

ANNEX 2



POOL OF MODEL CONDITIONS

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INTRODUCTION

If an application is made for the grant or variation of a premises licence under the Licensing Act 2003 the authority can do so subject to conditions consistent with the operating schedule and mandatory conditions. However further conditions can be imposed if they are considered appropriate for the promotion of one or more of the four licensing objectives.

The authority must have regard to the Guidance issued under s182 of the Licensing Act 2003 by the Secretary of State which states licensing conditions should be tailored to the size, type, location, characteristics and activities taking place at the individual premises and standardised conditions should be avoided in all circumstances.

These model conditions have been produced to assist prospective licence holders, responsible authorities and other individuals where they consider they would promote the licensing objectives within individual applications. Following an application, all parties are encouraged to work together and where appropriate, utilise the attached list of model conditions to promote a consistent approach when proposing conditions on a premises licence.

Please note the attached model conditions are not an exhaustive list which can be added on a premises licence and there may be instances where alternative conditions are deemed appropriate for the promotion of the licensing objectives. For example specific conditions may be added to a premises licence for an open air event to meet the specific requirements of the Licensing Authority or the Responsible Authorities dependant on the site, the type of entertainment to be held and the anticipated audience.

(NB: Within the list of model conditions, where a condition contains an instruction to insert any fact, that information must be supplied).

A CAPACITY, CONTROL AND MANAGEMENT OF CUSTOMERS	
A01	There shall be no entry or re-entry to the premises after (<i>Insert terminal hour for entry</i>) hours. Appropriate signage shall be clearly displayed at each exit from the premises advising patrons that re-entry to the premises after (<i>Insert terminal re-entry time</i>) hours is prohibited and that this prohibition also applies to people wishing to leave the premises to smoke.
A02	There shall be no entry or re-entry to the premises after (<i>Insert terminal hour for entry</i>) hours. Appropriate signage shall be clearly displayed at each exit from the premises advising patrons that re-entry to the premises after (<i>Insert terminal re-entry time</i>) hours on any morning is prohibited. Persons wishing to leave the building to smoke, may do so, provided that they go to an allocated and supervised outdoor area and they are issued passes which they return upon wishing to re-enter the premises that this prohibition also applies to people wishing to leave the premises to smoke.
A03	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.
A04	There shall be no security passes for admission other than those issued to bona fide staff and to statutory authorities.
A05	Admission shall be by ticket only. When presented for admission, the ticket shall be retained by the organisers.
A06	Admission to the event shall be through the approved entrances (<u>or specify entrances</u>). The entrances shall be manned by stewards who shall allow only persons with tickets or security passes into the concert area.
A07	Adequate procedures must be implemented to ensure overcrowding (such as that which may cause injury through crushing) does not occur in any part of the premises.
A08	The licence holder shall determine the occupant capacity of the premises on the basis of documented risk assessment(s). (i) The risk assessment(s) must take into account all relevant factors including space, audience density, means of access and egress, toilet provision, load-bearing capacity of floors, ventilation, etc and must be reviewed regularly, and if circumstances change. (ii) Where necessary separate occupancy levels must be set for different parts of the premises, and when necessary for different premises layouts and different types of events. (v) Measures must be put in place and documented to ensure that the capacity is not exceeded at any time. (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. (vii) The premises licence holder shall regularly review, update and amend any risk assessments particularly following any changes to the layout or operation of the venue. Such reviews etc shall be fully documented and form an integral part of the risk assessment.
A09	Manual (<i>and/or automatic</i>) electronic number control systems shall be installed,

	used and maintained at the premises at all times the premises is open to the public.
A10	An attendant shall be on duty in the cloakroom during the whole time that it is in use.
A11	Admission to the <i>specified function room</i> shall be through the premises lobby area only.
A12	There shall be no payment made by or on behalf of the licence holder to any person for bringing customers to the premises.
A13	In relation to the <i>specified function room</i> there shall be no admission after (midnight) other than to (1) residents of the hotel and their bona fide guests, or (2) persons attending the pre-booked function
A14	No person on behalf of the premises or on behalf of a person carrying or attempting to carry on a licensable activity shall cause, permit, employ or allow, directly or indirectly, whether on payment or otherwise, any person(s) to importune, solicit or tout members of the public on any public highway within the specified area outlined below for the purpose of bringing customers to the premises. The distribution of leaflets or similar promotional material is also prohibited within the specified area. For the purpose of this section; 'Directly' means:- employ, have control of or instruct. 'Indirectly' means allowing / permitting the service of or through, a third party. 'Specified' Area' means the area encompassed within (insert name of boundary roads.)
A15	The licence holder shall enter into an agreement with a hackney carriage and/or private carriage firm to provide transport for customers, with contact numbers made readily available to customers who will be encouraged to use such services.
A16	Queuing outside the premises shall be restricted to a designated area located at (<i>specify location</i>)

