

LICENSING ACT 2003

VALE OF WHITE HORSE DISTRICT COUNCIL

POOL OF CONDITIONS

FOR USE WITH

PREMISES LICENCES

AND

CLUB PREMISES CERTIFICATES

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GENERAL

This Pool of Conditions has been produced in conjunction with the other Licensing Authorities and Responsible Authorities in Oxfordshire to ensure, as far as possible, that a consistent approach is taken. The document should be used alongside The of White Horse's Licensing Policy Statement and with reference to Guidance issued under section 182 of the Licensing Act 2003 by the Department of Culture, Media and Sport. The published Pool of Conditions will be updated from time to time.

Licensing Objectives

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

Licence Conditions

Each application will be determined on its own merits and under no circumstances is any condition in the Pool of Conditions to be regarded as a standard condition to be automatically imposed in all cases. The Pool of Conditions is designed to provide a range of possible conditions drawn from experience relating to differing situations and to offer guidance.

Conditions will only be imposed if necessary to promote the licensing objectives and may be adapted to suit the particular case under consideration. Additional conditions will not be imposed where existing legislation and regulation already effectively promote these objectives.

Conditions will normally be applied to those matters identified as a result of a risk assessment carried out by the applicant and the submission of an Operating Schedule to address these issues. In addition, conditions may also be applied following the consideration of representations from Responsible Authorities, and / or Interested Parties.

Any decision to add a condition to a licence or certificate will depend upon a range of factors including the nature and style of the venue, the activities being conducted there, the location of the premises, the anticipated clientele of the business involved and the local knowledge of the premises.

Operating Schedules

Any applicant, in preparing the required Operating Schedule, is at liberty to volunteer any measure, such as those described below, as a step he or she intends to take to promote the licensing objectives.

When incorporated into the licence or certificate as a condition, those measures become enforceable under the law and a breach of such a condition could give rise to prosecution. In order to minimise problems and the necessity for hearings, it would be sensible for applicants to consult with the Responsible Authorities when Operating Schedules are being prepared. This would allow for proper liaison before representations prove necessary.

Legal Requirements

It is unnecessary to impose conditions that mirror legal requirements under other legislation. However, it may be appropriate in particular circumstances to impose conditions that supplement or complement legal requirements, for example by imposing a requirement that facilitates legal compliance.

Consequently, compliance with licensing conditions does not of itself signify compliance with other legal requirements and vice versa.

It should be noted in particular that it is unlawful under the 2003 Act:

- **knowingly to sell or supply or attempt to sell or supply alcohol to a person who is drunk**
- **knowingly to allow disorderly conduct on licensed premises**
- **for the holder of a Premises Licence or a designated premises supervisor knowingly to keep or to allow to be kept on licensed premises any goods that have been imported without payment of duty or which have otherwise been unlawfully imported**
- **to allow the presence of children under 16 who are not accompanied by an adult between midnight and 5am at any premises that are licensed for the sale of alcohol for consumption on the premises, and at any time in premises used exclusively or primarily for the sale and consumption of alcohol**

Conditions enforcing these arrangements are therefore unnecessary.

THE TICK BOX OPERATING SCHEDULE.

As stated previously, in accordance with the Licensing Act 2003, an application for a premises licence must be accompanied by an Operating Schedule. The applicant must detail the times the premises is open and the time licensable activities will be provided. The applicant must also detail how they intend to meet the Licensing Objectives.

The TICK BOX OPERATING SCHEDULE does not cover every possible measure to meet the Licensing Objectives it is not exhaustive list and there will be other measures that need to be included for certain premises or licensing activities. The tick box operating schedule does however give an indication to the applicant of some of the suitable measures and procedures that can be put on the operating schedule.

By using the tick box operating schedule does not mean that an application is less likely to receive representation from interested parties or responsible authorities. It does however allow applicants to use a language that is understood by the responsible authorities and there is likely to be less ambiguity.

Where certain criterion is set in the tick box form it does not mean that the applicant must use the exact criteria as has been suggested. Where an applicant has departed from the suggested criteria the applicant should use the third column to detail the reason for the departure and how the intended measure will still meet the licensing objectives.

MANDATORY CONDITIONS

It is a requirement of the 2003 Act that certain mandatory conditions must be included on Premises Licences where the licence authorises the sale of alcohol, authorises the exhibition of films or where there is a condition requiring the use of security staff.

Section 19 Licensing Act 2003, Mandatory conditions where licence authorises the sale of alcohol

M1	No supply of alcohol may be made under the Premises Licence; (a) at a time when there is no Designated Premises Supervisor in respect of the Premises Licence, or (b) at a time when the Designated Premises Supervisor does not hold a Personal Licence or his Personal Licence is suspended.
M2	Every supply of alcohol under the Premises Licence must be made or authorised by a person who holds a Personal Licence.

Section 20 Licensing Act 2003, Mandatory condition: exhibition of films

M3	<p>Where a programme includes a film in the 12A, 15 or 18 category no person appearing to be under the age of 12 (and unaccompanied in that case), 15 or 18 as appropriate shall be admitted to any part of the programme; and the licence holder shall display in a conspicuous position a notice in the following terms –</p> <p>PERSONS UNDER THE AGE OF [INSERT APPROPRIATE AGE] CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME.</p> <p>Where films of different categories form part of the same programme, the notice shall refer to the oldest age restriction.</p> <p>This condition does not apply to members of staff under the relevant age while on duty provided that the prior written consent of the person's parents or legal guardian has first been obtained.</p>
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Section 21 Licensing Act 2003, Mandatory condition: door supervision

M4	A minimum of [<i>number</i>] Door Supervisors, all individually registered with the Security Industry Authority, shall be on the premises [<i>at all times</i>] [<i>between [hh:mm] and [hh:mm] on [days] when</i>] the premises are open for any licensable activity.
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CONDITIONS RELATING TO CRIME AND DISORDER

General

Advice should be sought from the police prior to application. The police may wish to apply conditions from the pool of conditions to a licence issued to a premise and that the wording may be varied from that published in the general pool of conditions to fit the individual requirements of that premise.

Applicants may wish to include conditions in their Operating Schedule to satisfy each of the four licensing objectives. Applicants should include conditions, which are appropriate to the size of the premises and relevant to the location of the premises and type of licensable activity carried out. Applicants should expand on how they will implement each of the conditions.

Some measures may also be relevant to promote the other licensing objectives.

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
CD1	All staff shall be suitably trained for their job function in the operating standards for the premise. The training shall be ongoing and under constant review.		
CD2	All Personal Licence Holders supervising the sale of alcohol shall hold a nationally recognised licensing qualification.		
CD3	Structured training shall be delivered to all staff covering the need to be aware of the signs and consequences of drinks spiking. There shall be a training package in place for all staff and this shall include a policy for dealing with both the victim and the offender. This policy shall be approved by Thames Valley Police and shall be reviewed		

	annually.		
CD4	The Licence Holder shall implement a written Children's Policy. Where the sale of alcohol is a licensable activity no persons under 18 shall be admitted to, or allowed to remain on the premises between 21:00hrs and 06:00hrs, unless specifically covered in the Children's Policy. The policy shall be approved in writing by Thames Valley Police.		
CD5	No persons under 18 shall be admitted to, or allowed to remain on the premises between 21:00hrs and 06:00hrs.		
CD6	No person shall be admitted to the premises less than one hour before cessation of the last licensable activity.		
CD7	The Licence Holder shall arrange for a survey to be carried out by the Thames Valley Police Crime Reduction Team and act accordingly with the recommendations of the survey.		
CD8	The Licence Holder shall exercise due diligence to prevent persons leaving the premises with alcohol supplied in open containers. Prominent, clear notices shall be displayed at all exit points to advise customers that the premises fall within an Alcohol Free Zone.		

