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PREMISES

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PROPOSED SET OF CONDITIONS

The following set of conditions is agreed between the applicant and the police, subject to the application being granted at a hearing. The Police maintain their representation on the grounds of the hours applied for.

1. Appropriate induction training shall be undertaken with all relevant staff to cover appropriate subjects for their role including:

- a. The prevention of Public Nuisance
- b. Fire safety & emergency evacuation procedures

All training shall be recorded and training records made available on request to an authorised officer of the Licensing Authority or the Police.

2. The premises shall maintain an incident log of written reports written at the time of the incident or as near to as is reasonable practicable. These shall be kept for a minimum of 12 months and made available to the police and any authorised officer of the licensing authority on request. Records shall be maintained of the following:

- a. Any complaint against the premises in respect of any of the licensing objectives
- b. Any and all crimes reported at the premises
- c. All ejections of patrons
- d. Any incident of disorder
- e. Any fault in the CCTV system

All written reports and registers shall be regularly checked by a senior representative of the Premises Licence Holder'

3. The delivery of hot food and drinks sold as Late Night Refreshment shall only be made to a residential or business address, where the customer uses that address as an official place of residence or their recognised designated place of work. The delivery of hot food or drinks shall not be made or completed in a public place (on the street, in a park, by the bus stop, etc.).

4. The venue shall maintain a CCTV system. The CCTV system shall continually record whilst the venue is open for licensable activities and / or when customers remain on the premises. All recordings shall be time & date-stamped, maintained for a 31-day period and be made available to the Police or authorised officer of the licensing authority upon request. The CCTV system shall:

- a. Cover all entry and exit doors both inside and outside and floor areas.
- b. Cameras shall give an overview of the whole premises
- c. Be capable of visually confirming the nature of the crime committed

- d. Enable frontal identification of persons entering in any light condition.
 - e. Operate under existing light levels within and outside the premises
 - f. Be regularly maintained by a suitably qualified person to ensure continuous quality of image capture and retention.
5. Sufficient competent persons should be authorised by the premises licence holder to provide the Police with downloaded CCTV data (footage and / or images) in an appropriate recorded format (usually to a disc, memory stick or data file sent electronically) when formally requested to do so. The authorised person(s) should be sufficient to enable such data to be obtained by the police or Authorised Officer of the Licensing Authority within a reasonably practical time of a formal request being made. If this format is non-standard (i.e. manufacturer proprietary) then the manufacturer should supply the replay software to ensure that the footage can be replayed by the police on a standard computer.
 6. Sufficient competent persons should be authorised by the premises licence holder to ensure that at all times the premises is open to the public, a member of staff is available to show the Police, when formally requested to do so, any images / footage from CCTV system with a minimum of delay.
 7. A Zero Tolerance Policy towards the use, possession and supply of illegal drugs shall be adopted and enforced.
 8. After 23.00 daily, a minimum of 2 members of staff shall be present at all times whilst the premises remain open.
 9. A fire risk assessment shall be conducted and regularly reviewed. In-line with the Fire Risk Assessment:
 - a. Fire extinguishers are installed in accordance with the recommendations of the fire risk assessment.
 - b. Emergency lighting is installed in accordance with the recommendations of the fire risk assessment.
 - c. All emergency exits are marked on the premises plan.
 10. The number of persons accommodated at any one time (excluding staff) shall not exceed 30 persons
 11. Deliveries to the premises, related to the permissible Licensable Activities, shall not take place between the hours of 21.00 and 09.00
 12. The premises licence holder shall ensure that the area immediately outside the premises is regularly cleared of litter including smoking-related litter and cleared of litter at the end of each session, to the satisfaction of the Licensing Authority.
 13. No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
 14. Telephone contact details for the premises shall be provided to residents and the Responsible Authorities on request.
 15. Prominent, clear and legible notices shall be displayed at all public exits from the premises requesting customers respect the needs of local residents and leave the

premises and area quietly. These notices shall be positioned at eye level and in a location where those leaving the premises can read them.

16. All external doors to the premises shall remain closed after 23.00 except for entrance and egress, to prevent noise escaping from the premises.
17. No alcohol shall be stored at the premises
18. All refuse and bottles shall be disposed of in bins quietly so as not to disturb local residents. There shall be no disposal of glass bottles outside between 21:00 and 07:00.
19. Staff shall actively discourage patrons from congregating around the outside of the premises and pay particular attention to those congregating on Forest Road and move them to the front of the premises. Any customers leaving the premises to smoke will be directed to smoke outside the front of the premises and not on the Forest Road side of the building.
20. Alcohol shall not be brought onto the premises by customers.

Updated: Peter Mayhew – 11/08/2024