refused re- admittance or from patrons congregating outside of venues alongside those queuing to enter. There is also a potential for</i></p>

*increased nuisance arising from patrons congregating outside a venue.*

*Dedicated smoking areas within the curtilage of premises.*

SM01: The smoking area shall be permanently monitored by a minimum of (Insert number) SIA or other accredited scheme recognised by the Licensing Authority registered door staff during (Insert Hours) hours. The amount of people in this area will not exceed (Insert occupancy number) persons; this shall be monitored with (insert method of monitoring occupancy number) from a position (insert positions from which monitoring is to take place). The numbers and location shall be permanently monitored by an SIA or other accredited scheme recognised by the Licensing Authority registered door supervisor (or door supervisors accredited by a scheme recognised by the Licensing Authority) located at (*insert location from which door staff can conduct this duty*).

NP63: The premises supervisor, manager or other competent person shall manage any outdoor area to ensure that customers do not behave in a noisy, rowdy or offensive manner.

NP64: Clear notices must be displayed at prominent points in all outdoor areas (informing them as to the requirements of points (*insert & insert i.e. no drinks, hours of use, above and*) requesting that they respect the needs of local residents and behave in a quiet and orderly manner.

PS01: Outdoor lighting shall be positioned, so far as is reasonably practicable, so as to limit its intrusion into residential accommodation in the vicinity of the licensed premises whilst maintaining an adequate level of lighting for the safe access and egress of customers and persons employed at the premises.

<p><b>Type of Premises: Traditional public house type premises in predominantly commercial areas.</b></p>	
<p>External Areas</p>	<p><i>Where a premises has external areas such as beer gardens or forecourts that it is intended are to be used by patrons it is anticipated that specific steps will be proffered to address the control and management of those areas. Of particular concern is the potential for noise nuisance arising from the use of such areas.</i></p> <p>NP63: The premises supervisor, manager or other competent person shall manage the outdoor area to ensure that customers do not behave in a noisy, rowdy or offensive manner.</p> <p>NP64: Clear notices must be displayed at prominent points in all outdoor areas (informing them as to the requirements of points (<i>insert &amp; insert i.e. no drinks, hours of use, above and</i>) requesting that they respect the needs of local residents and behave in a quiet and orderly manner.</p>
<p>Prevention of underage sales</p>	<p>SA01: All staff to be trained in the prevention of underage sales to a level commensurate with their duties. All such training to be updated as necessary, for instance when legislation changes, and should include training on how to deal with difficult customers. The training should be clearly documented and signed and dated by both the trainer and the member of staff receiving it. The documentation shall be available for inspection on request by an authorised officer of the Licensing Authority or a constable.</p> <p>SA02: (a) An approved proof of age scheme shall be adopted, implemented and advertised within the premise such as “Challenge 25” whereby an accepted form of photographic identification shall be requested before any alcohol is sold to any person who appears to be under 25 years of age. Acceptable proof of age shall include identification bearing the customers photograph, date of birth and integral holographic mark or security measure. Suitable means of identification would include PASS approved proof of age card, photo-card driving licence and passport. (b) Publicity materials notifying customers of the operation of the Challenge 25 scheme shall be displayed at the premises, including a Challenge 25 sign of at least A5 size at the entrance to the premises and where practicable at each point of sale.</p> <p>SA03: The premises licence holder shall require the designated premises supervisor, or in his/her absence other responsible person, to keep an 'incident/refusals logbook in a bound book in which full details of all incidents are recorded. This shall include details of any refused sales and shall give details of the persons involved, incident description, time and date, actions taken and final outcome of the situation. This shall be completed as soon as possible and in any case no later than the close of business on the day of the incident. The time and date when the report was</p>

	<p>completed, and by whom, is to form part of the entry. The logbook is to be kept on the premises at all times and shall be produced to an authorised officer of the Licensing Authority or a constable when required.</p>
<p>Noise control</p> <p><i>Applicants should carefully consider the steps they will take to ensure that any noise emanating from the premises is reduced so as not to cause a nuisance.</i></p>	<p><i>Noise nuisance arising from the operation of premises is a common factor in complaints from local residents. The following conditions are therefore aimed at controlling the incidents of noise breakout which undermines the prevention of nuisance objective</i></p> <p><i>This condition is directed at those premises which have residential accommodation either above or are directly joined with.</i></p> <p>A report shall be submitted detailing and recommending a scheme of sound insulation works for the partition between the licensed premises and adjacent residential useage. The report shall also consider the noise leakage from the building and also consider the volume and nature of the music likely to be desired by the premises. The report shall be submitted to and approved in writing by the Council through an authorised officer of the Pollution Control Team and all recommended works carried out in full prior to the commencement of any regulated entertainment should the Premises Licence be granted.</p> <p><i>Guidance</i></p> <p><i>The noise assessment shall be carried out by a suitably qualified acoustic consultant/engineer and shall take into account the provisions of PPG 24 Planning Policy Guidance: Planning and Noise, BS4142: 1997. "Method of rating industrial noise affecting mixed residential and industrial areas" and BS 8233: 1999 "Sound Insulation and Noise Insulation for Buildings - Code of Practice".</i></p> <p><i>The recommended design criteria for dwellings are as follows:</i></p> <p><i>Daytime (07.00 – 23.00) LAeq(16 hours) 35 dB &amp; Noise Rating Curve NR35 in all rooms</i></p> <p><i>Nighttime (23.00 – 07.00) LAeq(8 hours) 30 dB &amp; Noise Rating Curve NR20 to NR25 in bedrooms</i></p> <p>NP02: Music shall not be played at a level that will cause unreasonable disturbance to the occupants of any properties in the vicinity.</p> <p>NP03: Except for access and egress all doors and windows shall be kept closed during periods of entertainment associated with the Premises Licence.</p> <p>NP04: No speakers for amplification of music shall be placed on the outside of the premises or on the outside of any building forming a part of the premises.</p> <p>NP19: Monitoring</p> <p>The manager, licence holder or other competent person shall carry out observations in the vicinity of the properties at (<i>insert location</i>), on at least (<i>insert time period e.g. hourly</i>) intervals between (<i>insert start time</i>) and (<i>insert finish time</i>) whilst the Premises Licence is being exercised in order to</p>

