

The Operating Schedule Tool Kit.

Your application for a premises licence (or variation of it) must be accompanied by an Operating Schedule. In this, you should set out the times the premises is open and the times licensable activities will be provided. You must also detail how you intend to meet the Licensing Objectives.

The Department of Culture, Media and Sport (DCMS) have identified in their Guidance a pool of model conditions which are relevant to each of the four licensing objectives. This pool does not include every possible measure and it is not an exhaustive list. There may be other measures that need to be included for certain premises or licensable activities. The measures identified have been presented in the form of a tick box operating schedule for your convenience.

You **DO NOT** need to submit your operating schedule in this format. You may wish to identify your own control measures, and complete the relevant sections of the application form, or provide a supplementary document. This tick box operating schedule is provided to try and help you to identify relevant measures which could be included in your operating schedule.

NOT ALL of the measures identified will be relevant to your proposed operation. You can use this form by reading the options provided, and **ONLY** ticking those which you think are appropriate to your proposed use of the premises. If you do not think that a control measure is necessary, you **DO NOT need to tick the box**. You could, however, mark the option **Not Applicable (N/A)** to show that you have considered this as an option, but don't think it is appropriate in your circumstances.

If you think that the option is relevant, but that you need to make an amendment to the wording to make it relevant to your premises. **You can suggest an alternative wording** for the control measure where you consider it necessary to suit your particular circumstances.

We hope that the tick box operating schedule will enable applicants to use a language that is understood by the responsible authorities and that, as a result, it is less likely that there would be any misunderstanding by responsible authorities about how you propose to promote the Licensing Objectives.

Name of Applicant	Premises Name
Address of Applicant	Premises Address

CONDITIONS RELATING TO THE PREVENTION OF CRIME AND DISORDER

Door Supervisors

	Example measures to meet the licensing Objectives.	Tick if applicable
1.	Door supervisors will be used or employed at all times when a licensable activity is being carried out when considered necessary to: <ul style="list-style-type: none"> • Prevent the admission and ensure the departure from the premises of drunk and disorderly persons, without causing further disorder; • Keep out excluded individuals (subject to court or pub watch bans) • Search and exclude persons suspected of carrying illegal drugs or offensive weapons; or • Maintain an orderly queue outside the venue. 	
2.	The number of Door Supervisors employed at the premises when licensable activities are taking place, their location within the premises and the times they will be employed will be decided in consultation with Cambridgeshire Constabulary. These details will be written down and regularly reviewed.	
3.	Door Supervisors will keep a duty roster, an incident register and personal notebook and these will be available for inspection by an Authorised Officer..	
4.	A female door supervisor will be available if searches are to be conducted on female customers.	
5.	Where there are 5 or more door supervisors, at least one of these will be female.	
6.	Door Supervisors will wear their SIA licence where it can be seen at all times when engaging in designated licensable activities.	
7.	All Door Supervisors will produce their licence for inspection on the request of any constable, any member or employee of the SIA or other person authorised by the SIA	

CCTV & Communication

	Example measures to meet the licensing Objectives.	Tick if applicable
8.	A means of two way communication shall be provided between the premises and the local police or CCTV monitoring centre to report incidents.	
9.	The premises will be in possession and use a two way radio which is currently in use by the Peterborough Centre Safe scheme.	
10.	CCTV will be installed inside and outside the premises and will be of the specification as stipulated in the 'CCTV Requirement Minimum Specification' document supplied by Cambridgeshire Constabulary.	
11.	Video/CCTV equipment will be set to record all licensed areas from the time that the premises open to the public until the premises close and all members of the public have left.	
12.	CCTV equipment installed will record for 24 hours a day, 365(366) days a year.	
13.	Digital images shall be retained for at least 31 days and shall be produced to an authorised officer on demand.	
14.	Notices advising that CCTV has been installed on the premises shall be posted up so that they are clearly visible to the public within the licensed premises.	
15.	An authorised person will be available at all times on the premises to show CCTV images immediately or to an authorised officer on demand.	
16.	CCTV images will be clear and comprehensible.	
17.	Any new / existing CCTV system in place will be cleared for use by the Police/Licensing Authority	

Bottles and Glasses

	Example measures to meet the licensing Objectives.	Tick if applicable
18.	Drinks shall only available for consumption from plastic vessels or toughened glass.	
19.	Drinks will only be available for consumption from Polycarbonate glassware.	
20.	No drinks shall be available for consumption from glass bottles.	
21.	Where glass bottles are used, they will be retained or disposed of on the premises.	
22.	No customers will be admitted, or permitted to leave when carrying open or sealed bottles or glasses.	