CD9	All staff shall be suitably trained in the operating procedures for refusing service to any person who is drunk or is under age or appears to be under age.		
CD10	A Premises Daily Register shall be kept at the premise. This register will be maintained and kept for a minimum of 12 months. This register should record the person in a position of responsibility for the premise. The Premises Daily Register shall record all calls made to the premises where there is a complaint made by a resident or neighbour of noise, nuisance or anti social behaviour by persons attending or leaving the premises. This shall record the details of the caller, the time and date of the call and the time and date of the incident relating to the call and any actions taken to deal with the call. The Premises Daily Register will be readily available for inspection by an Authorised Person throughout the trading hours of the premises.		
CD11	All licensable activities shall stop at the terminal hour and the premises shall be cleared of customers and closed 30 minutes after the conclusion of the last licensable activity.		
CD12	The Licence Holder or Designated Premises Supervisor shall become actively involved in the Pubwatch scheme and a representative shall attend Pubwatch meetings. <i>Note: In areas where there is no Pubwatch schemes Designated Premises Supervisors should give consideration to establishing such a scheme</i>		
CD13	The Licence Holder shall implement a written crime prevention policy aimed to reduce crime within the		

	premises. The policy shall be approved in writing by Thames Valley Police.		
CD14	The Premise shall adopt their company policy to promote responsible drinking and shall detail the criteria of any such policy.		
CD15	<p>On occasions that you make use of additional hours to cover special occasions, Thames Valley Police shall be given no less than ten working days written notification of the special occasion or event. This shall be in a set format detailing;</p> <ul style="list-style-type: none"> • The nature of the event and brief details of how the event will be run if not covered by the general Operating Schedule. • The date, the commencement and conclusion time of the event. • Expected numbers attending. • The name of the premises and the name of the Designated Premises Supervisor for the duration of the event. • The number of occasions used and the total number of occasions permitted at the premise each year, e.g. occasion 7 of 15 permitted. 		

Bottle and glasses

Glass bottles may be used as weapons inflicting more serious harm during incidents of disorder. Subject to a risk assessment a condition may be imposed to prevent sales of drinks in glass bottles for consumption on the premises.

Glasses containing drinks may be used as weapons during incidents of disorder and in un-toughened form, can cause very serious injuries. Therefore, in appropriate cases consideration will be given to conditions requiring either the use of plastic containers or toughened glass, which inflicts less severe injuries. Location and style of the venue and the activities carried on there will be particularly important in assessing whether the imposition of such a condition is necessary. For example, the use of glass containers on the terraces of some outdoor sports grounds may obviously be of concern, and similar concerns may apply to indoor sports events such as boxing matches. Similarly, the use of such plastic containers or toughened glass during the televising of live sporting events, such as international football matches, when high states of excitement and emotion fuelled by alcohol might arise, may be a necessary condition.

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
CD16	Bottles containing beverages of any kind shall not be left in the possession of any customers after service and following the discharge of the contents into an appropriate glass or drinking vessel.		
CD17	Glass bottles containing wine may be sold for consumption with a meal taken at a table, by customers who are seated in an area set aside exclusively for persons taking table meals.		
CD18	No customers carrying open or sealed bottles shall be admitted to the premises at any time that the premises are open to the public.		
CD19	Drinks shall be served in non-glassware drinking vessels (e.g. plastic, polystyrene, waxed paper). <i>Note. Weights and measures legislation requires the use of “stamped glasses” where “meter-measuring equipment” is not in use.</i>		

CD20	<p>Drinks shall be served in containers made from toughened glass (tempered glassware). Alternatively, drinks may be served in non-glassware drinking vessels (e.g. plastic, polystyrene, waxed paper).</p> <p><i>Note. Weights and measures legislation requires the use of “stamped glasses” where “meter-measuring equipment” is not in use.</i></p>		
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Open containers not to be taken from the premises

Drinks purchased in licensed premises or clubs could be taken from those premises for consumption elsewhere. Where premises are licensed for the sale of alcohol for consumption off the premises that would be entirely lawful. However, consideration will be given to a condition preventing the taking of alcoholic and other drinks from the premises in open containers (e.g. glasses and opened bottles) to prevent these containers being used as offensive weapons after individuals have left the premises. Such a measure may also be relevant to promote public safety.

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
CD21	<p>No person shall be allowed to leave the premises whilst in the possession of any drinking vessel or open glass bottle, whether empty or containing any beverage.</p> <p><i>(Note. This condition shall not apply to persons who have purchased beverages for consumption off the premises (within the curtilage of the premises' licensed area) with the express consent of the Licensee, designated premises supervisor or responsible person.)</i></p>		
CD22	<p>Prominent, clear notices shall be displayed at all exit points to advise customers that the premises fall within an Alcohol Free Zone.</p>		
CD23	<p>Bottle bins shall be provided at the exit doors and staff shall show due diligence in preventing bottles and glasses being taken from the premises.</p>		

Restrictions on drinking areas

It may be necessary to restrict the areas where alcoholic drinks may be consumed in premises after they have been purchased from a bar. An example would be at a sports ground where the police consider it necessary to prevent the consumption of alcohol on the terracing of sports grounds during particular sports events. Such conditions may not only specify these areas, but also indicate the circumstances and times of such a restriction. Such a measure may also be relevant to promote public safety.

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
CD24	No outside area shall be used for consumption of alcohol or provision of Regulated Entertainment unless the area is clearly marked or defined and that the premise has lawful use of the area.		

Capacity limits

Although most commonly made a condition of a licence on public safety grounds, consideration will also be given to conditions which set capacity limits for licensed premises or clubs where it may be necessary to prevent overcrowding which can lead to disorder and violence. Where such a condition is considered necessary, consideration will also be given as to whether Door Supervisorss will be needed to ensure that numbers are appropriately controlled and monitored.

Such considerations will be particularly relevant at High Volume Vertical Drinking establishments (HVVDs) which are premises with exceptionally high capacities, used primarily or exclusively for the sale and consumption of alcohol, and have little or no seating for patrons. At such premises it may also be appropriate to consider the ratio of chairs and tables to customers.

Where there is an agreed maximum capacity. This figure shall include all staff and entertainers. The capacity shall be set for each part of the premises where appropriate. The figure shall detail seating capacity and vertical capacity. Where there is a change of use of the premises throughout the trading day the figure should show the change of capacity and the times where relevant.

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the

			giving wording
CD25	The maximum number of persons (including staff and entertainers) allowed at the premises shall not exceed [number] ([number] low density use).		If you wish please state numbers here.
CD26	The maximum number of persons (including staff and entertainers) allowed at the premises shall not exceed [number], subject to the following maximum occupancies: <i>For example.</i> [Ground Floor] [number] persons [Basement] [number] persons		If you wish please state numbers here.
CD27	Seating for no less than [number] persons shall be provided in the premises at all times the premises are in operation.		If you wish please state numbers here.

Proof of age

It is unlawful for children under 18 to attempt to buy alcohol just as it is unlawful to sell or supply alcohol to them. To prevent such crimes, it may be necessary to require a policy to be applied at certain licensed premises requiring the production of "proof of age" before such sales are made. This will not be limited to recognised "proof of age" cards, but allow for the production of other proof, such as photo-driving licences, student cards and passports. The Licensing Authority supports the PASS accreditation system and where necessary conditions may refer directly to PASS accreditation. Such a measure may also be relevant to promote protection of children from harm. All operators and staff have both a duty and responsibility to ensure that only those who are of age are provided with intoxicants.

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
CD28	All members of staff at the premises shall seek "credible		

	photographic proof of age evidence” from any person who appears to be under the age of 18 years and who is seeking access to the premises or is seeking to purchase or consume alcohol on the premises. Such credible evidence, which shall include a photograph of the customer, will either be a passport, photographic driving licence, or Proof of Age card carrying a “PASS” logo/ or other nationally recognised schemes.		
CD29	Prominent clear notices shall be displayed at the point of entry to the premises and in a suitable location at any points of sale, advising customers that they may be asked to produce evidence of their age.		

Crime prevention notices

Notwithstanding reluctance from the trade it may be necessary at some premises to support local crime prevention initiatives by displaying notices that warn customers of the prevalence of crime which may target them. For example, warning about pickpockets or bag snatchers or warnings about leaving bags unattended because of concerns about terrorism.

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
CD30	The premises shall support local crime prevention initiatives and clearly display crime prevention notices or advice.		

Other signage

To deter those who might seek admission in breach of conditions subject to which a licence or certificate is granted, it may be considered appropriate to require signage to be displayed setting out such conditions.