establish whether there is a noise breakout from the premises. If the observation reveals noise breakout at a level likely to cause disturbance to the occupants of properties in the vicinity then the volume of music shall be reduced to a level that does not cause disturbance. A record of such observations shall be kept in a book for that purpose, such a book shall be completed immediately after the observation detailing the time, location and duration of the observation, the level of noise breakout and any action taken to reduce noise breakout. Such book to be made available at all times upon request to a police officer or an officer of City Council of Bristol.

*Where there is residential accommodation within the vicinity of the premises the following condition should be considered as a protective measure to prevent the potential occurrence of noise nuisance.*

NP39: *(Condition regarding limiter only triggered if nuisance witnessed)*

(i) If officers of the council witness noise at a level that causes unreasonable disturbance to the occupants of any properties in the vicinity then a noise limiting device shall be used in relation to all sound amplification equipment used in conjunction with the Premises Licence.

(ii) The noise limiting device shall be installed and set at a level approved by the Council through an authorised officer of the Pollution Control Team within 1 month of notification, for it's requirement, from the Licensing Authority.

(iii) The noise limiting device shall be properly secured so that it cannot be tampered with.

(iv) The noise limiting device shall only be reset with the authority of the Council through an authorised officer of the Pollution Control Team.

(v) If deemed necessary, the noise limiting device shall be reset to a level approved by the Council through an authorised officer of the Pollution Control Team within 14 days of notification.

*A noise limiter may be required for those premises where there is a known history of noise nuisance or transmission and that this is not the first occasion when a premises licence has been applied for or granted to the premises. Applicants should consult the Pollution control section of Bristol City Council to discuss this point prior to submission of an application.*

NP57: Clear notices displayed at all points where customers leave the building must instruct them to respect the needs of local residents and leave the premises and the area quietly.

NP65: A clear notice shall be displayed at any exit to the premises to instruct customers to respect the needs of local residents and leave the premises and the area quietly.

WM7: Activities relating to the on-site disposal (*including placing into external receptacles*) and collection of refuse, bottles and recyclable materials shall only take place between (*insert hours and days as necessary*).

WM8: The collection of refuse, bottles and recyclable materials shall only

	<p>take place (<i>insert hours and days as necessary</i>).</p> <p>WM9: Activities relating to deliveries shall only take place between (<i>insert hours and days as necessary</i>).</p>
Staff Training	<p>TR04: All staff are to be trained with respect to underage sales, such training to be updated as necessary when legislation changes and should include training in how to refuse sales to difficult customers.</p> <p>TR05: A record of all staff training shall be maintained at the premises and made immediately available upon request to an authorised officer of the Council or the Police. The documentation relating to training should extend back to a period of three years and should specify the time, date and details of the persons both providing the training and receiving the training.</p>



<p><b>Type of Premises: Traditional public house type premises in predominantly residential areas.</b></p>	
<p>External Areas</p>	<p><i>Where a premises has external areas such as beer gardens or forecourts that it is intended are to be used by patrons it is anticipated that specific steps will be proffered to address the control and management of those areas. Of particular concern is the potential for noise nuisance arising from the use of such areas.</i></p> <p><i>Any external area</i>            NP29: The premises licence holder shall take all reasonable steps to ensure that patrons using any outside areas (such as terraces and beer gardens) do so in a quiet and orderly fashion.</p> <p>NP64: Clear notices must be displayed at prominent points in all outdoor areas (informing them as to the requirements of points (<i>insert &amp; insert i.e. no drinks, hours of use, above and</i>) requesting that they respect the needs of local residents and behave in a quiet and orderly manner.</p>
<p>Prevention of underage sales</p>	<p>SA01: All staff to be trained in the prevention of underage sales to a level commensurate with their duties. All such training to be updated as necessary, for instance when legislation changes, and should include training on how to deal with difficult customers. The training should be clearly documented and signed and dated by both the trainer and the member of staff receiving it. The documentation shall be available for inspection on request by an authorised officer of the Council or the Police.</p> <p>SA02: An approved proof of age scheme shall be adopted, implemented and advertised within the premise such as “Challenge 25” whereby an accepted form of photographic identification shall be requested before any alcohol is sold to any person who appears to be under 25 years of age. Acceptable proof of age shall include a passport, a photo driving licence or a PASS approved proof of age card.</p> <p>SA03: The premises licence holder shall require the DPS, or in his/her absence other responsible person, to keep an 'incident/refusals logbook in a bound book in which full details of all incidents are recorded. This shall include details of any refused sales and shall give details of the persons involved, incident description, time and date, actions taken and final outcome of the situation. This shall be completed as soon as possible and in any case no later than the close of business on the day of the incident. The time and date when the report was completed, and by whom, is to form part of the entry. The logbook is to be kept on the premises at all times and shall be produced to a Police or Licensing Officer when required.</p>
<p>Noise control</p> <p><i>Applicants should carefully</i></p>	<p><i>Noise nuisance arising from the operation of premises is a common factor in complaints from local residents. The following conditions are therefore aimed at controlling the incidents of noise breakout which undermines the prevention of nuisance objective</i></p>