B	CCTV
B01	<p>A CCTV system shall be installed at the premises. The CCTV system shall be maintained in working condition and record the premises 24 hours every day. Recordings to be retained for a minimum of 28 days and be made available to the Police or officers of the Council upon request and be of evidential quality.</p> <p>The equipment MUST have a suitable export method i.e. CD/DVD/USB facility so that the Police and officers of the Council can make an evidential copy of the data they require. This data should be in the native file format to ensure that no image quality is lost when making the copy. If this format is non standard (i.e. manufacturers proprietary), then the licence holder shall within 14 days of being requested supply the replay software to ensure that the video on the CD can be replayed by the Police and officers of the Council on a standard computer. Copies MUST be made available to the police and officers of the Council upon request.</p> <p>Staff working at the premises will be trained in the use of the equipment and a log will be kept to verify this.</p> <p>Cameras on the entrances must capture full frame shots of the heads and shoulders of ALL people entering the premises, i.e. capable of identification.</p>

	<p>There shall be signs displayed in the customer area to advise that CCTV is in operation.</p> <p>Should the CCTV become non-functional this will be reported immediately to the Licensing Authority.</p>
B02	CCTV cameras shall monitor all areas used by premise patrons including any external area to monitor numbers and prevent crime and disorder.
B03	At the commencement of work security personnel should ensure that they are recorded on the CCTV system and that a clear head and shoulders image showing their face clear of any hat, glasses or other obstruction is recorded.

C CINEMATOGRAPHIC/FILM EXHIBITIONS (these conditions may not be appropriate for film exhibitions that are ancillary to the main purpose of an event)	
C01	<p>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-</p> <p>(i) the title of each film to be shown on that day, other than trailers and films of less than five minutes duration;</p> <p>(ii) the approximate times of commencement of each such film;</p> <p>(iii) whether each such film has received a 'U', 'PG', '12A', '15' or '18' certificate from the British Board of Film Classification, and</p> <p>(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.</p>
C02	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.
C03	No category 'R18' film shall be exhibited at the premises.

D CHILDREN	
D01	<p>"Challenge 25":</p> <p>1. The Licensee to adopt a "Challenge 25" policy where all customers who appear to be under the age of 25 and attempt to purchase alcohol or other age-restricted products are asked for proof of their age.</p> <p>The Licensee to prominently display notices advising customers of the "Challenge 25" policy.</p> <p>The following proofs of age are the only ones to be accepted :</p> <ul style="list-style-type: none"> • Proof of age cards bearing the "Pass" hologram symbol • UK Photo Driving licence • Passport <p>2. Staff Competence and Training:</p> <p>The Licensee to keep a written record of all staff authorised to sell alcohol, the record to contain the full name, home address, date of birth and national insurance number of each person so authorised. The staff record to be kept on the licensed premises and made available for inspection by the Licensing Officer, Trading Standards or the Police.</p>

	<p>The Licensee to ensure that each member of staff authorised to sell alcohol has received adequate training on the law with regard to age restricted products and that this has been properly documented and training records kept. The training record to be kept on the licensed premises and made available for inspection by the Licensing Officer, Trading Standards or the Police.</p> <p>The Licensee to ensure that each member of staff authorised to sell alcohol is fully aware of his /her responsibilities in relation to verifying a customer's age and is able to effectively question purchasers and check evidence of proof of age.</p> <p>The Licensee to ensure that each member of staff authorised to sell alcohol is sufficiently capable and confident to confront and challenge under - 18s attempting to purchase alcohol.</p> <p>3. Refusals Book: The licensee to keep a register of refused sales of all age- restricted products (Refusals Book).</p> <p>The refusals book to contain details of time and date, description of the attempting purchaser, description of the age restricted products they attempted to purchase, reason why the sale was refused and the name/signature of the sales person refusing the sale.</p> <p>The Refusals book to be examined on a regular basis by the Licensee and date and time of each examination to be endorsed in the book.</p> <p>The Refusals Book to be kept on the licensed premises and made available for inspection by the Licensing Officer, Trading Standards or the Police.</p>
D02	All children under the age of (<i>insert age</i>) shall vacate the premises by (<i>Insert time</i>) hours.
D03	Children under the age of (<i>insert age</i>) must be accompanied by an adult.
D04	There shall be no events for persons under 18 years of age.
D05	A till prompt system shall be installed to assist staff by reminding them to challenge for ID when a sale is made.
D06	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.