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific

	objectives	applicable	wording used and details of the reason for the departure from the giving wording
CD31	Prominent, clear notices shall be displayed outside every public entrance stating the actual operating hours of the premises.		
CD32	Prominent, clear notices shall be displayed outside every public entrance stating any restrictions relating to the admission of children to the premises or other admission restrictions.		

Drinks promotions

Conditions to control the price of alcoholic drinks will not be imposed except in exceptional circumstances to address irresponsible drinks promotions at particular premises where it can be shown that there is causal link between such promotions and crime and disorder in the vicinity of the premises. Premises when operating drinks promotions on particular days of the week or at particular times of the trading day shall include in the Operating Schedule written details of the extra measures in place to comply with each of the four licensing objectives whilst running the drinks promotion.

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
CD33	When operating drinks promotions on any day of the week a written policy shall be implemented. The policy shall detail the extra measures in place to deal with departing patrons both throughout and at the end of the promotion. It shall include the policy for refusing to serve persons who are drunk. The policy shall be agreed in writing by Thames Valley Police.		

CD34	Alcoholic drinks shall not be advertised, promoted or supplied in such a way that is intended or likely to encourage persons to consume alcohol to an excessive extent.		
CD35	Alcoholic drinks shall not supplied in such a way which will enable or which is intended to enable persons to consume unlimited quantities of alcoholic drinks on payment of a single payment or payment arrangement which is not related to the amount or number of alcoholic drinks supplied.		

CCTV

The presence of CCTV cameras can be an important means of deterring and detecting crime at and immediately outside licensed premises. Conditions may not just consider a requirement to have CCTV on the premises, but also the precise siting of each camera, the requirement to maintain cameras in working order, and to retain recordings for an appropriate period of time.

Thames Valley Police will provide individuals conducting risk assessments when preparing operating schedules with advice on the use of CCTV to prevent crime.

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
CD36	A CCTV system shall be installed or the existing system maintained which is fit for the purpose. The system will incorporate a camera covering each of the entrance doors and capable of providing an image which is regarded as 'identification standard.'		
CD37	Where practicable, persons entering premises shall be asked to remove headwear, to obtain a clear head and shoulders image of every person entering the premises on the CCTV system.		

CD38	The CCTV system shall incorporate a recording facility which shall be retained and stored in a suitable and secure manner for a minimum of one calendar month. A system shall be in place to maintain the integrity of the recorded image and a complete audit trail maintained. The system will comply with the Data Protection Act 1998 and all signs as required will be clearly displayed. The system will be maintained and fully operational throughout the hours that the premises are open for any licensable activity. For premises using a video recording systems, to maintain the quality of the recorded image the cassette tape shall be used on no more than 12 occasions.		
CD39	At the time of installation or upgrading of any CCTV system it shall comply with the current and relevant Thames Valley Police guidelines for Standard Minimum Closed Circuit Television Requirements (Issue 1 July 2004).		
CD40	The CCTV system shall be notified to the Office of the Information Commissioner, www.informationcommissioner.gov.uk .		
CD41	The positions of all CCTV cameras shall be clearly shown on the deposited plans and any alteration to the system should only be carried out after consultation with Thames Valley Police and the Licensing Authority.		

Misuse of drugs

[Council] is committed to addressing the problem of the misuse of drugs at music and dance venues and supports the "Safer Clubbing" strategy which can be viewed at <http://www.drugs.gov.uk>.

The role of club owners, managers and event promoters is to ensure that all aspects of their venue are designed and run in ways which maximise the safety of customers, performers and staff.

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
CD42	The Licence Holder shall implement a written Drugs Policy, this shall detail the strategies to minimise the use and supply of illegal drugs within the premises. The drugs policy shall include a structured training policy for all staff covering the issues of misuse of drugs in relation to licensed premises. This policy shall be approved in writing by Thames Valley Police.		
CD43	A senior member of the management team at the premises shall hold a National Certificate of Drugs Awareness qualification, run by the BII or similar accredited body.		
CD44	All relevant staff shall be adequately trained in dealing with persons who are incapacitated through the use of drugs or the combined effect of drugs and alcohol.		
CD45	When providing regulated entertainment there shall be at all times that the entertainment is taking place, a qualified first aid person, trained to a nationally recognised high standard, on the premises and easily identifiable. There shall be an adequate and appropriate supply of first aid equipment		

	readily available at the premises.		
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Door supervisors

Conditions relating to the provision of Door Supervisors and security teams may be valuable in:

- preventing the admission and ensuring the departure from the premises of the drunk and disorderly, without causing further disorder;
- keeping out excluded individuals (subject to court bans or imposed by the licence holder);
- searching and excluding those suspected of carrying illegal drugs, or carrying offensive weapons; and
- maintaining orderly queuing outside of venues prone to such queuing.

Where Door Supervisors conducting security activities are to be a condition of a licence, the mandatory condition M4 that they have to be registered with the Security Industry Authority, will be included as a condition of the licence. Conditions may also be needed to deal with the number of such supervisors, the displaying of name badges, the carrying of proof of registration, where and at what times they should be stationed on the premises, and whether at least one female supervisor should be available (for example, if female customers are to be the subject of body searches). Door Supervisors also have a role to play in ensuring public safety.

Unless comprehensively covered in the Operating Schedule a valid reason why door supervision would not be required, Registered Door Supervisors shall be expected at premises where:

- the licensable activities includes the sale of alcohol by retail, and
- they trade after midnight on any day of the week or have an agreed capacity over 200.

Premises should detail the times and days of the week when Door Supervisors shall be employed.

	Example conditions/asures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
CD46	There shall be an agreed ratio of Door Supervisors to number of persons present. Premises which have a policy that includes the searching of persons shall have at all times Door Supervisors of both sexes on duty.		If you wish please state ration here.

CD47	All Door Supervisors working outside the premises or whilst engaged in the dispersal of patrons at the close of business shall wear 'High Visibility Clothing'.		
CD48	All Door Supervisors shall have clear instruction and understanding of their responsibilities.		
CD49	All Door Supervisors shall enter their full details in the Premises Daily Register at the commencement of work. This shall record their full name, home address and contact telephone number, the Door Supervisors registration number, the time they commenced and concluded working. If the member of Door Supervisor was supplied by an agency, details of that agency will also be recorded which shall include the name of the agency, the registered business address and a contact telephone number. The Premises Daily Register will record all incidents in relation to the use of any force by staff or Door Supervisors in the removal of persons from the premises. It shall record the time and date of the occurrence, name or brief description of the person removed, and the details of all the staff or Door Supervisors involved.		

Text/Radio pagers

Text and radio pagers connecting Premises Licence holders, designated premises supervisors, managers of premises and clubs to the local police can provide for rapid response by the police to situations of disorder which may be endangering the customers and staff on the premises.

Such pagers provide two-way communication, both enabling licence holders, managers, designated premises supervisors and clubs to report incidents to the police, and enabling the police to warn those operating a large number of other premises of potential troublemakers or individuals suspected of criminal behaviour who are about in a particular area. Pager systems can also be used by premises to warn each other of the presence in an area of such people.

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
CD50	The Licence Holder shall join the 'Radiolink' communication scheme and shall comply with the Radiolink protocol.		

Off sales

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
CD5 1	High strength lagers or ciders or fortified wines or Sherries shall not be stocked or sold from the premises. <i>Note. High strength implies 8% or higher.</i>		
CD5 2	The premises shall close between 23:00hrs and 06:00hrs.		
CD5	All members of staff at the premises shall seek "credible photographic proof of age evidence" from any person who		

3	appears to be under the age of 18 years and who is seeking to purchase alcohol. Such credible evidence, which shall include a photograph of the customer, will either be a passport, photographic driving licence, or Proof of Age card carrying a "PASS" logo/ or any other nationally recognised proof of age card. All occasions when persons have been refused service shall be recorded in writing.		
CD5 4	Prominent, clear notices shall be displayed about the supply of alcohol to minors and the relevant offences involved.		

Theatres or Other Closely Seated Venues

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
CD55	Alcoholic drinks shall not be consumed in the closely seated area.		
CD56	All drinks to be consumed in the closely seated areas shall be supplied in non-glassware drinking vessels (e.g. plastic, polystyrene, waxed paper).		