<p><i>consider the steps they will take to ensure that any noise emanating from the premises is reduced so as not to cause a nuisance.</i></p>	<p><i>This condition is directed at those premises which have residential accommodation either above or are directly joined with.</i></p> <p>A report shall be submitted detailing and recommending a scheme of sound insulation works for the partition between the licensed premises and adjacent residential useage. The report shall also consider the noise leakage from the building and also consider the volume and nature of the music likely to be desired by the premises. The report shall be submitted to and approved in writing by the Council through an authorised officer of the Pollution Control Team and all recommended works carried out in full prior to the commencement of any regulated entertainment should the Premises Licence be granted.</p> <p><i>Guidance</i></p> <p><i>The noise assessment shall be carried out by a suitably qualified acoustic consultant/engineer and shall take into account the provisions of PPG 24 Planning Policy Guidance: Planning and Noise, BS4142: 1997. "Method of rating industrial noise affecting mixed residential and industrial areas" and BS 8233: 1999 "Sound Insulation and Noise Insulation for Buildings - Code of Practice".</i></p> <p><i>The recommended design criteria for dwellings are as follows:</i></p> <p><i>Daytime (07.00 – 23.00) LAeq(16 hours) 35 dB &amp; Noise Rating Curve NR35 in all rooms</i></p> <p><i>Nighttime (23.00 – 07.00) LAeq(8 hours) 30 dB &amp; Noise Rating Curve NR20 to NR25 in bedrooms</i></p> <p>NP02: Music shall not be played at a level that will cause unreasonable disturbance to the occupants of any properties in the vicinity.</p> <p>NP03: Except for access and egress all doors and windows shall be kept closed during periods of entertainment associated with the Premises Licence.</p> <p>NP04: No speakers for amplification of music shall be placed on the outside of the premises or on the outside of any building forming a part of the premises.</p> <p>NP19: Monitoring</p> <p>The manager, licence holder or other competent person shall carry out observations in the vicinity of the properties at (<i>insert location</i>), on at least (<i>insert time period e.g. hourly</i>) intervals between (<i>insert start time</i>) and (<i>insert finish time</i>) whilst the Premises Licence is being exercised in order to establish whether there is a noise breakout from the premises. If the observation reveals noise breakout at a level likely to cause disturbance to the occupants of properties in the vicinity then the volume of music shall be reduced to a level that does not cause disturbance. A record of such observations shall be kept in a book for that purpose, such a book shall be completed immediately after the observation detailing the time, location and duration of the observation, the level of noise breakout and any action taken to reduce noise breakout. Such book to be made available at all</p>
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	<p>times upon request to a police officer or an officer of City Council of Bristol.</p> <p><i>Where there is residential accommodation within the vicinity of the premises the following condition should be considered as a protective measure to prevent the potential occurrence of noise nuisance.</i></p> <p>NP39: <i>(Condition regarding limiter only triggered if nuisance witnessed)</i></p> <p>(i) If officers of the council witness noise at a level that causes unreasonable disturbance to the occupants of any properties in the vicinity then a noise limiting device shall be used in relation to all sound amplification equipment used in conjunction with the Premises Licence.</p> <p>(ii) The noise limiting device shall be installed and set at a level approved by the Council through an authorised officer of the Pollution Control Team within 1 month of notification, for its requirement, from the Licensing Authority.</p> <p>(iii) The noise limiting device shall be properly secured so that it cannot be tampered with.</p> <p>(iv) The noise limiting device shall only be reset with the authority of the Council through an authorised officer of the Pollution Control Team.</p> <p>(v) If deemed necessary, the noise limiting device shall be reset to a level approved by the Council through an authorised officer of the Pollution Control Team within 14 days of notification.</p> <p><i>A noise limiter may be required for those premises where there is a known history of noise nuisance or transmission and that this is not the first occasion when a premises licence has been applied for or granted to the premises. Applicants should consult the Pollution control section of Bristol City Council to discuss this point prior to submission of an application.</i></p> <p>NP57: Clear notices displayed at all points where customers leave the building must instruct them to respect the needs of local residents and leave the premises and the area quietly.</p> <p>NP65: A clear notice shall be displayed at any exit to the premises to instruct customers to respect the needs of local residents and leave the premises and the area quietly.</p> <p>WM7: Activities relating to the on-site disposal (<i>including placing into external receptacles</i>) and collection of refuse, bottles and recyclable materials shall only take place between (<i>insert hours and days as necessary</i>).</p> <p>WM8: The collection of refuse, bottles and recyclable materials shall only take place (<i>insert hours and days as necessary</i>).</p> <p>WM9: Activities relating to deliveries shall only take place between (<i>insert hours and days as necessary</i>).</p>
Staff Training	TR04: All staff are to be trained with respect to underage sales, such training to be updated as necessary when legislation changes and should include training in how to refuse sales to difficult customers.

