

The following sample conditions have been compiled in partnership with the Responsible Authorities to assist applicants applying for premises licences in the Borough.

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Prevention of Crime & Disorder

- CD1 At least one personal licence holder will be available on the premises while the supply or sale of alcohol is being undertaken (whose identity will be known to all other staff engaged in the supply or sale of alcohol) except in the case of emergency.

- CD2 At least one personal licence holder will be on the premises at all times the premises is open after 21:00hours and one must be contactable at all other times the premises is open, (their identity will be known to all other staff engaged in the supply or sale of alcohol) except in the case of emergency.

- CD3 At least one personal licence holder will be contactable at all times the premises is open, (their identity will be known to all other staff engaged in the supply or sale of alcohol) except in the case of emergency.

- CD4 Another member of staff shall be nominated to act for the DPS in their absence whose identity is known by all staff when such absence occurs.

- CD5 An authorisation, signed and dated by the Designated Premises Supervisor, shall be kept at the premises showing all persons authorised by them to make sales of alcohol at the premises.

- CD6 Risk assessments carried out by or on behalf of the licence holder which relate to a licensing objective will be available for inspection by an authorised officer.

- CD7 A zero tolerance drugs policy will be adopted at the premises.

- CD8 Security/staff arrangements will be sufficient to discourage the sale and consumption of drugs and shall ensure such arrangements include regular checks of toilet areas at least every 30 minutes.
- CD9 Where there is reasonable suspicion that drugs are being carried, the licensee shall ensure that the outer clothing, pockets and bags of those entering the venue are searched by a trained member of the same sex.
- CD10 Clearly visible notices shall be displayed advising those attending that:
 - a) it is a condition of entry that customers agree to be searched and
 - b) Police will be informed if anyone is found in possession of controlled substances or weapons.
- CD11 Records of incidents involving the use, and/or detection of drugs shall be maintained and those records shall be available for inspection.
- CD12 Confiscated and found drugs shall be transferred to the police in accordance with procedures agreed with Lancashire Constabulary.
- CD13 At all times the premises is open to the public regular toilet checks will be conducted in all operational toilet areas and documented accordingly. These checks will be conducted at no less than 30 minute intervals.
- CD14 No person in possession of a drink in a sealed or unsealed container will be allowed to enter the premises except for the purposes of delivery.
- CD15 No person in possession of an alcoholic drink in an unsealed container shall be allowed to leave the premises.
- CD16 Appropriate measures will be taken to ensure staff prevent the removal of bottles or glasses from the curtilage and grounds of the licensed premises.
- CD17 Frequent collection of glasses and bottles will be undertaken to ensure that empty containers do not accumulate in or around the licensed premises.
- CD18 All drinking vessels used at the premises will be toughened glass or polycarbonate.
- CD19 All alcohol drinks will only be served in polycarbonate or other non-glass vessels from _____ hours until close every Friday and Saturday and on Sundays preceding Bank Holiday Mondays, Christmas Eve, Boxing Day and New Year's Eve.

At all other times the use of polycarbonate will be subject to a written risk assessment by the current DPS and will be made available for inspection by Police, Relevant Authority or Authorised person.

- CD20 With the exception of _____, all alcohol drinks will only be served in polycarbonate or other non-glass vessels from _____ hours until close every Friday and Saturday and on Sundays preceding Bank Holiday Mondays, Christmas Eve, Boxing Day and New Year's Eve.

At all other times the use of polycarbonate will be subject to a written risk assessment by the current DPS and will be made available for inspection by Police, Relevant Authority or Authorised person. The use of bottled beers and wine bottles will also be subject of an on-going risk assessment.