Designated Sporting Grounds

Premises, which are designated sporting grounds, are covered by other legislation and the issue of a Ground Safety Certificate. Designated Sporting Grounds which are covered by other legislation and have any restrictions or conditions attached should summarise all relevant restrictions in the Operating Schedule.

	Example conditions/asures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
CD57	In all public concourse bars that also provide food, prominent, clear notices shall be displayed that when the bars are closed no alcohol is for sale at the food outlets.		
CD58	All bars in public concourse areas shall have suitable shutters which can be closed and when closed no alcohol shall be on view from the public area.		
CD59	All alcohol served in the public concourse bars shall be supplied in non-glassware drinking vessels (e.g. plastic, polystyrene, waxed paper).		
CD60	There shall be [<i>number</i>] suitably trained stewards positioned in each of the concourse areas while the bar is open for the sale of alcohol.		If you wish please state numbers here.
CD61	A Personal Licence Holder shall be present at the Designated Sporting Ground throughout the hours that any of the public concourse bars are open and selling alcohol.		

Erotic Dancing etc.

Erotic Dancing is defined as any type of dancing that arouses or intends to arouse sexual desire or sexual pleasure and specifically includes "striptease, lap dancing, table-side dancing, pole dancing" and similar entertainment.

The nature of this type of activity is such that the following considerations may have a particular significance. All references to striptease shall be deemed to include all forms of striptease or nudity, including the wearing of 'see through' clothing and sexual stimulation.

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
CD62	<p>The premises shall not be used for striptease or entertainment of a like kind to dancing which involves nudity or the sexual stimulation of patrons.</p> <p>This Condition does not apply to any entertainment that is an integral part of a licensed performance of a play.</p>		
CD63	<p>The approved activities shall take place only in the areas designated by the Licensing Authority and the approved access to the dressing room(s) shall be maintained whilst striptease entertainment is taking place and immediately thereafter</p>		
CD64	<p>[<i>Striptease, lap dancing pole-dancing or table-side dancing</i>] shall be permitted at the premises between the hours of [hh.mm] and [hh.mm] on [day(s)].</p>		<p>If you wish please state numbers here.</p>
CD65	<p>No displays shall be permitted, outside or in the vicinity of the premises, of any descriptions, photographs or other images that indicates that [<i>striptease, lap dancing, pole-dancing or table-side dancing</i>] takes place on the premises.</p>		

CD66	No audience participation shall be permitted		
CD67	<p>Whilst striptease that [<i>striptease, lap dancing, pole-dancing or table-side dancing</i>] are taking place no person under the age of 18 shall be on the licensed premises and a clear notice shall be displayed at the entrance to the premises in a prominent position so it can be easily read by persons entering the premises in the following terms:</p> <p>“NO PERSON UNDER 18 WILL BE ADMITTED”</p>		
CD68	Performers shall be aged not less than 18.		
CD79	Arrangements shall be put in place to restrict access to the dressing room at all times when the pole-dancing and/or table-side dancing is taking place, and until such time as all performers have vacated it.		
CD70	There shall be no physical contact between customers and the dancers except for the placing of money or tokens in a garter or into the hands of the dancer at the beginning or conclusion of a performance.		
CD71	There shall be no physical contact between dancers whilst performing.		
CD72	CCTV shall be installed to cover all areas where dancing will take place in addition to the front entrance and [<i>location</i>]. All cameras shall be continually record whilst the premises are open to the public and the video recordings shall be kept available for a minimum of 28 days with the date and time stamping. Tape recordings shall be made available to an Authorised Person of the Licensing Authority or Thames Valley Police together with facilities for viewing. The		

	recordings for the proceeding two events shall be made available immediately on request, and recordings outside this period shall be made available within 24 hours.		
CD73	Whilst dancing takes place not less than [<i>number</i>] registered Door Supervisors shall be on duty on the premises.		
CD74	The performance of dancers within the premises shall not be visible from the street outside at any time.		
CD75	Whilst dancers are performing there shall be a minimum distance of one metre between the dancer and the seated customers and prominent, clear notices shall be displayed at each table stating this requirement.		
CD76	Performers shall have direct access to a dressing room without passing through or in close proximity to the audience at all times during the performance.		

CONDITIONS RELATING TO PUBLIC SAFETY (Including Fire Safety)

General

Advice should be sought from the relevant Responsible Authorities prior to application. The Responsible Authority may wish to apply conditions from the pool of conditions to a licence issued to a premise and that the wording may be varied from that published in the general pool of conditions to fit the individual requirements of that premise.

Applicants may wish to include conditions in their Operating Schedule to satisfy each of the four licensing objectives. Applicants should include conditions, which are appropriate to the size of the premises and relevant to the location of the premises and type of licensable activity carried out. Applicants should expand on how they will implement each of the conditions. Special issues may arise in connection with outdoor and large-scale events.

Those who prepare Operating Schedules are advised that account will be taken of published standards and guidance relating to safety at public events and venues.

In certain premises where existing legislation does not provide adequately for the safety of the public or club members and guests and where relevant matters have been identified in Operating Schedules, or as a result of representations being made, consideration will also be given to applying conditions.

Disabled people

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
PS1	The Designated Premises Supervisor/Duty Manager shall ensure that, whenever disabled people are present, adequate arrangements are made to enable their safe evacuation in the event of an emergency and that they are made aware of these arrangements. <i>Note: Licensees are advised to obtain details of and seek to address any special needs when approached by organisers of</i>		

	<i>parties of disabled people.</i>		
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Escape routes

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
PS2	All escape routes and exits including external exits shall be maintained unobstructed, in good order with non-slippery and even surfaces, free of trip hazards and clearly identified in accordance with the approved arrangements.		
PS3	All exit doors shall be available and easily openable without the use of a key, card, code or similar means. Only approved fastenings shall be used. <i>Note: Doors that are not in regular use should be opened in order to ensure they function satisfactorily before the admission of the public.</i>		
PS4	Any removable security fastenings shall be removed from the doors prior to opening the premises to the public. All such fastenings shall be kept in the approved position(s).		
PS5	If required, exit doors shall be secured in the fully open position when the public are present.		
PS6	All fire doors shall be maintained effectively self-closing and shall not be held open other than by approved devices.		
PS7	Fire-resisting doors to ducts, service shafts and cupboards shall be kept locked shut.		

PS8	The edges of the treads of steps and stairways shall be maintained so as to be conspicuously displayed.		
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Safety checks

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
PS9	The Designated Premises Supervisor / Duty Manager shall ensure that all necessary safety checks have been carried out before the admission of the public. Details of the checks shall be entered in the Fire log-book; this may be by use of a separate check list.		
PS9	The Designated Premises Supervisor / Duty Manager shall ensure that all necessary safety checks have been carried out before the admission of the public. Details of the checks shall be entered in the Fire log-book; this may be by use of a separate check list.		

Curtains, hangings, decorations and upholstery

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
PS10	Hangings, curtains, and temporary decorations shall be maintained flame-retarded.		
PS11	Any scenery shall be maintained flame-retarded.		

PS12	Temporary decorations shall not be provided except with consent. When seeking consent for temporary decorations the Licensee shall advise the Licensing Authority of the period for which it is desired to retain them.		
PS13	Curtains, hangings and temporary decorations shall be arranged so as not to obstruct exits, fire safety signs or fire-fighting equipment.		

Accommodation limits

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
PS14	The maximum number of persons (including staff and entertainers) allowed at the premises shall not exceed [number], subject to the following maximum occupancies: [Ground Floor] [number] persons [Basement] [number] persons		If you wish please state numbers here.
PS15	The maximum number of persons (including staff and entertainers) allowed at the premises shall not exceed [number] ([number] low density use).		If you wish please state numbers here.
PS16	The Designated Premises Supervisor/Duty Manager shall ensure that the accommodation limit(s) specified on the licence are not exceeded and shall be aware of the number of the public on the premises. This information shall be provided to any Authorised Person immediately on request.		
PS17	The premises shall be provided with adequate facilities to monitor and control the number of people present.		

Fire action notices

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
PS18	Notices detailing the actions to be taken in the event of fire or other emergencies, including how the fire service can be summoned, shall be prominently displayed and shall be protected from damage or deterioration.		