	<p>TR05: A record of all staff training shall be maintained at the premises and made immediately available upon request to an authorised officer of the Council or the Police. The documentation relating to training should extend back to a period of three years and should specify the time, date and details of the persons both providing the training and receiving the training.</p>
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**TEMPLATE 04**

<b>Type of Premises: Hot food takeaway premises (Mobile and static)</b>	
<i>All of the following suggestions may not be appropriate for mobile food takeaways such as burger vans but proprietors of such vehicles must be extra vigilant to ensure that the operation of their premises do not undermine the licensing objectives.</i>	
Management of waste.	<p><i>Improper or inconsiderate storage or disposal of waste can cause public nuisance. Matters such as grease being allowed to build up on sites which when not being used for siting the mobile trader and are used by the public as a footway, can cause serious slip hazards.</i></p> <p>WM3: The licence holder shall ensure that adequate measures are in place to remove litter or waste arising from their customers and to prevent such litter from accumulating in the immediate vicinity of their premises. In particular, where necessary the premises licence holder shall ensure that adequate measures are in place to provide customers with sufficient receptacles for the depositing of waste materials such as food wrappings, drinks containers, smoking related litter, etc.</p> <p>WM4 The premises licence holder shall ensure that a sufficient number of suitable receptacles are located in appropriate locations for the depositing of waste materials such as food wrappings, drinks containers, smoking related litter, etc. by customers.</p> <p>WM7: Activities relating to the on-site disposal (<i>including placing into external receptacles</i>) and collection of refuse, bottles and recyclable materials shall only take place between (<i>insert hours and days as necessary</i>).</p> <p>WM8: The collection of refuse, bottles and recyclable materials shall only take place (<i>insert hours and days as necessary</i>).</p> <p>WM9: Activities relating to deliveries shall only take place between (<i>insert hours and days as necessary</i>).</p>
Noise Control	NP57: Clear notices displayed at all points where customers leave the building must instruct them to respect the needs of local residents and leave the premises and the area quietly.

<p><b>Type of Premises: Small to medium mixed retail use premises to be licensed for the 'off' sales of alcohol.</b></p>	
<p>Prevention of underage sales</p>	<p><i>The issue of underage drinking is of serious concern and undermines the protection of children from harm objective</i></p> <p>SA01: All staff to be trained in the prevention of underage sales to a level commensurate with their duties. All such training to be updated as necessary, for instance when legislation changes, and should include training on how to deal with difficult customers. The training should be clearly documented and signed and dated by both the trainer and the member of staff receiving it. The documentation shall be available for inspection on request by an authorised officer of the Licensing Authority or a constable.</p> <p>SA02: (a) An approved proof of age scheme shall be adopted, implemented and advertised within the premise such as "Challenge 25" whereby an accepted form of photographic identification shall be requested before any alcohol is sold to any person who appears to be under 25 years of age. Acceptable proof of age shall include identification bearing the customers photograph, date of birth and integral holographic mark or security measure. Suitable means of identification would include PASS approved proof of age card, photo-card driving licence and passport.                  (b) Publicity materials notifying customers of the operation of the Challenge 25 scheme shall be displayed at the premises, including a Challenge 25 sign of at least A5 size at the entrance to the premises and where practicable at each point of sale.</p> <p>SA03: The premises licence holder shall require the designated premises supervisor, or in his/her absence other responsible person, to keep an 'incident/refusals logbook in a bound book in which full details of all incidents are recorded. This shall include details of any refused sales and shall give details of the persons involved, incident description, time and date, actions taken and final outcome of the situation. This shall be completed as soon as possible and in any case no later than the close of business on the day of the incident. The time and date when the report was completed, and by whom, is to form part of the entry. The logbook is to be kept on the premises at all times and shall be produced to an authorised officer of the Licensing Authority or a constable when required.</p>
<p>Location of alcohol</p>	<p><i>The location of alcohol in stores often gives rise to concerns regarding potential for theft and availability to underage</i></p>

	<p><i>purchasers. This is of particular importance in the smaller premises where staff numbers are limited.</i></p> <p>PS11: Spirits shall be located (insert location), and all other alcoholic beverages to be located on display in such a position that it is not obscured from the constant view of the cashier / staff by other fixtures. (If this is not reasonably practical because of refrigeration or other limitations, the Licensing Authority shall be consulted regarding other suitable locations in the premises).</p>
Waste Management	<p>WM8: The collection of refuse, bottles and recyclable materials shall only take place (<i>insert hours and days as necessary</i>).</p> <p>WM9: Activities relating to deliveries shall only take place between (<i>insert hours and days as necessary</i>).</p>