E CONTROLS FOR SALE OF ALCOHOL	
E01	There shall be no supply of alcohol for consumption off the premises.
E02	There shall be no supply of alcohol for consumption off the premises except in sealed containers.
E03	All containers of alcohol sold from the premises under the licence shall be clearly and permanently marked with the name and post code of the premises.
E05	Alcohol may only be supplied to customers who are engaging in a sit down table meal, as an ancillary to that meal.

E06	Beers, lagers, stout and ciders sold at the premises should not exceed (<i>insert e.g. 5.0 or 5.5 or 6%</i>) alcohol volume.
E07	Spirits should not be sold in bottles of less than 35cl/70cl.
E08	Beers, lagers, stout, ciders and alcholpops shall be sold in packs of no less than four. or No single cans or bottles beers, lagers stout, ciders and alcholpops shall be sold.
E09	A Personal Licence Holder is to be present at the premises at all times during licensing hours.
E10	A Personal Licence Holder, Premises Licence Holder, or the DPS to be present at the premises at all times during licensing hours.
E11	Documented delegation of authorisations to sell alcohol shall be maintained at the premises and shall be available on request by an authorised officer of the Licensing Authority or the Police.
E12	Spirits shall be located (<i>insert location</i>). All other alcohol (e.g. beer, lager, cider) for sale are to be displayed in a position that is not obscured from the constant view of the cashier / staff by fixtures.
E13	<i>'off' licences, when the premises has longer opening hours than the times authorised for the sale of alcohol</i> All alcohol shall be made inaccessible to the public within (<i>insert</i>) minutes of the terminal hour for the sale of alcohol. The alcohol shall remain inaccessible until the next commencement time authorised for the sale of alcohol.
E14	There shall be no promotional sales of alcohol at the premises where alcohol is sold at a price lower than that at which the same or similar alcoholic drinks are sold, or usually sold, on the premises
E15	There shall be no self service of spirits on the premises.
E16	Prominent signage indicating the permitted hours for the sale of alcohol shall be displayed so as to be visible before entering the premises, where alcohol is on public display, and at the point of sale.
E17	The supply of alcohol shall be by waiter or waitress service only.
E18	With the exception of residents and their bona fide guests, no alcohol shall be consumed more than (XX) minutes after the permitted hour for the supply of alcohol.

F	DRUG ACTION
F01	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.
F02	The premises licence holder shall ensure that a clearly visible notice will be placed on the premises advising those attending, that the Police will be informed if anyone is found in possession of controlled substances or weapons.
F03	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 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.
F04	The premises licence 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.
F05	The premises licence holder shall ensure that adequate rest facilities are provided, which are cooler, quieter and preferably separate from the main dance area(s). These 'chill out' areas should offer adequate seating.

G DOOR CONTROL / STEWARDING/ SEARCHES & SECURITY	
G01	Door supervisors, shall be used to vet customers and maintain public order. The vetting process must include implementation of the premises' proof of age policy.
G02	There shall be a minimum of (insert number) door supervisors on duty from (Insert hours) hours on each trading day and who shall remain on duty until the premises closes and is empty of patrons.
G03	[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: (i) Full name, (ii) SIA Certificate number and or badge number, or registration number of any accreditation scheme approved by the SIA. (iii) The time they began their duty (iv) The time they completed their duty. 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 28 days prior to the request and shall be open to inspection by authorised officers of the Licensing Authority or the Police upon request.
G04	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 under any accreditation scheme recognised by the Security Industry Authority, in a conspicuous position to the front of their upper body.
G05	The Premises Licence Holder shall ensure that an "Incident report register" in is keep in a bound book, in which full details of all incidents are recorded. 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 register is to be kept on the premises at all times and shall be produced to an authorised officer of the Licensing Authority or the Police when required.
G06	Where queuing is allowed outside of a premises door supervisors shall maintain an orderly queue of patrons.
G07	Door supervisors shall be provided at the premises to a ratio of (<i>*insert ratio e.g. 1:2, 1:3 etc</i>) patrons. Where the premises incorporates a dedicated smoking area within its curtilage a minimum of (Insert number) door supervisors shall permanently monitor the smoking area during (Insert appropriate hours).
G08	A minimum of (<i>*insert number</i>) door supervisors shall be permanently stationed at each entrance/exit to the premise, excluding those exits used solely for the