- CD21 Drinks must be served in polycarbonate vessels at all times

- CD22 An incident book will be maintained in which will be recorded:
- a) All incidents of crime and disorder.
 - b) Refused sales to suspected underage and drunken persons.
 - c) A record of any person asked to leave the premises or that are removed from the premises.
 - d) Details of occasions on which the police are called to the premises.
 - e) A record of persons searched on suspicion that drugs are being carried and their reason for such suspicion.
- The book will be available for inspection by a police officer.
- CD23 All members of staff shall receive suitable training with regard to serving drunks and are to receive regular refresher training at intervals of a maximum of 6 months, records to evidence this will be made available to authorised officer upon request.
- CD24 Any person within the premises who appears to be intoxicated who is behaving in a disorderly manner will be asked to conduct themselves correctly and if they refuse they will be asked to leave the premises and will be escorted off the premises in a calm and appropriate manner.
- CD25 No entertainment of an adult or sexual nature will take place on the premises.
- CD26 CCTV must be installed internally and externally at the premises and must comply with the following:
- i) The CCTV system must be installed, maintained and operated to the reasonable satisfaction of Lancashire Constabulary. All public areas of the premises must be covered by the system. The system will incorporate a camera covering each of the main entrance doors and each camera must be capable of providing an image which is regarded as identification standard in all lighting conditions.
 - ii) The system must record all hours that the premises are open to the public.
 - iii) Recordings must display the correct date and time.
 - iv) Digital recordings must be held for a minimum period of 28 days.
 - v) The system must as a minimum record images of the head and shoulders of all persons entering the premises.
- CD27 Appropriate signage alerting customers to CCTV recording must be displayed in conspicuous positions on the premises.
- CD28 A staff member who is conversant with the operation of the CCTV system will be on the premises at all times the premises are open to the public. This staff member will be able to show police recent data or footage with the absolute minimum of delay when requested.
- CD29 The licence holder must notify the Police Licensing Unit on any occasion when the CCTV is to be inoperative for a period in excess of one working day and shall provide a certificate from a competent person stating the reason for the system being inoperative and the measures which have been taken to satisfy the conditions of this licence.
- CD30 Bi-annually documented maintenance checks by a suitably qualified CCTV engineer must be made of the CCTV system to ensure that the system is in good working order and is operating in compliance with the conditions of this licence.
- CD31 The Premises Licence Holder shall ensure that staff monitor and adequately manage any queue that forms to gain entry to the premises.
- CD32 The use of SIA door staff will be subject to a written risk assessment by the DPS or Premises Licence Holder. The document must be available for inspection if required.

CD33 The use of SIA door staff will be subject to a written risk assessment by the DPS or Premises Licence Holder. The document must be available for inspection if required. However a minimum of (*Enter No) SIA security staff with be on duty from (*enter time) every Friday, Saturday, Sunday before bank holiday, Christmas Eve, Boxing day and New Year's Eve.

CD34 _____ SIA door staff will be on duty from _____ hours each Friday and Saturday night, Sunday before a bank holiday, Christmas Eve, Boxing Day and New Year's Eve together with an additional door staff for every further 100 or part thereof. At all other times the licence holder will determine an appropriate number of door staff having regard to a risk assessment maintained by the licence holder and which must be available for inspection if required.

CD35 Signing in sheet to be completed by all members of door staff on duty at the premises to include the times of their tour of duty, SIA badge number, and full name printed, signature and date of birth of each individual door supervisor.

CD36 Door staff will remain outside the premises until at least 10 mins after the last customer has left the premises to prevent disorder and noise nuisance.

CD37 An appropriate device will be utilised by door staff to keep an accurate record of capacity levels, including a separate capacity level for the first floor.

CD38 A queuing system will be implemented at the main point of entry to assist in the monitoring of customers.

CD39 No customers shall be admitted to the premises 1 hour prior to the end of licensable activities. For the avoidance of doubt, this condition shall not apply to those customers who were on the premises prior to the stated times, and who exited the premises for the purpose of smoking.

CD40 Seating will be provided within the premises for at least ___% of the total maximum capacity of the premises.

CD41 Any person within the premises who appears to be intoxicated or who is behaving in a disorderly manner will be asked to leave the premises and will be escorted off the premises in a calm and appropriate manner.

CD42 Where Pubwatch exists covering the area of which the premises is situated then the DPS or other nominated employee shall participate in Pubwatch.

Public Safety

PS1 Adequate first aid provision is available at all times the premises are being operated.

PS2 Adequate first aid provision is to be available at all times at least one trained first-aider to be on the premises at all times the premises are being operated.

PS3 Where disabled persons are present on the premises there shall be in place arrangements for their safe evacuation in the event of an emergency or other reason. Details of those arrangements shall be recorded and all staff employed on the premises shall be aware of those arrangements.

PS4 All exit routes and doors on such routes shall be checked on every occasion before the premises is used for purposes of a licensable activity and at regular occasions when the premises are open to the public to ensure that they are free from defect, obstruction, trip hazards and surfaces are not slippery. A record of such inspections, any defects discovered

and the remedial action taken shall be made in writing and made available for inspection on demand to an Authorised Officer.