<p><b>Type of Premises: Large mixed retail use premises to be licensed for the ‘off’ sales of alcohol, i.e. supermarkets.</b></p>	
<p>Prevention of underage sales</p>	<p><i>The issue of underage drinking is of serious concern and undermines the protection of children from harm objective. Persons who make such sales are committing an offence and therefore it is of assistance to premises licence holders to be able to demonstrate they have made their best endeavours to prevent such occurrences within their premises.</i></p> <p>SA01: All staff to be trained in the prevention of underage sales to a level commensurate with their duties. All such training to be updated as necessary, for instance when legislation changes, and should include training on how to deal with difficult customers. The training should be clearly documented and signed and dated by both the trainer and the member of staff receiving it. The documentation shall be available for inspection on request by an authorised officer of the Licensing Authority or a constable.</p> <p>SA02: (i) An approved proof of age scheme shall be adopted, implemented and advertised within the premise such as “Challenge 25” whereby an accepted form of photographic identification shall be requested before any alcohol is sold to any person who appears to be under 25 years of age. Acceptable proof of age shall include identification bearing the customers photograph, date of birth and integral holographic mark or security measure. Suitable means of identification would include PASS approved proof of age card, photo-card driving licence and passport. (ii) Publicity materials notifying customers of the operation of the Challenge 25 scheme shall be displayed at the premises, including a Challenge 25 sign of at least A5 size at the entrance to the premises and where practicable at each point of sale.</p> <p>SA03: The premises licence holder shall require the designated premises supervisor, or in his/her absence other responsible person, to keep an 'incident/refusals logbook in a bound book in which full details of all incidents are recorded. This shall include details of any refused sales and shall give details of the persons involved, incident description, time and date, actions taken and final outcome of the situation. This shall be completed as soon as possible and in any case no later than the close of business on the day of the incident. The time and date when the report was completed, and by whom, is to form part of the entry. The</p>



	<p>logbook is to be kept on the premises at all times and shall be produced to an authorised officer of the Licensing Authority or a constable when required.</p> <p>CV15: Documented delegation of authorisations to sell alcohol shall be maintained at the premises and shall be available on request by the Police and authorised officer of the Council.</p>
Waste management	<p>WM8: The collection of refuse, bottles and recyclable materials shall only take place (<i>insert hours and days as necessary</i>).</p> <p>WM9: Activities relating to deliveries shall only take place between (<i>insert hours and days as necessary</i>).</p>

**TEMPLATE 07**

<b>Type of Premises: Premises primarily selling alcohol by way of ‘Off’ sales only.</b>	
Prevention of underage sales	<p><i>The issue of underage drinking is of serious concern and undermines the protection of children from harm objective. Persons who make such sales are committing an offence and therefore it is of assistance to premises licence holders to be able to demonstrate they have made their best endeavours to prevent such occurrences within their premises.</i></p> <p>SA01: All staff to be trained in the prevention of underage sales to a level commensurate with their duties. All such training to be updated as necessary, for instance when legislation changes, and should include training on how to deal with difficult customers. The training should be clearly documented and signed and dated by both the trainer and the member of staff receiving it. The documentation shall be available for inspection on request by an authorised officer of the Licensing Authority or a constable.</p> <p>SA02: (i) An approved proof of age scheme shall be adopted, implemented and advertised within the premise such as “Challenge 25” whereby an accepted form of photographic identification shall be requested before any alcohol is sold to any person who appears to be under 25 years of age. Acceptable proof of age shall include identification bearing the customers photograph, date of birth and integral holographic mark or security measure. Suitable means of identification would include PASS approved proof of age card, photo-card driving licence and passport. (ii) Publicity materials notifying customers of the operation of the Challenge 25 scheme shall be displayed at the premises, including a Challenge 25 sign of at least A5 size at the entrance to the premises and where practicable at each point of sale.</p> <p>SA03: The premises licence holder shall require the designated premises supervisor, or in his/her absence other responsible person, to keep an 'incident/refusals logbook in a bound book in which full details of all incidents are recorded. This shall include details of any refused sales and shall give details of the persons involved, incident description, time and date, actions taken and final outcome of the situation. This shall be completed as soon as possible and in any case no later than the close of business on the day of the incident. The time and date when the report was completed, and by whom, is to form part of the entry. The logbook is to be kept on the premises at all times and shall</p>

	<p>be produced to an authorised officer of the Licensing Authority or a constable when required.</p> <p>CV15: Documented delegation of authorisations to sell alcohol shall be maintained at the premises and shall be available on request by the Police and authorised officer of the Council.</p>
Prevention Of Nuisance	<p>WM8: The collection of refuse, bottles and recyclable materials shall only take place (<i>insert hours and days as necessary</i>).</p> <p>WM9: Activities relating to deliveries shall only take place between (<i>insert hours and days as necessary</i>).</p>

Type of Premises: Main Use Cinemas and Theatres	
Prevention Of Nuisance	<p><i>In those instances where premises abut residential accommodation there will be a requirement for an assessment of the potential for noise transmission which results in noise nuisance.</i></p> <p>NP32: A report shall be submitted detailing and recommending a scheme of sound insulation works for the partition between the licensed premises and adjacent residential useage. The report shall also consider the noise leakage from the building and also consider the volume and nature of the music likely to be desired by the premises. The report shall be submitted to and approved in writing by the Council through an authorised officer of the Pollution Control Team and all recommended works carried out in full prior to the commencement of any regulated entertainment should the Premises Licence be granted.</p> <p><i>Guidance</i>  <i>The noise assessment shall be carried out by a suitably qualified acoustic consultant/engineer and shall take into account the provisions of PPG 24 Planning Policy Guidance: Planning and Noise, BS4142: 1997. "Method of rating industrial noise affecting mixed residential and industrial areas" and BS 8233: 1999 "Sound Insulation and Noise Insulation for Buildings - Code of Practice".</i>  <i>The recommended design criteria for dwellings are as follows:</i>  <i>Daytime (07.00 – 23.00) LAeq(16 hours) 35 dB &amp; Noise Rating Curve NR35 in all rooms</i>  <i>Nighttime (23.00 – 07.00) LAeq(8 hours) 30 dB &amp; Noise Rating Curve NR20 to NR25 in bedrooms</i></p> <p>NP02: Amplified music shall not be played at a level that will cause unreasonable disturbance to the occupants of any properties in the vicinity.</p>
Protection Of Children where films are to be shown.	<p><i>The following conditions only pertain to those premises where application is made for the exhibition of films.</i></p> <p><b><u>CE CINEMATOGRAPHIC / FILM EXHIBITIONS</u></b></p> <p>CE01: Careful consideration should be given as to the circumstances in which these conditions may be pertinent i.e. main use cinema or video juke boxes in pubs and clubs.          No film shall be exhibited unless –          (i) it has received a ;U', 'PG', '12A', '15' or '18' certificate of the British Board of Film Classifications; or          (ii) it is a current newsreel, which has not been submitted to the British Board of Film Classification.          (iii) no film classified as R18 may be exhibited in these premises.</p> <p>CE02: No person apparently under the age of eighteen years shall be</p>