	emergency evacuation of the premises.
G09	Door Supervisors shall be on duty at the premises on each trading day from (Insert commencement hours) until (Insert terminal hours).
G10	All door supervisors shall be capable of communicating instantly with one another by way of radio or other simultaneous system of communication.
G11	All door supervisors shall wear distinctive clothing or insignia to clearly identify them as door supervisors. Door supervisors on duty at the front door shall wear some form of 'high visibility' clothing (such as a jacket or waistcoat).
G12	The premises licence holder shall ensure that a documented search policy is implemented at the premises. Any searches shall only be conducted by same sex. Staff training is to be given in the correct procedures and records are to be kept in a bound book. All documentation shall be produced to an authorised officer of the Licensing Authority or the Police upon request.
G13	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 the Police upon request. The premises licence holder shall make suitable arrangements with the Police for the collection of any seized items.
G14	Hand held metal detecting scanners shall be in use at the premises during all trading hours, other metal detecting scanners may be used such as fixed metal detectors at all entrances. Detectors shall be operated by door supervisors or by suitably trained staff when no door supervisors are on duty, and such detectors shall be operative when any licensable activity is taking place. Fixed detectors shall be installed to the satisfaction of the Licensing Authority and the Police.
G15	The premises shall install and maintain a computer based identification entry system. The details of all persons, including staff are to be passed through the system prior to being permitted entry to the premises. The provision and maintenance of such equipment shall be to the reasonable satisfaction of Metropolitan Police Service. The details of persons recorded by the system to be made available to police upon reasonable request for the provision of preventing and detecting crime.

H	EXTERNAL AREAS/SMOKING AREAS
H01	The premises licence holder shall take appropriate measures to ensure that patrons using any outside areas (such as terraces and beer gardens) do so in a quiet and orderly fashion.
H02	The (insert name of area i.e. beer garden, upper patio, etc) shall only be open to customers (Insert days) from (insert commencement time) until (<i>*insert time</i>). Adequate notices shall be displayed in appropriate locations to ensure that this information is brought to the attention of patrons.
H03	All outside areas must be closed and cleared of customers by (<i>*insert time</i>). Adequate notices shall be displayed to inform patrons of this requirement.
H04	A risk assessment shall be conducted and regularly reviewed to assess the numbers of persons that the outside area can safely accommodate. The premises licence holder shall ensure that there are measures in place to monitor the external area to ensure that a safe occupancy figure is not exceeded.

H05	Smoking Area: If patrons are to be allowed to use an outside area for smoking then: (i) The area must be adequately monitored by door staff and CCTV to ensure that patrons do not cause a nuisance, patrons do not obstruct access to adjoining premises and risk of crime and disorder in this area is adequately controlled. (ii) If there is a risk that patrons may acquire illegal items such as drugs or weapons whilst in this area then they must be searched before being allowed to re-enter the premises. (iii) Patrons must not be allowed to take drinks to the smoking area. (iv) The area must be provided with suitable ashtrays/bins, the use of which is monitored by door staff. (v) The area must be regularly swept to remove cigarette ends (vi) Adequate arrangements must be made to prevent overcrowding or disorder in the area
H06	All tables and chairs shall be removed from the outside area by (XX.00) each day.
H07	There shall be no sales of hot food or hot drink for consumption off the premises (after XX.00).