- PS5 The furniture or seating in premises shall be arranged so that it does not obstruct any exit, route to any exit or to any facility within the premises.
- PS6 A Registered Medical Practitioner shall be present at any sports entertainment involving boxing, wrestling, judo, karate or other sports entertainment of a similar nature.
- PS7 Where the entertainment requires the provision of a ring, it shall be installed by a competent person who shall ensure that it is properly constructed and supported and all materials used in its construction are non-combustible. The Premises Licence Holder or the Club Premises Certificate Holder shall obtain a certificate from that competent person that the ring to that effect.

Protection of Children from Harm

- PC1 A Challenge 25 proof of age policy shall be implemented and adhered to. Any person who looks or appears to be under the age of 25 shall be asked to provide identification that they are over the age of 18. The following are the only forms of identification acceptable:
- A recognised proof of age scheme accredited under the British Retail Consortiums Proof of Age Standards Scheme (PASS).
 - Photo driving licence.
 - Passport.
 - Official ID card issued by HM Forces or European Union bearing a photograph and date of birth of the holder.
- If no suitable identification is provided the sale of alcohol will be refused.
- PC2 All staff involved in the sale of alcohol shall receive suitable training in relation to proof of age scheme to be applied upon the premises. All staff receive regular refresher training at intervals of at least 6 months. Records to evidence this will be made available to officers upon request.
- PC3 Suitable signage will be displayed to specify the Challenge 25 policy is in place.
- PC4 There will be no persons under the age of 18 permitted on the premises after _____ hours unless they are partaking in a meal or attending a pre-arranged private function. All persons under 18 must be accompanied by an adult at all times.
- PC5 Persons under the age of 18 shall only be admitted onto the premises in the company of an adult. Except for pre-arranged private functions and ticketed events, children under 18 shall vacate the premises by _____ hours unless partaking in a meal or family function.
- PC6 No persons under the age of 18 are to be allowed onto the licensed premises.
- PC7 Unaccompanied children shall not be permitted on the premises.
- PC8 Functions which specifically target young people aged 17-18 years (for example birthday parties) will not be allowed to take place on the premises.
- PC9 Where the premises operates restrictions relating to the admission of children, a sign detailing those restrictions shall be displayed at the entrance to the premises where it is clearly visible.
- PC10 No person under the age of 18 years shall be permitted on the premises when they are being used for the purposes of the supply of alcohol and/or the provision of regulated entertainment.

- PC11 No person under the age of 12 years, unless they are accompanied by a person over 18 years, shall be permitted on the premises at any time between 22:00 hrs and 07:00hrs when the premises are being used for the purposes of a licensable activity other than the supply of alcohol.
- PC12 No person under the age of (specify age) shall be permitted on the premises between the hours of (specify hours, days).
- PC13 The admission of children to a film exhibition shall be restricted in accordance with Section 20 of the Licensing Act 2003.
- PC14 The film classification body for the purposes of this licence shall be the British Board of Film Classification.
- PC15 Where any film has not been classified by the film Classification body then such film shall be submitted to the Licensing authority not less than 28 days before it is proposed to show it to enable the Authority to classify it and attach such age restrictions as it considers appropriate.
- PC16 No film exhibition shall be shown at the premises unless it has been classified by the British Board of Film Classification or by the Licensing Authority and only the following classifications shall be applied:-
 U – Universal. Suitable for audiences aged four years and over,
 PG – Parental Guidance. Some scenes may be unsuitable for young children,
 15 – Passed only for viewing by persons aged 15 years and over,
 18 – Passed only for viewing by persons aged 18 years and over.
- PC17 Immediately before each exhibition at the premises of a film passed by the British Board of Film Classification there shall be exhibited on screen for at least five seconds in such a manner as to be easily read by all persons in the auditorium a reproduction of the certificate of the Board or, as regards a trailer advertising a film, of the statement approved by the Board indicating the classification of the film.
- PC18 Where a programme includes a film recommended by the Licensing Authority as falling into the 12A, 15 or 18 category no person appearing to be under the age of 12 and unaccompanied, or under 15 or 18 as appropriate, shall be admitted to any part of the programme; and the licence holder shall display in a conspicuous position a notice in the following terms: PERSONS UNDER THE AGE OF [INSERT APPROPRIATE AGE] CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME. Where films of different categories form part of the same programme, the notice shall refer to the oldest age restriction. This condition shall not apply to members of staff under the relevant age while on duty provided that the prior written consent of the person's parent or legal guardian has first been obtained.
- PC19 Where the performance of a play is to be provided at the premises which contains material of an adult nature, no person under the age of [Insert age] shall be admitted to those premises.
- PC20 Where any premises are to be used for any performance which includes the participation of children, such children shall at all times when they are on the premises remain under the supervision of an adult.

