

WSSC
NEW PREMISES LICENCE APPLICATION
CONDITIONS

CRIME & DISORDER

The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points, and the street environment will be covered, enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record while the premises are open to the public and recording shall be kept available and unedited for a minimum of 28 days with the date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises when they are open to the public and must be able to produce/download/ burn CCTV images upon reasonable & lawful request by a police officer or an authorised officer of the licensing authority or, if not present, the conversant member of staff shall produce the footage as described within 48 hours of a reasonable & lawful request. Any footage must be in a format that can be played back on a standard personal computer or standard DVD player. Where the recording is on a removable medium (ie. compact disc, flash card etc), a secure storage system to store those recording mediums shall be provided

In the event of a CCTV system failure, no licensable activity, including the sale of alcohol, shall commence until the CCTV system is restored to the minimum standards required by the Licensing Authority and / or Police service.

The premises licence holder will ensure that a digital CCTV system is fully compliant with the guidance contained in the Information Commissioner's Office (ICO) guidance document (www.ico.org.uk) regarding installation of CCTV is provided at the premises.

The premises licence holder shall ensure, by the completion of a risk assessment, that the provision of door supervisors at the premises is appropriate to ensure the safe control of the premises, and shall review this on a regular basis and upon request from the Police and/or the Licensing Authority

Documented written / online records of training shall be completed and kept for each member of staff. Training shall be regularly refreshed and at no greater than 6 monthly intervals. Training records shall be made available for inspection upon request by a police officer or an authorised officer of the Licensing Authority. Training shall include (but not exclusively):

- a) Responsibilities under the Licensing Act 2003
- b) Relevant Age restriction in respect of alcohol sales ie. Challenge 25,
- c) Recognising signs of drunkenness, refusing service
- d) Actions to be taken in an emergency / Reporting an incident to Emergency Services
- e) Crime scene management (ie. Spiking / Assaults / sexual Assaults)

f) Drugs Policy

g) Safeguarding (children & Vulnerable Persons)

h) Spiking

i) Suspicious Packages

j) VAWG (violence against Women & Girls) preventative training

The premises licence holder and/or designated premises supervisor shall ensure that any outside area included in the licence will be controlled in a safe and effective manner to the same standard operated within the premises building and will pay special attention to the impact that the use of the outside area has on the surrounding community

The Designated Premises Supervisor shall ensure that a written notice of authority is kept at the premises for all staff who sell alcohol ('DPS Authorisation List' or similar). The notice shall be made available for inspection upon request of the police or an authorised officer of the licensing authority and all staff selling alcohol must be in possession of formal identification to verify their identity against the notice

A log (which may be electronically recorded) shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised officer of the Licensing Authority at all times

All drinks shall be served in plastic/paper/toughened glass or polycarbonate containers

The designated premises supervisor (DPS), or person nominated by the DPS, shall ensure that all tables are cleared of all bottles and glasses on a regular basis during trading hours to avoid an accumulation of glassware.

PROPIETARY CLUB CONDITIONS (MEMBERS ONLY BENEFITS)

Alcohol may only be supplied for consumption to members of the club and their bona fide guests (not exceeding 2 guests per member).

No person shall be admitted to membership of the private club or be entitled to take advantage of any of the privileges of membership without an interval of last 48 hours between their nomination or application for membership and their admission.

A list of the names and addresses of members of the Club shall be kept on the premises at all times together with a book showing the names and dates of attendance of any guest introduced by members. Both the list and the book shall be produced on demand for inspection by the police or an authorised officer of the Council

PUBLIC SAFETY

A fire risk assessment required under the Regulatory Reform (Fire Safety) Order 2005 (as amended) will be completed and be available for inspection by an authorised officer

Valid public liability insurance shall be kept in force and a copy of the schedule will be displayed at the venue and made available for inspection by an authorised Local Authority or Police Officer on request

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

PUBLIC NUISANCE

The holder of the premises licence shall ensure that noise caused by persons using, arriving at or departing from the premises shall not cause nuisance or unreasonable disturbance to the occupiers of residential properties

The holder of the premises licence shall ensure that no music or amplified speech originating from the premises shall be audible inside any residential property at any time. **Note:** For the purposes of this condition noise may be considered inaudible when it is at a low enough level that it is not recognisable as emanating from the source in question and/or it does not alter the perception of the ambient noise environment that would prevail in the absence of the source in question

The premises licence holder, or a responsible person nominated by them in writing, shall receive and respond to complaints throughout the duration of all licensable activities. These complaints shall be recorded and the records made available to the local authority upon request. Such records shall be retained for a minimum of 2 years

Prominent, clear notices shall be displayed at all exits and outdoor areas requesting customers and staff to respect the needs of local residents and leave the premises and the area quietly

Speakers shall not be located/operated in the entrance lobby. Music via speakers outside the premises (facing the sports field) shall be background only. For the purposes of this condition, 'background' means music that is inconspicuous i.e. it is possible to hold a conversation at normal volume with the music playing

While live or recorded music takes place, the licensee or management shall undertake regular monitoring of noise levels at the nearest noise-sensitive locations. A record shall be kept of any monitoring, including the date, time and location of monitoring; the name of the monitor; and any action taken. Records shall be kept for no less than six months and shall be made available upon request by a police officer or an authorised officer of Peterborough City Council

PROTECTION OF CHILDREN

The 'Challenge 25' initiative to prevent sales of alcohol to persons under 18 years of age will be implemented at the premises & signage will be prominently placed within the premises advertising the fact that the premises operate the 'Challenge 25' initiative

Children under 18 years of age must be accompanied by an appropriate adult when alcohol is being sold.