Outbreaks of fire

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
PS19	The fire service shall be called at once to any outbreak or suspected outbreak of fire, however slight, and the details recorded in the Fire log-book .		

Loss of water

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
PS20	The telephone number of the local Fire Control Centre shall be readily available at the premises. The Designated Premises Supervisor/Duty Manager shall notify the local Fire Control Centre as soon as possible if he/she is aware that the		

	water supply to any hydrant, hose reel, sprinkler, drencher or other fire extinguishing installation is cut off or restricted.		
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Access for emergency vehicles

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
PS21	Access for emergency vehicles shall be kept clear and free from obstruction.		

First aid

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
PS22	An adequate and appropriate supply of first aid equipment and materials shall be available on the premises.		
PS23	At least one suitably trained first-aider shall be on duty when the public are present. If more than one suitably trained first-aider is present, each person's responsibilities shall be clearly identified.		
PS24	Notices detailing the availability of first aid equipment shall be prominently displayed and shall be protected from damage or deterioration.		

Lighting

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
PS25	<p>Management lighting</p> <p>(a) In the absence of adequate daylight the management lighting in any area accessible to the public shall be fully in operation whilst the public are present.</p> <p>(b) Except as permitted under (d) below there shall be adequate illumination to enable people to see their way out of the premises.</p> <p>(c) Fire safety signs shall be adequately illuminated except as permitted under (d) below.</p> <p>(d) If essential to the entertainment and subject to consent, the management lighting in the entertainment area may be reduced or extinguished provided:</p> <ul style="list-style-type: none"> (i) the lighting be controlled from a position with a clear view of the entertainment area; and (ii) an operator remain by the controls whilst the lighting is reduced or extinguished; and (iii) the operator restore the management lighting at once in the event of any emergency; and (iv) the escape route signs remain adequately illuminated. 		

PS26	<p>Emergency lighting</p> <ul style="list-style-type: none"> (a) The emergency lighting installation shall not be altered in any way except with consent. (b) The emergency lighting battery shall be fully charged before the admission of the public. (c) In the event of failure of the normal lighting the public shall be evacuated from the premises: <ul style="list-style-type: none"> (i) if the emergency lighting battery has a one hour capacity the public shall leave the premises within 20 minutes unless within that time the normal lighting has been restored and the battery is being re-charged; or (ii) if the emergency lighting battery has a 3 hour capacity the public shall leave the premises within one hour unless within that time the normal lighting has been restored and the battery is being re-charged. (d) The public shall not be re-admitted to the premises until the normal lighting has been fully restored and the battery fully recharged except <ul style="list-style-type: none"> (i) where the emergency lighting battery has a one hour capacity and if the failure of the normal lighting was fully rectified within 20 minutes of failure and the battery is being re-charged; or (ii) where the emergency lighting battery has a 3 hour capacity and if the failure of the normal lighting was fully rectified within one hour of failure and the 		
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	battery is being re-charged.		
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Temporary electrical installations

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
PS27	<p>(a) Temporary electrical wiring and distribution systems shall not be provided without notification being given to the Licensing Authority at least 10 days before the commencement of the work.</p> <p>Note: This Condition does not normally apply to electrical equipment on a stage provided with permanently installed distribution facilities.</p> <p>(b) Temporary electrical wiring and distribution systems shall comply with recommendations of BS 7671 or where applicable BS 7909.</p> <p>(c) Temporary electrical wiring and distribution systems shall be inspected and certified by a competent person before they are put into use. A copy of the certificate shall be sent to the Council as soon as possible.</p> <p>(d) Temporary electrical wiring and distribution systems shall be provided only for a period of up to 3 months. This period may be extended subject to a satisfactory electrical test and inspection report being submitted to the Licensing Authority at the end of each 3 month period.</p>		

Indoor Sports Entertainments

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
PS28	At least 10 days' notice in writing shall be given to the Licensing Authority of any proposal to use the premises for any sports entertainment.		
PS29	The Licensing Authority shall approve the arrangements for the layout of the premises including all seating and standing areas for spectators, which shall minimise any risk to spectators, participants or staff.		
PS30	Reasonable and practicable steps shall be taken to minimise any risk to spectators, participants or staff from any equipment used in the entertainment.		
PS31	If required, an appropriately qualified medical practitioner(s) shall be present throughout the sports entertainment.		
PS32	A registered medical practitioner or a registered paramedic shall be present at any sports entertainment involving boxing, wrestling, judo, karate or other sports entertainment of a similar nature.		
PS33	Dressing room accommodation and washing facilities for participants shall be provided to the satisfaction of the Licensing Authority.		
PS34	The ring shall be sited, constructed and supported to the satisfaction of the Licensing Authority. Any material used to form a skirt around the ring shall be flame-retarded to the		

	satisfaction of the Licensing Authority.		
PS35	At wrestling or other entertainments of a similar nature members of the public shall not occupy any seat within 2.5m of the ring.		
PS36	Staff adequately trained in rescue and life safety procedures shall be stationed and remain within the vicinity of the water at all material times. The Licensing Authority shall approve the number of such staff. Note: The Licensing Authority will normally accept the number of such staff as recommended in Managing Health and Safety in Swimming Pools issued jointly by the Health and Safety Commission and Sport England.		

Alterations to the Premises

Premises should not be altered in such a way as to make it impossible to comply with an existing licence condition without first seeking a variation of the Premises Licence. The applicant will need to propose in a new operating schedule how he or she intends to take alternative steps to promote the public safety objective.

Special Effects

Special effects include dry ice machines and cryogenic fog, smoke machines and fog generators, pyrotechnics, including fireworks, real flame, firearms, motor vehicles, strobe lighting, lasers, explosives and highly flammable substances.

	Example conditions/asures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
PS37	The use of special effects is not permitted without the consent of the Licensing Authority. The Licensing Authority shall be given at least 10 days' notice in writing of any proposal to use		

	special effects. The notice shall include, save in exceptional circumstances, exact details of the proposal including the date and time when the special effects can be demonstrated.		
PS38	No explosives or highly flammable substances shall be brought onto the premises except with consent of the Licensing Authority.		

ADDITIONAL CONDITIONS RELATING TO PUBLIC SAFETY FOR THEATRES, CINEMAS, CONCERT HALLS AND SIMILAR PLACES

Premises used for Closely Seated Audiences

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording														
PS39	The premises shall not be used for a closely-seated audience, except in accordance with the approved seating plan(s), a copy of which shall be kept available at the premises and shall be shown to any Authorised Person on request.																
PS40	All seats shall be appropriately fixed and installed.																
PS41	A copy of any certificate relating to the design, construction and loading of any temporary seating shall be kept available at the premises and shall be shown to any Authorised Person on request.																
PS42	<p>Unless the Licensing Authority requires or approves otherwise the number of attendants on each floor or tier in a closely-seated auditorium shall be as set out on the table below.</p> <table border="1" data-bbox="191 670 1066 1159"> <thead> <tr> <th data-bbox="191 670 636 800">Number of members of public present on a floor or tier</th> <th data-bbox="636 670 1066 800">Minimum number of attendants required to be present on that floor or tier</th> </tr> </thead> <tbody> <tr> <td data-bbox="191 800 636 854">1 – 100</td> <td data-bbox="636 800 1066 854">One</td> </tr> <tr> <td data-bbox="191 854 636 907">101 – 250</td> <td data-bbox="636 854 1066 907">Two</td> </tr> <tr> <td data-bbox="191 907 636 961">251 – 500</td> <td data-bbox="636 907 1066 961">Three</td> </tr> <tr> <td data-bbox="191 961 636 1015">501 – 750</td> <td data-bbox="636 961 1066 1015">Four</td> </tr> <tr> <td data-bbox="191 1015 636 1068">751 – 1000</td> <td data-bbox="636 1015 1066 1068">Five</td> </tr> <tr> <td colspan="2" data-bbox="191 1068 1066 1159">and one additional attendant for each additional 250 persons (or part thereof).</td> </tr> </tbody> </table>	Number of members of public present on a floor or tier	Minimum number of attendants required to be present on that floor or tier	1 – 100	One	101 – 250	Two	251 – 500	Three	501 – 750	Four	751 – 1000	Five	and one additional attendant for each additional 250 persons (or part thereof).			If you wish please state numbers here.
Number of members of public present on a floor or tier	Minimum number of attendants required to be present on that floor or tier																
1 – 100	One																
101 – 250	Two																
251 – 500	Three																
501 – 750	Four																
751 – 1000	Five																
and one additional attendant for each additional 250 persons (or part thereof).																	