Prevention of Public Nuisance

- PN1 Any outside area which is used for the consumption of alcohol shall cease to be so used at _____ hours. Signs shall be displayed in prominent positions warning customers that they will not be permitted to drink in the external areas after these times
- PN2 The outside area of the venue will be regularly checked by a competent person.
- PN3 The outside area will be checked by a competent person at intervals of a minimum of 30 minutes.
- PN4 Any outside seating area is to be clearly defined and separated from the public footpath. A fixed or removable barrier must enclose the outside seating area.
- PN5 In the outside area, the supply of intoxicating liquor shall be by waiter/waitress service only and only to persons seated at tables.
- PN6 All tables and chairs in the outside area shall be stacked, secured and covered promptly and in any event no more than 30 minutes after the time at which patrons are no longer permitted to consume drinks in the area.
- PN7 The external seating area at the front/back of the premises shall not be used for the consumption of food and drink beyond _____ hours.
- PN8 In the outside area, all customers consuming alcohol shall be seated.
- PN9 There shall be no live entertainment, live music or recorded music to the external licensed area.
- PN10 The designated premises supervisor or the personal licence holder for the premises who is supervising the sale or supply of alcohol at that time, shall not permit customers to congregate and consume alcohol sold or supplied by that premises in a public place within the immediate vicinity of the premises and in an area not so licensed for consumption to the annoyance or obstruction of others and shall prevent the removal of alcohol if it is intended for such a purpose.
- PN11 During the final hour of daily trading appropriate announcements are to be made and/or images projected to remind patrons of the need to leave the premises without causing annoyance, nuisance or disturbance to local residents and to advise patrons of any taxi free-phone or collection arrangements available upon the premises.
- PN12 There shall be placed at all exits from the premises in a place where they can be seen and easily read by the public, (or member and their guests) notices requiring customers to leave the premises and the area quietly. (Note, this may also include a reference to vehicles).
- PN13 Notices will be displayed at the entrance and exits advising customers to leave quietly.
- PN14 The Licensee shall ensure that staff departing at night when the business has ceased trading, conduct themselves in such a manner to avoid disturbance to nearby residents.
- PN15 All internal doors to any entrance / exit point, fire exit doors and external windows shall be closed during hours of any regulated entertainment except in the event of an emergency, save for the purposes of access and egress.
- PN16 All external windows and doors should be closed after _____ hours, except in the case of an emergency.

- PN17 The noise level from the premises whilst being used for public entertainment purposes shall not exceed (insert limit) measured at ___ (insert location).
- PN18 The volume of amplified sound used in connection with any regulated entertainment shall, at all times, be under the control of the Licence Holder or Management and the controlling mechanism shall be operated from a part of the premises inaccessible to the public.
- PN19 Noise generated from any regulated entertainment in the form of live or recorded music, mechanical ventilation and refrigeration plant shall not be audible at premises within close proximity so as to cause a public nuisance.
- PN20 The licence holder or his representative shall conduct regular assessments of the noise coming from the premises on every occasion the premises are used for regulated entertainment and shall take steps to reduce the level of noise where it is likely to cause a disturbance to local residents. A written record shall be made of those assessments in a log book kept for that purpose and shall include, the time and date of the checks, the person making them and the results including any remedial action.
- PN21 No nuisance shall be caused by noise coming from the premises or vibration transmitted through the structure of the premises.
- PN22 Patrols will take place by members of staff, internally and externally, to limit any noise pollution when entertainment is being offered within the premises.
- PN23 The premises shall maintain a written dispersal policy which shall be made available to the Police or an authorised officer of the Council upon request.
- PN24 Refuse such as bottles shall be disposed of from the premises at a time when it is not likely to cause a disturbance to residents in the vicinity of the premises.
- PN25 There shall be no emission from the premises of any offensive smells, which are likely to cause a nuisance.
- PN26 Where there are any offensive smells created on the premises, provision shall be made for such smells to be vented from the premises so that they do not cause a nuisance to nearby premises.
- PN27 No light from or on the premises and any other light under the control of the premises shall be provided where that light causes a nuisance to any nearby premises.
- PN28 There shall be provided at the premises containers for the storage and disposal of waste foods and other refuse from the premises. Those containers shall be constructed, maintained and located so that access to them by vermin and unauthorised persons is prevented and arrangements shall be made for the regular lawful disposal of their contents.
- PN29 Frequent collection of glasses and bottles will be undertaken to ensure that empty containers do not accumulate in or around licensed premises.
- PN30 The premise licence holder will arrange for litter and cigarette debris dropped in the vicinity of the licensed premise to be collected and removed at the end of operating hours each night.
- PN31 The premise licence holder will arrange for litter and cigarette debris dropped in the vicinity of the licensed premise to be collected and removed at a frequency of not less than sixty minute intervals during opening hours.