I GENERAL SAFETY AND EVACUATION	
I01	No person shall be permitted to sit or stand in any gangway, unless by express permission of the Licensing Authority who shall stipulate the space allowed for standing and the number of persons permitted to stand.
I02	All gangways, passages, staircases and exit ways must at all times be kept entirely free from chairs or any other obstructions and from any article or substance which may cause a person to slip, trip or fall.
I03	The premises licence 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 an authorised officer of the Licensing Authority or the Police.
I04	Predetermined arrangements shall be made for alerting staff in the event of any emergency. These arrangements shall be of such a nature as to not alarm the public.
I05	All employees or persons involved in the organisation and control of events shall have allotted to them specified duties to be performed in the event of emergencies. Such duties shall aim at the avoidance of panic and the safe evacuation of the premises where necessary.
I06	Arrangements must be in place to ensure that all parts of the premises that members of the public may use, whether this be regularly or only in case of emergency are suitably illuminated (this includes internal and external areas, for example such as corridors, lobbies, emergency exits, car parks, etc).
I07	Where the premises is part of a shared property and members of the public may require access through areas not under the direct control of the premises licence holder (such as escape routes), the premises licence holder must ensure that he has liaised with the appropriate persons and has in place such arrangements as are necessary to ensure that the safety of members of the public is not compromised by the use of these shared areas and that none of the other licensing conditions may be breached.
I08	Barriers for checking or controlling admission shall not be used save in accordance

	<p>with a documented policy that includes the following</p> <p>(i) Risk assessments, (ii) Details of type to include design, construction materials, size – e.g. height (iii) Precise location of all elements of the barrier</p> <p>The said document shall kept at the premises and shall be made available to an officer of the Licensing Authority or the Police upon request.</p>
I09	<p>Any special effects or mechanical installations shall be arranged and stored so as to minimise any risk to the safety of those using the premises. The following special effects will only be used on XX days prior notice being given to the Licensing Authority where consent has not previously been given.</p> <ul style="list-style-type: none"> • dry ice and cryogenic fog • smoke machines and fog generators • pyrotechnics including fire works • firearms • lasers • explosives and highly flammable substances. • real flame. • strobe lighting.
I10	<p>A currently qualified first aider must be employed on the premises at all times that the premises are open to the public. The venue will also provide first aid facilities commensurate with the type of event and customers expected</p>

J GLASS / BOTTLES	
J01	The License Holder shall ensure that any glass bottles or glass drink containers are removed from persons leaving the premises.
J02	All beverages (including alcoholic and non alcoholic drinks) shall only be dispensed in polycarbonate, plastic, non-glass containers, or toughened or safety glass to the appropriate safety standard (in that they shall not produce sharp shards when broken). All glass bottles are to be retained behind the bar for safe disposal.
J03	Items of glass-wear (such as glasses, bottles, etc) shall not be permitted in the [*specify area].
J04	Glass bottles containing wine may only be sold in connection with a table meal to customers who are seated in an area for the consumption of food that is away from the main bar.

K NOISE PRECAUTIONS	
K01	Amplified music shall not be played at a level that will cause unreasonable disturbance to the occupants of any properties in the vicinity.
K02	Unless contrary to fire precautions/procedures, all access and egress doors and windows shall be kept closed whilst the licence is in use (<i>*or specify time</i>).
K03	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.
K04	Alarms shall be fitted to (<i>*Specify location of external windows/fire doors</i>) to alert staff when (they are)(it is) opened without authorisation.
K05	No music or speech shall be relayed via external speakers other than for events where the prior approval of the licensing authority has been obtained.
K06	Noise from music and associated sources shall not be audible in noise sensitive

	premises (<i>between the hours of xxxx and xxxx</i>)(insert times or ' <i>at any time</i> ').
K07	A noise limiting device shall be used in relation to all sound amplification equipment used in conjunction with the premises licence.
K08	The noise limiting device shall be properly secured so that it can not be tampered with.
K09	<p>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 in use 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 the Police.</p>
K10	<p>(i) A report shall be submitted to the Council detailing the potential for noise from (<i>insert - amplified music, refrigeration, heating, ventilation and air conditioning plant etc</i>) at the premises from affecting neighbouring noise sensitive properties at (<i>insert</i>).</p> <p>(ii) If the assessment indicates that noise from the premises is likely to affect neighbouring noise sensitive properties then it shall include a detailed scheme of noise mitigation measures to show that nuisance will not be caused to the occupiers of neighbouring noise sensitive properties by noise from the licensed premises.</p> <p>(iii) All recommended works shall be completed prior to the commencement of the premises licence and the Licensing Authority is to be notified at least 5 days in advance of the works being completed and the premises being used.</p>
K11	A clear notice shall be displayed at every exit from the premises to instruct customers to respect the needs of local residents and leave the premises and the area quietly.
K12	<p>Noise from plant & equipment</p> <p>Noise from any ventilation, refrigeration or air conditioning plant or equipment shall not cause nuisance to the occupants of any properties in the vicinity.</p>
K13	Deliveries relating to the licensed activities shall only take place between (<i>insert hours and days as necessary</i>).
K14	A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity.