admitted to any exhibition at which there is to be shown any film which has received an '18' certificate from the British Board of Film Classification. In such circumstances a "Challenge 25 policy should be adhered to and valid proof of age required before admittance.

CE03: No person apparently under the age of fifteen years shall be admitted to any exhibition at which there is to be shown any film which has received an '15' certificate from the British Board of Film Classification.

CE04: No person apparently under the age of twelve years shall be admitted to any exhibition at which there is to be shown any film which has received an '12A' certificate from the British Board of Film Classification unless accompanied by an adult.

CE05: Notwithstanding the classification requirements, a film may be exhibited, or persons or any class of persons, may be admitted thereto if the permission of the Licensing Authority is first obtained and any conditions of such permission are complied with.

CE06: A representation or written statement of the terms of any certificate given by the British Board of Film Classification shall be shown on the screen immediately before the showing of any film to which it relates and the representation or statement shall be shown for long enough and in a form large enough for it to be read from any seat in the auditorium.

CE07: There shall be prominently exhibited at each public entrance whenever the premises are open to the public a notice indicating in tabular form and in clear bold letters and figures-

(i) the title of each film to be shown on that day, other than trailers and films of less than five minutes duration:

(ii) the approximate times of commencement of each such film;

(iii) whether each such film has received a 'U', 'PG', '12A', '15' or '18' certificate from the British Board of Film Classification, and

(iv) the effect of such 'U', 'PG', '12A', '15' or '18' certificates in relation to the admission of persons under the age of eighteen years.

CE08: The notice shall be not less than 36 inches in dimensions and shall be in the form specified hereunder, the distinguishing initial letters 'U', 'PG', '12A', '15' and '18' being not less than 1 ½ inches in height.

CATEGORY 'U': Passed for universal exhibition.

CATEGORY 'PG': Passed for universal exhibition but parents are advised that the film contains some scenes which may be unsuitable for young children.

CATEGORY '12A': Passed as suitable only for exhibition to persons of twelve years and over. Children under 12 must be accompanied by an adult.

CATEGORY '15': Passed as suitable only for exhibition to persons of fifteen years and over.

CATEGORY '18': Passed as suitable only for exhibition to adults. When a programme includes an '18' film no persons under eighteen years can be admitted.

CE09: The nature of any certificate received in respect of a film from the British Board of Film Classification shall be clearly indicated by the figure 'U', 'PG', '12A', '15' or '18' in any advertisement of the film displayed at the premises.

CE10: No advertisement displayed at the premises of a film to be exhibited at the premises shall depict as a scene or incident in the film any scene or incident which is not included in the film as certified by the British Board of Film Classification or approved for exhibition by the licensing authority, as the case may be.

CE11: Where the Licensing Authority has given notice in writing to the licensee of the premises objecting to an advertisement on the ground that, if displayed, it would offend against good taste or decency or be likely to encourage or incite to crime or to lead to disorder or to be offensive to public feeling that advertisement shall not be displayed at the premises except with the consent in writing of the Licensing Authority.

CE12: Where the Licensing Authority has given notice in writing to the licensee of the premises prohibiting the exhibition of a film on the ground that it contains matter which, if exhibited, would offend against good taste or decency or would be likely to encourage or incite to crime or to lead to disorder or to be offensive to public feeling, that film shall not be exhibited in the premises except with the consent in writing of the Licensing Authority.

CE13: If the Licensing Authority request the licensee to exhibit to them any film shown or proposed to be shown by him, he shall do so at such time and to such persons as the Licensing Authority may direct.

CE14: No persons shall be permitted to enter or continue within the licensed premises in a state of intoxication. All persons within the premises whose conduct is deemed by the licensee to be conducive to any breach of the peace, tumult or disorder shall be forthwith removed there from. The licensee shall be responsible for the maintenance of good order and decent behaviour in the licensed premises, and he shall by himself and his servants assist to the utmost in the capture and expulsion of any offender.