Food Business Conditions

- FB1 The primary purpose of the premises will be that of a restaurant / bistro / cafe serving food, with additional use for pre-arranged events, functions and other entertainment. The sale of alcohol will be ancillary to these uses.
- FB2 The provision of food, including full meals and snacks will form a substantial element of the operation of the premises with sufficient furniture and seating provided and set out in such a way that it does not become a high volume, vertical drinking establishment.
- FB3 The primary use of the premises shall be as a restaurant and the nature and operation of the premises shall not significantly alter this use.
- FB4 Between _____ hours and _____ hours the sale of alcohol shall be ancillary to the consumption of a meal.
- FB5 There shall be sufficient seating at the premises to ensure that seating is available for all customers.
- FB6 Table seating shall be provided for a minimum of 70% of the maximum floor area on each floor of the premises, save for pre-arranged private functions.
- FB7 The sale of intoxicating liquor will be to persons who are seated and waiter / waitress service will be available.
- FB8 Whenever licensable activities are available at the premises a waiter/waitress service shall be available
- FB9 Off sales from the premises shall be in sealed containers only. Any unfinished bottles of wine must be recorked before being taken away from the premises.
- FB10 No alcohol will be sold for consumption on the premises unless accompanied by a meal.
- FB11 Where the premises provide food to the public for consumption on or off the premises there shall be provided at or near the exits, sufficient waste bins to enable the disposal of waste food, food containers, wrappings etc.

Late Night Refreshment

- LNR1 No persons under the age of 18 will be allowed on the premises during the hours the licensable activity is taking place.
- LNR2 No unaccompanied children will be served after 11pm.
- LNR3 The licence holder shall ensure that staff arriving before 0900 or departing late at night when the business has ceased trading conduct themselves in such a manner to avoid disturbances.
- LNR4 CCTV will be installed internally and externally at the premises and will comply with the following:
- The CCTV system shall be installed, maintained and operated to the reasonable satisfaction of Lancashire Constabulary. All public areas of the premises are to be covered by the system.
 - The system will display on any recording the correct time and date of the recording;

- The system will make recordings during all hours the premises are open to the public;
- Digital recording shall be held for a minimum of 28 days after the recording is made and will be made available to the Police or any authorised persons acting for a Responsible Authority for inspection upon request;
- The system will, as a minimum, record images of the head and shoulders of all persons entering the premises.

LNR5 The premises shall install a wall mounted screen, no smaller than 32", in a position within the premises so that patrons can view live recorded CCTV footage.

LNR6 Appropriate signage alerting customers to CCTV recording shall be displayed in conspicuous positions on the premises.

LNR7 A staff member who is conversant with the operation of the CCTV system will be on the premises at all times when the takeaway is open to the public. This person will be able to show police recent data or footage with the minimum of delay when requested. This data or footage reproduction should be almost instantaneous.

LNR8 A clear, legible and conspicuous notice requesting patrons to avoid causing noise, nuisance or disturbance to local residents shall be displayed at every exit.

LNR9 Frequent collection of all litter dropped within the vicinity of the licensed premises to be collected and removed, at the licence holder's expense, at a frequency of not less than 60 minute intervals during opening hours. This includes washing away to the gutter any spilled food.

LNR10 The premise licence holder will arrange for litter and cigarette debris dropped in the vicinity of the licensed premise to be collected and removed at the end of operating hours each night.

LNR11 Any external light source associated with the premises shall not cause a nuisance or disturbance to any property within close proximity.

LNR12 The premises licence holder shall provide suitable containers for the storage of waste, which are constructed and maintained to prevent the removal of such waste by vandals, thieves, animals, accidental spillage or inclement weather. Such waste to be removed on a daily basis.

LNR13 The licensee shall ensure that cooking, noxious or persistent smells generated at the premises do not cause nuisance to nearby properties, and that the premises shall be adequately ventilated to the satisfaction of the Head of Environmental Services.