Restrictions on Drinking Areas

	Example measures to meet the licensing Objectives.	Tick if applicable
23.	The consumption of alcohol is restricted to the areas identified on the plan attached to the operating schedule.	
24.	No alcohol shall be consumed on the premises.	

Capacity Limits

	Example measures to meet the licensing Objectives	Tick if applicable
25.	The maximum occupancy of the licensed premises is restricted at any one time to:.....(specify number here).	
26.	Door Supervisors are to be used or employed to ensure that the capacity limit is enforced.	
27.	A footfall system or mechanical capacity measuring system (ie clicker system) will be in place to ensure that the capacity limit is enforced.	

Proof of Age Cards

	Example measures to meet the licensing Objectives	Tick if applicable
28.	Any person selling or supplying alcoholic drink under the authority of a personal licence holder must ask for a photo ID proof of age where they have reason to suspect that the individual may be under 18 / 21 / 25 years of age.	
29.	The only acceptable proof of age ID's at the premises are Proof Of Age Standard Scheme (PASS) cards, Passports & photo card driving licences.	

Drinks Promotions

	Example measures to meet the licensing Objectives	Tick if applicable
30.	The British Beer and Pub Associations Guidelines on On-Trade Promotions shall be adopted and complied with.	
31.	The premises will not conduct drinks promotions such as 2 for 1, 3 for 2 or multiple drinks promotions whereby the price for a single drink is less than £1.50 / £ (other amount).	

Prohibited Substances

	Example measures to meet the licensing Objectives	Tick if applicable
32.	A policy agreed by the Police and local authority shall be implemented (for more information on this you can refer to the "Safer Clubbing Guide").	
33.	A secure deposit box is to be kept on the premises for the retention of confiscated items and ensure that the Police are advised of any items which require safe disposal.	

Notices

	Example measures to meet the licensing Objectives	Tick if applicable
34.	Public information notices about crime and disorder issues shall be displayed at the request of the Council or the Cambridgeshire Constabulary. (e.g. <i>Customer Code of Conduct</i>)	
35.	Notices relating to any restrictions on the admittance of individuals according to age (e.g. <i>Children</i>) shall be displayed on or immediately outside the premises.	
36.	Any conditions of entry to the premises shall be displayed in the vicinity of any entrance to the premises.	
37.	Challenge 21 / Challenge 25 Scheme Posters will be prominently displayed within the premises.	

Crime Prevention Schemes

	Example measures to meet the licensing Objectives	Tick if applicable
38.	The premises licence holder shall ensure participation in the local Peterborough Evening Partnership (PEP) / Centre Safe scheme operating in the area.	
39.	The premises licence holder shall ensure participation in the Behave Or Be Banned (BOBB) Scheme. BOBB posters will be prominently displayed at the premises.	
40.	Any grills and / or alarms installed at the licensed premises shall be maintained in working order.	

Striptease, lap dancing and similar entertainment

	Example measures to meet the licensing Objectives	Tick if applicable
41.	Access to the dressing room is restricted at all times whilst the regulated entertainment takes place, until such time as the performers have vacated the premises.	
42.	There shall be no audience participation in regulated entertainment which includes striptease, lap dancing or similar entertainment.	
43.	The route between the dressing room and performance area shall be restricted and / or supervised at all times.	
44.	The external aspect of the premises will not enable the activities carried on within the premises to be seen from outside. In order to achieve this, all windows will be screened and an internal lobby provided.	
45.	The licensee must not display outside the premises or in any other area, photographs or other images including flyposting or other promotional leaflets which indicate and/or suggest that striptease or similar dancing takes place on the premises.	
46.	Any person who can be observed from outside the premises must be properly and decently dressed.	
47.	No person under 18 years of age shall be permitted within the premises at any time and a notice shall be clearly displayed at the entrance to the premises stating 'No persons under 18 will be admitted' in a prominent position so that it can be easily read by persons entering the premises.	
48.	No performer / entertainer shall be less than 18 years old.	
49.	There shall be a notice displayed at the entrance to the premises in a prominent position explaining conditions of entry.	

If you want to change the wording of any control measure to suit your circumstances, set this out here:

CONDITIONS RELATING TO PUBLIC SAFETY

Any individual preparing an operating schedule is at liberty to volunteer any measure as a step he or she intends to take to promote the licensing objectives. When incorporated into the licence or certificate as a condition, these measures will be enforceable under the law and a breach of condition could give rise to prosecution.

In some premises existing legislation (*for example, the Regulatory Reform (Fire Safety) Order 2005 (as amended)*) may provide adequately for the safety of the public or club members and guests. If this is the case, it is **NOT NECESSARY** to volunteer the same measures to promote the public safety objective. The pool of conditions provided below is intended to assist applicants if they consider that additional steps are necessary.