L SANITARY FACILITIES	
L1	Adequate sanitary accommodation shall be provided at the premises in accordance with the BS6465 standard for sanitary provisions or any British Standard replacing or amending the same.

M	PROMOTED EVENTS, SPECIAL EFFECTS, NOVEL AND ONE OFF PROMOTIONS
M01	Where the premises, or parts of the premises are hired out to third parties or used by events promoters, the premises licence holder must ensure that the licence conditions and licensing objectives are not compromised.
M02	<p>In respect of promoted events, that is, any events involving the conduct of licensable activities at the premises that are organised by persons other than the premises licence holder or those under his direct control, the premises licence holder shall ensure that a register is maintained in a bound book kept for that purpose. The register shall be kept at the premises and shall be produced by the designated premises supervisor (or his nominated deputy in his absence) to an authorised officer of the Licensing Authority or the Police upon request. The register shall record the following:</p> <ul style="list-style-type: none"> (i) Date and time of event and brief description of it; (ii) Name of the promoter(s), that is, the person(s) responsible for organising the event; (iii) Where the promoter is a company, its registered number. (iv) The proper address of the promoter (v) Contact telephone number for promoter
M03	A documented risk assessment of promotional or one-off 'entertainment' events shall be conducted by the licence holder of the premises and such risk assessment shall be available upon request by an authorised officer of the Council or the Police. Promotional or one-off events shall be notified to the Licensing Authority and the Police at least one month prior to the proposed event.
M04	<p>Prior to any "designated sporting event" (as defined in the Sporting Events Control of Alcohol Act 1985) the premises licence holder shall ensure that;</p> <ul style="list-style-type: none"> (i) Alcohol sales in respect of cans of beer or cider are limited to no more than 4 cans per person for a minimum of four hours before the commencement of the relevant designated sporting event; (ii) No sales of alcohol in bottles or glass containers are made in the period four hours before the commencement of the designated sporting event; (iii) Alcohol sales cease for a period of one hour immediately before the commencement of the relevant designated sporting event; (iv) On any day where there is a relevant designated sporting event taking place, the premises will not externally advertise as a result of a local store promotion the availability of beer or cider in such a way as to be likely to be the sole inducement to attract persons to the premises who are either attending the designated sporting event or in the vicinity of the premises as a result of the designated sporting event; (v) All members of staff working at the premises are informed of this condition prior to taking up employment; (vi) On the day of the relevant designated sporting event, upon the direction of a police officer, using the grounds of the prevention of crime and disorder or public safety, the premises will immediately cease to sell alcohol until further directed by the police or until the relevant designated sporting event has finished.
M05	On any occasion in the premises, where a DJ or MC performs to recorded background music, at any time between 10pm and 6am, which is promoted in some form by either the venue or an outside promoter, where entry is either free, by invitation, pay on the door or by ticket, the premises shall be required to provide to police a completed form 696 promoted event assessment form not less than 14

	days prior to the event.
M06	Any person promoting a music event at the premises will be required to hold the BIIAB award for Music Promoters (or equivalent).

N	WASTE MANAGEMENT / ODOURS
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N01	No accumulation of combustible rubbish, dirt, surplus material or stored goods shall be permitted to remain in any part of the premises except in an appropriate place and of such quantities so as not to cause a nuisance, obstruction or other safety hazard.
N02	The premises licence holder shall ensure that adequate measures are in place to prevent the escape of odours from the premises. This includes odour from food preparation and refuse storage.
N03	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.
N04	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.
N05	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>).
N06	Deliveries relating to the licensed activities shall only take place between (<i>insert hours and days as necessary</i>).
N07	The premises licence holder shall ensure that all packaging provided with takeaway food is marked in some way as to show its point of origin.

O	Miscellaneous
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O1	As soon as possible, and in any event within 1 month from the grant of this licence, the premises shall join the local pubwatch or other local crime reduction scheme approved by the police, and local radio scheme if available.
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