LNR14 All external windows and doors should be closed after 10pm, except in the case of an emergency.

LNR15 The premises licence holder will risk assess the requirement for door supervisors at the premises and shall employ door supervisors in such numbers and at such times as is deemed necessary by the risk assessment.

LNR16 A minimum of ____ SIA registered door supervisor(s) will be employed on the premises on Fridays and Saturdays between ____ hours and ____ hours.

LNR17 An efficient queuing system will be in operation and the licence holder will arrange adequate supervision of any queue to prevent disorderly behaviour.

LNR18 There will be no boxing machines in operation in the premises.

LNR19 There will be fixed seating in the premises for the benefit of customers.

LNR20 Risk assessments carried out by or on behalf of the License Holder which relate to a licensing objective shall be available for inspection by an authorised officer.

Off-Licences

OFF1 A Challenge 25 proof of age policy shall be implemented and adhered to. Any person who looks or appears to be under the age of 25 shall be asked to provide identification that they are over the age of 18. The following are the only forms of identification acceptable:

- A recognised proof of age scheme accredited under the British Retail Consortiums Proof of Age Standards Scheme (PASS).
- Photo driving licence.
- Passport.
- Official ID card issued by HM Forces or European Union bearing a photograph and date of birth of the holder.

If no suitable identification is provided the sale of alcohol will be refused.

OFF2 All staff involved in the sale of alcohol shall receive suitable training in relation to proof of age scheme to be applied upon the premises. All staff receive regular refresher training at intervals of at least 6 months. Records to evidence this will be made available to officers upon request.

OFF3 Suitable signage will be displayed to specify the Challenge 25 policy is in place.

OFF4 CCTV must be installed internally and externally at the premises and must comply with the following:

- i) The CCTV system must be installed, maintained and operated to the reasonable satisfaction of Lancashire Constabulary. All public areas of the premises must be covered by the system. The system will incorporate a camera covering each of the main entrance doors and each camera must be capable of providing an image which is regarded as identification standard in all lighting conditions.
- ii) The system must record all hours that the premises are open to the public.
- iii) Recordings must display the correct date and time.
- iv) Digital recordings must be held for a minimum period of 28 days.
- v) The system must as a minimum record images of the head and shoulders of all persons entering the premises.

OFF5 Appropriate signage alerting customers to CCTV recording must be displayed in conspicuous positions on the premises.

OFF6 A staff member who is conversant with the operation of the CCTV system will be on the premises at all times the premises are open to the public. This staff member will be able to show police recent data or footage with the absolute minimum of delay when requested.

OFF7 The licence holder must notify the Police Licensing Unit on any occasion when the CCTV is to be inoperative for a period in excess of one working day and shall provide a certificate from a competent person stating the reason for the system being inoperative and the measures which have been taken to satisfy the conditions of this licence.

OFF8 Risk assessments carried out by or on behalf of the Licence Holder which relate to a licensing objective will be available for inspection by an officer or a Responsible Authority.

OFF9 An authorisation of sales, signed and dated by the DPS, shall be kept at the premises showing all persons authorised by them to make sales of alcohol at the premises. All staff involved in sales will be at least 18 years of age and will receive training to promote the

licensing objectives. All training to be documented and records made available on request to Lancashire Police or any authorised officer.

OFF10 No person under the age of 18 will be allowed to sell alcohol.

OFF11 There shall be no less than two members of staff working in the premises at any time that the premises are open beyond ___pm.

OFF12 The licence holder will at all times maintain adequate levels of staff. Such staff levels will be disclosed, on request, to the licensing authority and the Police. There must be a minimum of 2 members of staff on duty from 18:00 hours until closing on Friday, Saturday and Sunday.

OFF13 A refusals book will be used to record all occasions on which a sale of alcohol has been refused.

OFF14 An incident book will be maintained, in which shall be recorded

(a) All incidents of crime and disorder

(b) Refused sales to suspected under age / drunken persons

(c) A record of any person refused admission or asked to leave the premises

(d) Details of occasions upon which the Police are called to the premises

That book shall be available for inspection by a Police Officer or authorised person.

OFF15 Spirits and higher value alcoholic products will be displayed behind the counter. The overall percentage of alcoholic products on display, compared with other displayed items, will not exceed ___%.

OFF16 The display for alcohol will not exceed ___% of the entire shop display. Any alcohol with an ABV above 7.5% will be stored behind the counter.

OFF17 Access of spirits will be restricted to the secure staff area and sale and supply will be by assistant only.