CE15: There shall be fixed on each floor of the hall a special white signal light, to the approval of the Chief Constable, which shall be operated by a switch in the operator's box, and by a switch or switches, fitted in an approved position in the hall. This light shall be used as a warning to attendants that an emergency exists and upon receiving the signal, attendants will take steps forthwith to control the movements of

<p><i>The licensing authority does not encourage applications for the exhibition of R18 films in its area but where permission to do so is sought, applicants are expected to offer "restricted club" type conditions in line with BBFC and other long standing guidance</i></p>	<p>the audience and ensure the orderly and safe clearance of the hall.</p> <p><b>Conditions to be complied with when showing 'RESTRICTED (18)' films</b></p> <p>CE16: No films in the 'RESTRICTED (18)' category may be exhibited except in a cinema operating as a club in accordance with the conditions set out below.</p> <p>CE17: No club showing films in the 'RESTRICTED (18)' category may operate in a multi-screen complex whilst persons under the age of 18 are being admitted to any performance given in that complex.</p> <p>CE18: An exception may be made to the above condition only if the cinema club and all facilities adjacent thereto, including foyers, lavatories and refreshment areas, are wholly segregated and accessible only through a separate entrance and box office.</p> <p>CE19: All registers of members and visitors books of their guests shall be available for immediate inspection by the licensing authority during any performance, or at any other reasonable time.</p> <p>CE20: Tickets shall in no circumstances be sold to persons other than members.</p> <p>CE21: Front of house advertising for films in the 'RESTRICTED (18)' category will specify the category in which the film has been passed for exhibition but will include no pictorial material or other information about the names of performers or the plot. Newspaper advertisements for an exhibition will be limited to the inclusion of the titles of such films in the film listings column together with the category in which the film has been passed for exhibition.</p> <p>CE22: No persons under 18 years of age shall be employed in any capacity at licensed premises which are operating as cinema clubs showing films in the 'RESTRICTED (18)' category.</p> <p>CE23: Except with the prior consent of the licensing authority in writing, no intoxicating drinks shall be consumed, supplied or sold on the premises.</p> <p>CE24: Membership rules for club cinemas shall include the following:  (i) only members and their guests shall attend exhibitions of moving pictures classified in the 'RESTRICTED (18)' category.  (ii) membership shall be open to persons of both sexes of not less than 18 years of age. Applications for membership, including both name and address, shall be in writing, signed by the applicant, and if deemed necessary such applications shall provide satisfactory references and proof of age.  (iii) no person shall be admitted to membership until the expiration of at least 24 hours after such written application has been approved by the</p>
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licensed proprietors.

(iv) members shall be entitled on any one day to bring not more than one guest to accompany the member and the name of the guest shall be entered in the visitor's book and countersigned by the member.

(v) tickets shall be sold only to members on the production of a membership card, and members shall, if required, sign an acknowledgement for the ticket or tickets issued.

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

(vii) neither membership tickets nor guest tickets shall be transferable.

(viii) no member shall introduce as a guest any person under the age of 18 or any person whose application for membership has been refused.

(ix) proof of identity, or of age, or of any particulars of any guest shall be produced by any member or guest if demanded by the proprietors.

(x) an annual subscription shall be fixed for the club and shall run for 12 months from the date of registration.

(ii) a subscription may not entitle the club member to attend other clubs under the same management unless the prior consent of the licensing authority has been obtained.

(xii) on admission a member shall be bound by the rules of the club and by any byelaws and regulations made thereunder.

CE25: For the purposes of these conditions 'film' means any exhibition of moving pictures produced otherwise than by the simultaneous reception and exhibition of television programmes broadcast by the British Broadcasting Corporation or the Independent Broadcasting Authority or programmes included in a cable programme service which is, or does not require to be, licensed under section 4 of the Cable and Broadcasting Act 1984.



Type of Premises: Restaurants	
Prevention Of Nuisance	<p><u>Customer Noise</u> NP57: Clear notices displayed at all points where customers leave the building must instruct them to respect the needs of local residents and leave the premises and the area quietly.</p> <p><u>Signage</u> WM7: Activities relating to the on-site disposal (<i>including placing into external receptacles</i>) and collection of refuse, bottles and recyclable materials shall only take place between (<i>insert hours and days as necessary</i>).</p> <p>WM8: The collection of refuse, bottles and recyclable materials shall only take place (<i>insert hours and days as necessary</i>).</p> <p>WM9: Activities relating to deliveries shall only take place between (<i>insert hours and days as necessary</i>).</p>
Prevention of underage sales	<p>SA02 An approved proof of age scheme shall be adopted, implemented and advertised within the premise such as “Challenge 25” whereby an accepted form of photographic identification shall be requested before any alcohol is sold to any person who appears to be under 25 years of age. Acceptable proof of age shall include identification bearing the customers photograph, date of birth and integral holographic mark or security measure. Suitable means of identification would include PASS approved proof of age card, photo-card driving licence and passport.</p> <p>(b) Publicity materials notifying customers of the operation of the Challenge 25 scheme shall be displayed at the premises, including a Challenge 25 sign of at least A5 size at the entrance to the premises and where practicable at each point of sale.</p>