Premises used for Film Exhibitions

	Example conditions/asures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording								
PS53	<p>Where the premises are not equipped with a staff alerting system the number of attendants present shall be as set out in the table below.</p> <table border="1" data-bbox="172 662 1083 1097"> <tr> <td data-bbox="172 662 606 789">Number of members of the public present on the premises</td> <td data-bbox="606 662 1083 789">Minimum number of attendants required to be on duty</td> </tr> <tr> <td data-bbox="172 789 606 846">1 to 250</td> <td data-bbox="606 789 1083 846">Two</td> </tr> <tr> <td colspan="2" data-bbox="172 846 1083 935">and one additional attendant for each additional 250 members of the public present (or part thereof)</td> </tr> <tr> <td data-bbox="172 935 606 1097">Where there are more than 150 members of the public present in any auditorium or on any floor or tier</td> <td data-bbox="606 935 1083 1097">At least one attendant shall be present in any auditorium or on any floor or tier</td> </tr> </table>	Number of members of the public present on the premises	Minimum number of attendants required to be on duty	1 to 250	Two	and one additional attendant for each additional 250 members of the public present (or part thereof)		Where there are more than 150 members of the public present in any auditorium or on any floor or tier	At least one attendant shall be present in any auditorium or on any floor or tier		If you wish please state numbers here.
Number of members of the public present on the premises	Minimum number of attendants required to be on duty										
1 to 250	Two										
and one additional attendant for each additional 250 members of the public present (or part thereof)											
Where there are more than 150 members of the public present in any auditorium or on any floor or tier	At least one attendant shall be present in any auditorium or on any floor or tier										

	Example conditions/asures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording															
PS54	<p>Where the premises are equipped with a staff alerting system the number of attendants present shall be as set out in the table below.</p> <table border="1" data-bbox="170 574 1031 1175"> <thead> <tr> <th data-bbox="170 574 457 813">Number of members of the public present on the premises</th> <th data-bbox="457 574 747 813">Minimum number of attendants required to be on duty</th> <th data-bbox="747 574 1031 813">Minimum number of other staff on the premises who are available to assist in the event of an emergency</th> </tr> </thead> <tbody> <tr> <td data-bbox="170 813 457 867">1 to 500</td> <td data-bbox="457 813 747 867">Two</td> <td data-bbox="747 813 1031 867">One</td> </tr> <tr> <td data-bbox="170 867 457 920">501 to 1000</td> <td data-bbox="457 867 747 920">Three</td> <td data-bbox="747 867 1031 920">Two</td> </tr> <tr> <td data-bbox="170 920 457 974">1001 to 1500</td> <td data-bbox="457 920 747 974">Four</td> <td data-bbox="747 920 1031 974">Four</td> </tr> <tr> <td data-bbox="170 974 457 1175">1501 or more</td> <td data-bbox="457 974 747 1175">Five plus one for every 500 (or part thereof) persons over 2000 on the premises</td> <td data-bbox="747 974 1031 1175">Five plus one for every 500 (or part thereof) persons over 2000 on the premises</td> </tr> </tbody> </table>	Number of members of the public present on the premises	Minimum number of attendants required to be on duty	Minimum number of other staff on the premises who are available to assist in the event of an emergency	1 to 500	Two	One	501 to 1000	Three	Two	1001 to 1500	Four	Four	1501 or more	Five plus one for every 500 (or part thereof) persons over 2000 on the premises	Five plus one for every 500 (or part thereof) persons over 2000 on the premises		If you wish please state numbers here.
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501 to 1000	Three	Two																
1001 to 1500	Four	Four																
1501 or more	Five plus one for every 500 (or part thereof) persons over 2000 on the premises	Five plus one for every 500 (or part thereof) persons over 2000 on the premises																
PS55	Attendants shall as far as is reasonably practicable be evenly distributed throughout all parts of the premises to which the																	

	public have access and keep under observation all parts of the premises to which the public have access.		
PS56	<p>Staff shall not be considered as being available to assist in the event of an emergency if they are:</p> <ul style="list-style-type: none"> (i) the Licence Holder or Duty Manager; or (ii) a member of staff whose normal duties or responsibilities are likely significantly to affect or delay his response in an emergency situation; or (iii) a member of staff whose usual location when on duty is more than 60 metres from the location to which he is required to go on being alerted to an emergency situation. 		
PS57	The staff alerting system shall be maintained in working order.		
PS58	<p>The level of management lighting in the auditorium shall be as great as possible consistent with the effective presentation of the films.</p> <p>Note: The level of illumination maintained in the auditorium during the showing of films will be regarded as satisfactory if it complies with the standards specified in BS CP 1007: Maintained Lighting for Cinemas.</p>		
PS59	No flammable films shall be upon the premises without consent.		

CONDITIONS RELATING TO THE PREVENTION OF PUBLIC NUISANCE

General

Advice should be sought from the relevant Responsible Authority's prior to application. The Responsible Authority may wish to apply conditions from the pool of conditions to a licence issued to a premise and that the wording may be varied from that published in the general pool of conditions to fit the individual requirements of that premise.

Applicants may wish to include conditions in their Operating Schedule to satisfy each of the four licensing objectives. Applicants should include conditions, which are appropriate to the size of the premises and relevant to the location of the premises and type of licensable activity carried out. Applicants should expand on how they will implement each of the conditions.

Noise and Vibration

In certain premises a noise impact assessment of the licensable activities at the premises should be carried out to the satisfaction of the licensing authority. Proposed steps to prevent noise must, if necessary, also be submitted for inclusion within the operating schedule.

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
PN1	The Designated Premises Supervisor/Duty Manager shall ensure that no nuisance is caused by noise emanating from the premises or by vibration transmitted through the structure of the premises.		
PN2	The premises shall be arranged to minimise the risk of noise nuisance to nearby properties.		

PN3	<p>Noise from the premises shall not result in exceedences of the following noise levels expressed as [<i>x minute Leq</i>] at [<i>stated location</i>];</p> <table border="1" data-bbox="184 386 1058 711"> <thead> <tr> <th data-bbox="184 386 415 477">Frequency Range</th> <th data-bbox="415 386 699 477">From a hours to b hours</th> <th data-bbox="699 386 1058 477">From y hours to z hours</th> </tr> </thead> <tbody> <tr> <td data-bbox="184 477 415 532">[<i>Whole range</i>]</td> <td data-bbox="415 477 699 532"><i>x dBA</i></td> <td data-bbox="699 477 1058 532"><i>y dBA</i></td> </tr> <tr> <td data-bbox="184 532 415 623">[<i>63Hz octave band</i>]</td> <td data-bbox="415 532 699 623"><i>x dB</i></td> <td data-bbox="699 532 1058 623"><i>y dB</i></td> </tr> <tr> <td data-bbox="184 623 415 711">[<i>125 Hz octave band</i>]</td> <td data-bbox="415 623 699 711"><i>x dB</i></td> <td data-bbox="699 623 1058 711"><i>y dB</i></td> </tr> </tbody> </table>	Frequency Range	From a hours to b hours	From y hours to z hours	[<i>Whole range</i>]	<i>x dBA</i>	<i>y dBA</i>	[<i>63Hz octave band</i>]	<i>x dB</i>	<i>y dB</i>	[<i>125 Hz octave band</i>]	<i>x dB</i>	<i>y dB</i>		If you wish please state noise levels here.
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[<i>125 Hz octave band</i>]	<i>x dB</i>	<i>y dB</i>													
PN4	Noise emanating from the premises as a result of regulated entertainment shall not exceed [<i>x dBA</i>] as measured 1 metre from any residential dwelling.		If you wish please state noise levels here												
PN5	Noise emanating from the premises as a result of regulated entertainment shall be inaudible when monitored at the position delineated in red on the plan annexed to the licence.														