OFF18 There shall be no sales of beer, lager or cider with an ABV above 5.5% by volume except premium imported beer, lager or cider which may be no higher than 6.5%. There should be a further condition that no beer, lager or cider shall be sold in single cans of a size of 440cl or less with the exception of occasional items that are sold because their original packaging has been damaged or as may be authorised by the Police.

OFF19 The premises will not stock or supply either "white cider" or beers or lagers with an alcoholic content above 6%.

OFF20 No beer or cider with an ABV above 5.5% will be sold except for premium imported beers or ciders where the ABV shall not exceed 6.5%.

OFF21 No beer or cider with an ABV above 6.0% will be sold.

OFF22 The premises will not sell any beer, cider and lager with an abv above 5.5%, with the exception of craft or premium products.

OFF23 The premises will not sell any single cans of beer, lager or cider with a unit size of 440ml or less, unless permission is provided by the Police, except for occasional sale items where packaging has been accidentally damaged

OFF24 The premises will not sell any single cans of beer, lager or cider with a unit size of 440ml or less, with the exception of craft or premium products.

OFF25 Single cans of beer or cider shall not be sold.

OFF26 A clear, legible notice will be displayed in a conspicuous position at every exit point from the premises asking customers to avoid causing noise nuisance or disturbance to local residents.

OFF27 At least one personal licence holder will be contactable and able to attend the premises within one hour while the supply or sale of alcohol is being undertaken (whose identity will be known to all other staff engaged in the supply or sale of alcohol) except in the case of emergency.

OFF28 No deliveries will take place between the hours of 2300 and 0600.

OFF29 Till prompts for all age related products will be installed and used for all transactions.

Deliveries of Alcohol

DEL1 There will be no direct sales of alcohol from the delivery vehicle.

DEL2 All deliveries must be accepted by an individual in person (i.e. not left in a safe place or unsigned for).

DEL3 A record of all transactions will be maintained. The transactions record will contain the name, address, details of the order along with the requested time of the order. This shall be documented and available for inspection to Police Officers or other authorised persons.

DEL4 Any persons employed in connection with the operation of the premises shall wear body-cams when making deliveries. Footage from said body cams will be retained for a minimum of 31 days and will be provided to an authorised officer upon request, so long as said request is made in accordance with the Data Protection Act or any subsequent or alternative legislation.

DEL5 Delivery drivers will require a signature from a person aged 18 or over before delivering goods. Proof of age will be required.

DEL6 The premises will not be open to members of the public after ____ hours each evening.

DEL7 The front door to the premises may not be used after ____ hours each evening, deliveries after this time will be loaded using the rear door to the property.

Festival / Large Music Events

EV1 The Police Licensing Department and Licensing Officer shall be notified of the dates of each event at least three months before the event is scheduled to take place.

EV2 The premises licence shall only have effect for ____ consecutive days within a calendar year.

EV3 Licensable activities will only be carried out under the authority of this premises licence on ____ days in any calendar year.

- EV4 All staff who are involved in the sale of alcohol will be trained in relation to the licensing objectives so as to reduce crime and disorder, promote public safety, prevent public nuisance and promote the protection of children from harm. Said training will be documented and will be made available to an authorised officer upon request.
- EV5 Prior to an event that involves licensable activities being carried on under the authority of this premises licence, the Event Safety Advisory Group or their equivalent will be consulted, where such a group are in existence in the area.
- EV6 The Designated Premises Supervisor will be present at any time licensable activities are being carried on at the premises, except in the event of an emergency.
- EV7 Prior to an event that involves licensable activities being carried on under the authority of this premises licence, a risk assessment will be carried out to determine how many door supervisors are required. An appropriate number of door supervisors will be utilised in accordance with said risk assessment.
- EV8 Regular patrolling by the event stewards shall take place at all times that the site is providing alcohol to ensure all incidents of crime and disorder, drunkenness and anti-social behaviour are prevented and appropriately dealt with.
- EV9 The premises shall operate a zero tolerance drugs policy. Said policy will be written and will be approved by Lancashire Constabulary, such approval not to be unreasonably withheld.
- EV10 During any event that involves licensable activities being carried on under the authority of this premises licence, the premises will operate a search policy to deter the carrying of drugs or weapons. Said policy will be written and will be approved by Lancashire Constabulary, such approval not to be unreasonably withheld. Notices will be displayed informing patrons of the search policy at the function.
- EV11 Clearly visible notices shall be displayed advising those attending that:
- i) Alcohol may not be brought on site
 - ii) It is a condition of entry that customers agree to be searched
 - iii) The Police will be informed if anyone is found in possession of controlled substances or weapons.
 - iv) Any unauthorised alcohol, controlled substances, or weapons found in the possession of any person will be confiscated and handed over to Lancashire Constabulary.
- EV12 A CCTV system shall be installed internally and externally at the premises and will meet the following criteria:
- The system will display on any recording the time and date of said recording;
 - The system will be recording and monitored whenever licensable activities are taking place;
 - Any recordings will be retained for a minimum of 28 days after they are made and will be produced to an authorised officer upon request, so long as said request is in accordance with the principles of the Data Protection Act or any subsequent or alternative legislation;
 - As a minimum, a visual recording facility will capture any areas in which searches are carried out.
- EV13 Appropriate signage alerting customers to the use of CCTV shall be displayed in a conspicuous position at the premises.
- EV14 A competent person trained in the use of and operation of the CCTV will be in attendance at the premise and monitoring the CCTV at all times that licensable activities are taking place.