Type of Premises: Alcohol Delivery Service	
Control and management of the sale of alcohol	<p>SA01 All staff to be trained in the prevention of underage sales to a level commensurate with their duties. All such training to be updated as necessary, for instance when legislation changes, and should include training on how to deal with difficult customers. The training should be clearly documented and signed and dated by both the trainer and the member of staff receiving it. The documentation shall be available for inspection on request by an authorised officer of the Licensing Authority or a constable.</p> <p>SA08 All advertising and promotional material for the business, including the website, shall make it clear that it operates an approved proof of age scheme such as Challenge 25 with respect to sales of alcohol, tobacco and other age restricted products. This shall make it explicit that the buyer will be required to provide valid photographic proof of age before the goods are handed over by the delivery driver. The advertising and promotional material shall make it clear that if such proof of age cannot be provided then the delivery will be refused.</p> <p>SA09 All drivers shall carry a log book in which details of refused sales and other incidents are noted This shall give details of the persons involved, incident description, time and date, actions taken and final outcome of the situation. The time and date when the report was completed and by whom is to form part of the entry. These details shall be filed centrally at the end of each shift or as soon as practicable afterwards. In any case this shall be no later than the close of business on the day of the incident. The central file shall be kept at the premises and produced upon request to a constable or an authorized officer of the Licensing Authority.</p> <p>SA10 Alcohol must only be sold in sealed containers</p> <p>CV06 If the recipient of a delivery of alcohol or the collection or delivery of a takeaway meal which includes alcohol, appears under 25 years of age, recognised photographic identification will be requested before any intoxicating liquor is handed over. Acceptable proof of age shall include identification bearing the customers photograph, date of birth and integral holographic mark or security measure. Suitable means of identification would include PASS approved proof of age card, photo-card driving licence and passport.</p>
Staff Training	<p>TR05 A record of all staff training shall be maintained at the premises and made immediately available upon request to an authorised officer of the Council or the Police. The documentation relating to training should extend back to a period of three years and should specify the time, date and details of the persons both providing the training and receiving the training.</p>

Type of Premises: Sexual Entertainment	
	<p>SE01: Striptease or adult types of entertainment will only take place in designated areas approved by the Licensing Authority. Arrangements for access to the dressing room shall be approved by the Licensing Authority and shall be maintained at all times whilst strip tease is taking place and immediately thereafter.</p> <p>SE02: Whilst striptease entertainment is taking place, no person aged under the age of 18 will be allowed on that part of the licensed premises where the striptease/entertainment is taking place and such part must not be visible from other parts of the premises. A clear notice shall be displayed at each entrance to the premises in a prominent position so that it can be easily read by persons entering the premises on the following terms: - "No person under 18 years will be admitted"</p> <p>SE03: Dancers not performing must not be in the in a state of undress in any area to which the public have access.</p> <p>SE04: Dancers shall only perform on the stage area or to seated customers.</p> <p>SE05: Performers shall be aged not less than 18 years.</p> <p>SE06: The premises licence holder must not permit the display outside of the premises of photographs or other images which indicate and suggest that striptease or similar dancing takes place on the premises.</p> <p>SE07: There shall be at least (Insert number) registered door supervisor(s) on the premises when the striptease entertainment is taking place.</p> <p>SE08: There shall be no physical contact between customer and the performer before, during or after the performance other than the placing of money or tokens into the hands of the dancer, or by the placing of notes by the customer in a garter worn by the performer for that purpose.</p> <p>SE09: The premises licence holder, performer and any person concerned in the organisation or management of the entertainment shall not encourage, or permit encouragement of the audience to throw money at or otherwise give gratuities to the performers (other than in accordance with SE8 above).</p> <p>SE10: The performer shall at all times wear, for females a g-string and males appropriate clothing to cover their genitalia adequately and the clothing shall not be transparent or removed.</p>

SE11: No performer shall at any time reveal any part of their genitalia or anus.

SE12: No sex act shall take place.

SE13: The area proposed for striptease shall:

- a) be in a position where the performance cannot be seen from the street.
- b) be in a designated area of the premises with segregation from the audience.
- c) be in a position where the performers will have direct access to the dressing room without passing through or in close proximity to the audience.

SE14: The entertainment shall be given only by performers / entertainers and the audience shall not be permitted to participate.

SE15: Persons appearing on stage shall go directly between the dressing room and designated performance area without passing through or in close proximity to the audience.

SE16: Striptease / exotic / adult entertainment dancers (including table side / lap / pole dancers) must immediately dress at the conclusion of each performance.

SE17: Entertainment provided by topless (only) dancers to customers seated at tables may only take part in those parts of the premises approved by the Licensing Authority. No audience participation shall be permitted.

SE18: Should a customer attempt to touch a dancer, the dancer must withdraw and report the matter to her / his manager /supervisor.

SE19: No telephone number, address or information leading to any further meeting may be passed from customer to dancer or vice versa.

SE20: No dancer may perform if they are intoxicated.

SE21: No member of the public shall be admitted or allowed to remain in the dance area if they appear to be intoxicated.

SE22: All members of the public shall remain seated in the dance area other than when they arrive, depart, visit the toilet or go to the bar.

SE23: Signs must be displayed at the entrance to the dance area stating:

- (i) "Any customer attempting to make physical contact with a dancer will be asked to leave".
- (ii) Signs must be sufficient in size, legible and positioned so as to be read by all customers entering the dance area.

SE24: No dancer shall perform any sexually explicit or lewd act.

SE25: Whilst dancing takes place not less than (insert agreed number) of Door Supervisors registered Security Industry Authority or other accredited scheme recognised by the Licensing Authority shall be employed in the part of the premises used for dancing unless alternative arrangements are approved by the Licensing Authority.

SE26: CCTV shall be installed to cover all areas where dancing will take place. All cameras shall continually record whilst the premises are open to the public.

SE27: Striptease entertainment or any exotic entertainment involving full nudity shall not be permitted at the premises.