PN6	A noise limiting device shall be installed, fitted and maintained in such a manner as to control all sources of amplified music or speech at the premises.		
PN7	The noise limiter(s) shall be set so as to maintain the maximum level as follows at all times when regulated entertainment takes place: [Location] x dB(A) [Location] y dB(A)		If you wish please state location here.
PN8	No [Regulated Entertainment] shall take place until a scheme of soundproofing the [relevant parts] of the premises has been submitted to and approved by the Licensing Authority. The work must be completed to the licensing authorities satisfaction prior to any [Regulated Entertainment] taking place.		
PN9	The [<i>doors / windows</i>] at [<i>specify</i>] shall be fitted with [<i>double /secondary</i>] glazing in order to improve the sound attenuation of the premises.		
PN10	A [<i>sound trap lobby / acoustic door / automatic door closer</i>] shall be installed to [<i>describe the location</i>].		
PN11	[<i>Openings / specify</i>] in the external fabric of the premises must be acoustically sealed to the satisfaction of the licensing authority.		
PN12	All [<i>external doors / windows</i>] must be kept closed, other than for access and egress, in all rooms when events involving amplified music or speech are taking place.		
PN13	An alarm shall be fitted to [<i>all external windows / fire doors</i>] which alerts staff when [<i>they / it</i>] are opened without		

	authorisation.		
PN14	A circuit cut off device shall be fitted to the [door] which automatically switches off the sound system when the doors are opened. This device shall be tested each day prior to entertainment commencing.		
PN15	No music or speech shall be relayed via external speakers other than for events with the prior approval of the licensing authority.		
PN16	Prominent, clear notices shall be displayed at [<i>all exits / in the beer garden</i>] requesting customers to respect the needs of local residents and leave the premises and the area quietly.		
PN17	The [<i>garden / patio</i>] must not be used by customers after the hours of [hh:mm] and [hh:mm].		If you wish please state times here.
PN18	Entertainment is to be held internally only and no music or speakers shall be provided to external areas of the premises.		
PN19	No inflatable play equipment shall be used without the agreement of the Licensing Authority with respect to its hours of use and other conditions as may be appropriate.		
PN20	The [<i>car park/ garden</i>] shall be managed to ensure that it is not used for [<i>ball games /skateboarding/ other noisy recreational activities</i>]		
PN21	Disposal of waste bottles into external receptacles where the noise will be audible to neighbouring properties must not occur between [hh:mm] and [hh:mm].		
PN22	Arrangements must be put in place to ensure that waste collection contractors do not collect refuse between [hh:mm]		If you wish please state times here.

	and [<i>hh:mm</i>].		
PN23	Staff shall be given adequate training to prevent them causing unnecessary noise when they leave the premises and prominent, clear notices displayed at all points where staff leave the building must instruct them to respect the needs of local residents and leave the premises and the area quietly.		
PN24	The Designated Premises Supervisor or a nominated representative shall receive and respond to complaints throughout the duration of all noisy events.		
PN25	No fireworks or other pyrotechnics shall be used other than with the prior consent of the licensing authority.		
PN26	The Licence Holder shall have full control over the sound amplification equipment to the main stage. The volume shall be adjusted according to the requirements of the licensing authority / responsible authority.		
PN27	The specification, and orientation of all speakers shall be agreed with the licensing authority / responsible authority.		

Queue Management and Dispersal Procedures

Queue management and dispersal procedures are designed to assist licensed premises in being good neighbours to residents and businesses in the vicinity so as to maintain the legitimate right of neighbours to enjoy their homes and businesses without disturbance.

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
PN28	All queuing outside the premises shall be managed in such a way that prevents noisy or rowdy behaviour and therefore		

	minimises disturbance or nuisance to neighbours.		
PN29	The premises shall have a written dispersal procedure designed to make the maximum contribution immediately before premises close, and directly thereafter, by exercising pro-active measures, to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours, both residential and business, and to make the minimum impact upon the neighbourhood in relation to potential nuisance, antisocial behaviour, crime and disorder.		

Hours

Restrictions on hours will be balanced against the benefits to the City which flow from allowing trade the freedom to develop a vibrant leisure industry that meets customers expectations.

Each licensable activity will be judged on its own merits and one activity may be prohibited at a time when another activity is permitted. Also, different restrictions may apply to different areas of the premises.

	Example conditions/asures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording				
PN30	<p>The following licensed activities that have the potential to create public nuisance shall not be permitted unless they are done so in accordance with the controls below:</p> <p><i>For example</i></p> <table border="1" data-bbox="210 850 1058 1032"> <thead> <tr> <th data-bbox="210 850 508 902">Activity</th> <th data-bbox="508 850 1058 902">Control</th> </tr> </thead> <tbody> <tr> <td data-bbox="210 902 508 1032"><i>Playing of amplified, pre-recorded music</i></td> <td data-bbox="508 902 1058 1032"><i>Music shall only be played in the main function suite and shall go on no later than 23.30</i></td> </tr> </tbody> </table>	Activity	Control	<i>Playing of amplified, pre-recorded music</i>	<i>Music shall only be played in the main function suite and shall go on no later than 23.30</i>		If you wish please provide details here.
Activity	Control						
<i>Playing of amplified, pre-recorded music</i>	<i>Music shall only be played in the main function suite and shall go on no later than 23.30</i>						

Noxious Smells

In certain premises where existing legislation does not provide adequately for the prevention of public nuisance, consideration will be given to conditions that ensure premises are properly vented but noxious smells are prevented from causing a nuisance to nearby properties.

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
PN31	The premises shall be effectively ventilated.		
PN32	All vents and extraction systems shall be constructed and operated so as to prevent noxious smells from causing a nuisance to nearby properties.		
PN33	Ventilation ducting and other shafts shall be kept clean.		
PN34	Any air filters shall be periodically cleaned or replaced so as to maintain a satisfactory air supply.		
PN35	All interior surfaces of extract ventilation ducting serving kitchens and serveries shall be thoroughly cleaned as frequently as necessary to prevent the accumulation of grease and fat and at least once per year.		
PN36	All interior surfaces of extract ventilation ducting serving kitchens and serveries shall be thoroughly cleaned as frequently as necessary to prevent the accumulation of grease and fat and at least once per year.		
PN37	Grease filters in extract ventilation hoods in kitchens and serveries shall be cleaned weekly or at other intervals as required.		

Litter and Refuse

In certain premises where existing legislation does not provide adequately for the prevention and control of litter, consideration will be given to conditions that ensure effective prevention, collection and removal of litter in the vicinity of the premises.

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
PN38	An adequate number of waste receptacles for use by patrons shall be provided in positions agreed with the licensing authority. The receptacles shall be emptied and the collected refuse disposed of at a frequency to be agreed with the licensing authority.		
PN39	The licensee shall comply with the Voluntary Code of Practice For The Fast Food Industry (DEFRA 2003) or any document which supersedes this.		
PN40	After close of business a rubbish patrol should pick up any flyers or rubbish which has been left in the vicinity by customers including any bottles which may have been taken off the premises.		
PN41	Refuse compounds must be well managed and adequate arrangements must be made for the proper collection and regular disposal of trade waste arising from the business		

Light Pollution

In certain premises where existing legislation does not provide adequately for the prevention of public nuisance, consideration will be given to conditions that ensure that flashing or particularly bright lights on or outside licensed premises do not cause a nuisance to nearby properties. The imposition of such conditions will be balanced against the benefits to the prevention of crime and disorder of bright lighting in certain places.

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
PN42	Any artificial lighting on the premises must not cause nuisance due to glare unless it is considered necessary by Thames Valley Police to prevent crime and disorder.		

CONDITIONS RELATING TO THE PROTECTION OF CHILDREN FROM HARM

General

Advice should be sought from the relevant Responsible Authority for Child Protection prior to application. The Responsible Authority may wish to apply conditions from the pool of conditions to a licence issued to a premise and that the wording may be varied from that published in the general pool of conditions to fit the individual requirements of that premise.

Applicants may wish to include conditions in their Operating Schedule to satisfy each of the four licensing objectives. Applicants should include conditions, which are appropriate to the size of the premises and relevant to the location of the premises and type of licensable activity carried out. Applicants should expand on how they will implement each of the conditions.