Said person will be able to fully operate the CCTV system and be able to download data in a recognised format when requested.

- EV15 Any search area will be covered by visual recording equipment.
- EV16 Prior to any event that involves licensable activities being carried on under the authority of this premises licence which is expected to result in a significant level of traffic, a traffic management plan will be devised and utilised. Where necessary, said plan will include the use of marshals to assist with directing traffic on access to the site, parking and the dispersal of customers.
- EV17 During any event that involves licensable activities being carried on under the authority of this premises licence, there will be an appropriate number of First Aid trained persons on duty.
- EV18 During any event that involves licensable activities being carried on under the authority of this premises licence, drinks will be served in vessels made from polycarbonate, plastic or another non-glass alternative at all times. All glass bottles must be decanted into such a vessel prior to being given to the public.
- EV19 Alcohol shall only be sold or supplied to persons attending the event. Except for the purpose of delivery, no alcohol shall be allowed to be taken into the site. Only alcohol bought inside the site shall be allowed to be consumed within the site.
- EV20 During any event that involves licensable activities being carried on under the authority of this premises licence, where regulated entertainment is continuing or held after 23:00, the music must not be audible within noise-sensitive premises with windows open in a typical manner for ventilation.
- EV21 During any event that involves licensable activities being carried on under the authority of this premises licence, the Premises Licence Holder shall provide electronic sound limiters on the output amplifiers which can be pre-set to a given level, which level shall be reasonably determined from time to time by an authorised officer of the Licensing Authority;
- EV22 At least four weeks prior to any event that involves licensable activities being carried on under the authority of this premises licence, the licensee shall appoint a suitably qualified and experienced noise control consultant, to the reasonable approval of the Licensing Authority. The noise control consultant shall liaise between all parties including the Licensee, Promoter, sound system supplier, sound engineer and the licensing authority etc. on all matters relating to noise control prior to and during the event.
- EV23 If not already carried out, the noise control consultant shall carry out a survey to determine the background noise levels (as defined by the Code of Practice on Environmental Noise Control at Concerts) at locations around the venue representative of the noise sensitive premises likely to experience the largest increase in noise/highest noise level as a result of the concert. The information obtained from this survey shall be made available to the licensing authority at least two weeks prior to the event.
- EV24 Construction and deconstruction of staging is only permitted between the hours of 08:00 and 20:00.
- EV25 Waste management will be the responsibility of the event manager and will include adequate provision for regular and safe disposal of rubbish.
- EV26 A "Challenge 25" Policy shall be adopted and enforced at the premises whereby any person who appears to be under the age of 25 shall be required to provide identification to prove

that they are over the age of 18 before they are permitted to purchase alcohol. The only forms of acceptable identification will be:

- Passport;
- UK Photocard Driving Licence;
- Official ID card issued by HM Forces or EU bearing a photograph and the date of birth of the holder;
- Any other form of identification agreed with a representative of the Police Licensing Unit.

EV27 All staff who are involved in the sale of alcohol will be trained in relation to the “Challenge 25” policy upon the commencement of their employment, following which they will undertake refresher training at suitable intervals. Said training will be documented and will be made available to an authorised officer upon request.

EV28 There will be clearly advertised collection points for lost children, supervised at all times with fully briefed staff.

EV29 There will be a clear, effective means of communication with the audience at all times and pre-determined announcements in case of an emergency.

EV30 In the event of strobe lighting or similar the audience will be notified before the start of the event.