The imposition of conditions to protect children from harm will depend on a number of factors including the history of the premises, the nature of the activity and the time of the activity.

There is a presumption against permitting any access at all to children under 18 years for any activity or entertainment of a clearly adult or sexual nature, or involving significant gambling.

There is presumption against the presence of unaccompanied children under the age of 12 after 11.00 p.m.

In any other case, subject to the Premises Licence holder's or club's discretion, the expectation will be for unrestricted access for children subject to the terms of the 2003 Act.

Where entry is to be permitted, the operating schedule should outline the steps to be taken to promote the protection of children from harm whilst on the premises.

In certain premises where existing legislation does not provide adequately for the protection of children and where relevant matters have been identified in Operating Schedules, or as a result of representations being made, consideration will be given to applying conditions.

Age Restrictions - Cinemas

The Licensing Authority recognises the following film classifications:

- U Universal - suitable for audiences aged four years and over
- PG - Parental Guidance. Some scenes may be unsuitable for young children.
- 12A - Passed only for viewing by persons aged 12 years or older or persons younger than 12 when accompanied by an adult.

- 15 - Passed only for viewing by persons aged 15 years and over.
- 18 - Passed only for viewing by persons aged 18 years and over.

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
CP1	If the Licence Holder is notified by the Licensing Authority in writing that it objects to the exhibition of a film and specifying the grounds of objection, such film shall not be exhibited.		
CP2	Not less than 28 days' notice in writing shall be given to the Licensing Authority of any proposal to exhibit any other film which has not been classified by the British Board of Film Classification. Such a film may only be exhibited if consent has been obtained and in accordance with the terms of any such consent.		
CP3	No film shall be exhibited unless: (i) it is a current news-reel; or (ii) it has been passed by the British Board of Film Classification as a U, PG, 12A, 15, or 18 film and no notice of objection to its exhibition has been given by the Licensing Authority, or (iii) the film has been passed by the Licensing Authority as U*, PG*, 12A*, 15*, or 18* with * being the name of the Council.		
CP4	Immediately before each exhibition at the premises of a film (other than a current news-reel) passed by the British Board of Film Classification there shall be exhibited on the		

	screen for at least five seconds in such a manner as to be easily read by all persons in the auditorium a reproduction of the certificate of the Board or, as regards a trailer, of the statement approved by the Board indicating the category of the film.		
CP5	Every poster, advertisement, photograph, sketch, synopsis or programme relating to a film (other than a current news-reel) exhibited, or to be exhibited at the premises, shall indicate clearly the category of the film.		

Theatres

The admission of children to the performance of a play will normally be left to the discretion of the licence holder and no condition restricting the access of children to plays will normally be attached except where the entertainment incorporates that of an adult nature.

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
CP6	Whilst entertainment of an adult nature is taking place no person under the age of 18 shall be on the licensed premises and a clear notice shall be displayed at the entrance to the premises in a prominent position so it can be easily read by persons entering the premises in the following terms: “NO PERSON UNDER 18 WILL BE ADMITTED”		

Performances Especially for Children

Where performances are presented especially for unaccompanied children in theatres and cinemas consideration will be given to additional conditions that ensure adequate supervision and the well-being of children.

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
CP7	When performances are specially presented for children an attendant shall be stationed in the area(s) occupied by the children in the vicinity of each exit provided that, on each level occupied by children, the minimum number of attendants on duty shall be one attendant per 50 children or part thereof.		
	When running licensable activities aimed primarily at children or persons under the age of 18, there shall be a person designated as being responsible for the safety of those under 18. This person(s) shall be clearly identifiable and shall have provided the Designated Premises Supervisor with a Criminal Records Bureau check as being a suitable person to supervise children.		

Teenage Discos or Similar Events

Where teenage discos or similar events are organised consideration will be given to an additional condition that ensures they are ticket only events.

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving

			wording
CP8	Discos or similar events specially organised for children shall be managed as ticket-only events with no tickets available on the door.		

Children in Performances

Where existing legislation does not provide adequately for the protection of children and where relevant matters have been identified in Operating Schedules, or as a result of representations being made, consideration will be given to the following conditions.

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
CP9	Dressing rooms and other backstage facilities shall be large enough to safely accommodate the number of children taking part in any performance. Every child shall have a seat and not be expected to sit on tables or to stand.		
CP10	All chaperones, supervisors and production crew shall receive adequate instruction on fire procedures applicable to the venue.		
CP11	Any person who is engaged in supervising children shall have been subject to a check through the Enhance Disclosure of the Criminal Records Bureau.		

CP12	Child performers shall be supervised at all times including transfer from stage to dressing rooms and anywhere else in the premises.		
CP13	<p>Child performers shall be accounted for at all times in case of an evacuation or emergency. To achieve this the following actions shall be taken prior to the arrival of the children at the venue:</p> <ul style="list-style-type: none"> (i) allocation of dressing rooms/changing areas with a list of the names of the children using each dressing room plus the names of the chaperones responsible for each dressing room/changing area (ii) each chaperone to have a list of the children for whom they are responsible (iii) the venue manager and management team to have copies of all the lists including any last minute alterations 		
CP14	<p>If special effects are proposed full details should be submitted to the Licensing Authority for separate approval.</p> <p>Note: It is recommended that special effects are not used in children's productions. The use of special effects, including smoke, dry ice, rapid pulsating or flashing lights, may trigger allergies or an adverse reaction in some cases.</p>		

The Portman Group Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks

The Portman Group operates, on behalf of the alcohol industry, a Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks. The Code seeks to ensure that drinks are packaged and promoted in a socially responsible manner and only to those who are 18 years old or older. Complaints about products under the Code are considered by an Independent Complaints Panel and the Panel's decisions are published on the Portman Group's web site, in the trade press and in an annual report. If a product's packaging or point-of-sale advertising is found to be in breach of the Code, the Portman Group may issue a Retailer Alert Bulletin to notify retailers of the decision and ask them not to replenish stocks of any such product or to display such point-of-sale material, until the decision has been complied with. The Code is an important mechanism in protecting children from harm because it addresses the naming, marketing and promotion of alcohol products sold in licensed premises in a manner which may appeal to or attract minors.

Where appropriate and necessary, consideration can be given to attaching conditions to Premises Licences and Club Premises Certificates that require compliance with the Portman Group's Retailer Alert Bulletins.

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
CP15	The premises shall comply with Portman Group Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks and with the Portman Group's Retailer Alert Bulletins.		

Proof of Age cards

Proof of age cards can be used in connection with the prevention of crime and disorder. However, where necessary and appropriate, a requirement for the production of proof of age cards before any sale of alcohol is made could be attached to any Premises Licence or Club Premises Certificate for the protection of children from harm. Any such requirement should not be limited to recognised "proof of age" cards, but allow for the production of other proof, such as photo-driving licences and passports. The Secretary of State strongly supports the PASS accreditation system which aims to approve and accredit various proof of age schemes that are in existence. This ensures that such schemes maintain high standards, particularly in the area of integrity and security, and where appropriate and necessary, conditions may refer directly to PASS accredited proof of age cards, photo driving licences, student cards and passports. As for conditions relating to crime and disorder, it should be noted that many adults in England and Wales do not currently carry any proof of age. This means that the

wording of any condition will require careful thought. For example, the requirement might be to ensure sight of evidence of age from any person appearing to those engaged in selling or supplying alcohol to be under the age of 18 and who is attempting to buy alcohol. This would ensure that most minors - even those looking older – would need to produce proof of age appropriately before making such a purchase. Under such an arrangement only a minority of adults might be affected, but for the majority there would be no disruption to their normal activity, for example, when shopping in a supermarket.

Proof of age cards can also ensure that appropriate checks are made where the presence of children is restricted by age at certain times, such as 16.

	Example conditions/measures to meet the licensing objectives	Tick if applicable	Detail of departure from specific wording used and details of the reason for the departure from the giving wording
CP16	All members of staff at the premises shall seek “credible photographic proof of age evidence” from any person who appears to be under the age of 18 years and who is seeking to purchase or consume alcohol on the premises. Such credible evidence, which shall include a photograph of the customer, will either be a passport, photographic driving licence, or Proof of Age card carrying a “PASS” logo.		