Whether or not any risk assessment shows any of the measures to be necessary in the individual circumstances of any premises will depend on a range of factors. These include the nature and style of the venue, the activities being conducted there, the location of the premises and the anticipated clientele of the business. Necessary conditions for the licence or certificate will also depend on local knowledge of the premises.

In addition to this pool of conditions, consideration should also be given to:

The Regulatory Reform (Fire safety) Order 2005

Model National and Standard Conditions for Places of Public Entertainment and Associated Guidance ISBN 1 904031 11 0 (Entertainment Technology Press – ABTT Publications)

The Event Safety Guide – A guide to health, safety and welfare at music and similar events (HSE 1999) (“The Purple Book” ISBN 0 7176 2453 6

Managing Crowds Safely (HSE 2000) ISBN 0 7176 1834 X

5 Steps to Risk Assessment: Case Studies (HSE 1998) ISBN 0 7176 15804 www.hse.gov.uk

The Guide to Safety at Sports Grounds (The Stationery Office, 1997) (“The Green Guide”) ISBN 0 11 300095 2

Safety Guidance for Street Arts, Carnival, Processions and Large Scale Performances published by the Independent Street Arts Network, copies of which may be obtained through:
www.streetartsnetwork.org.uk/pages/publications.htm

The London District Surveyors Association's "Technical Standards for Places of Public Entertainment" ISBN 0 953 1229 2 1

The following British Standards should also be considered:

BS 5588 Part 6 (regarding places of assembly)

BS 5588 Part 9 (regarding ventilation and air conditioning systems)

BS 5588 Part 8 (regarding means of escape for disabled people)

BS 5839 (fire detection, fire alarm systems and buildings)

BS 5266 (emergency lighting systems)

It is important that the above publications are interpreted in context to each application.

Door Supervisors	See conditions 1-5
CCTV	See conditions 6 - 11
Bottles and glasses	See conditions 12 - 15
Capacity Limits	See conditions 17 & 18
Prohibited Substances	See conditions 21 & 22
Notices	See conditions 23 - 25

Fire Risk Assessment

	Example measures to meet the licensing Objectives	Tick if applicable
59a	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.	

Escape Routes

	Example measures to meet the licensing Objectives	Tick if applicable
60.	Escape routes and exits, including external exits, shall be maintained to ensure that they are not obstructed, in good order with non-slippery and even surfaces, free of trip hazards and clearly identified.	
61.	Where chairs and tables are provided, internal gangways are to be kept unobstructed.	
62.	All exit doors shall be easily openable and shall not require the use of a key, card, code or similar means.	
63.	Doors at exits shall be regularly checked to ensure that they function satisfactorily and a record of the check will be kept.	
64.	Any removable security fastenings shall be removed whenever the premises are open to the public or occupied by staff.	
65.	All fire doors shall be maintained as effectively self-closing and not held open other than by approved devices (<i>for example, electromagnetic releases operated by smoke detectors</i>).	
66.	Fire resisting doors to ducts, service shafts, and cupboards are to be kept locked shut.	
67.	Edges of the treads of steps and stairways are maintained so as to be conspicuous.	

Safety Checks

	Example measures to meet the licensing Objectives	Tick if applicable
68.	Safety checks are to be carried out before the admission of the public or club members and guests; and details of such checks are to be kept in a Log-book.	

Curtains, Hangings, Decorations and Upholstery

	Example measures to meet the licensing Objectives	Tick if applicable
69.	Hangings, curtains and temporary decorations shall be maintained in a flame-retardant condition.	
70.	Any upholstered seating shall meet on a continuous basis the pass criteria for smouldering ignition source 0, flaming ignition source 1 and crib ignition source 5 when tested in accordance with section 5 of Bs 5852:1990.	
71.	Hangings, curtains and temporary decorations shall be arranged so as not to obstruct exits, fire safety signs or fire-fighting equipment.	
72.	Temporary decorations shall not be used without prior notification to the licensing authority/fire authority.	

Fire Action Notices

	Example measures to meet the licensing Objectives	Tick if applicable
73.	Notices detailing the action to be taken in the event of fire or other emergencies, including how the fire brigade should be summoned, shall be prominently displayed and protected from damage and deterioration.	

Outbreaks of Fire

	Example measures to meet the licensing Objectives	Tick if applicable
74.	The fire brigade will be called at once on actuation of the fire alarm or to any outbreak of fire, however slight, and the details recorded in a Fire Log-book.	
75.	All staff shall be given instructions on the method and use of fire extinguishers and fire blankets on the licensed premises; the position of emergency switches, the use of normal and emergency exits and procedures to be followed in the event of an evacuation of the premises.	

Loss of Water

	Example measures to meet the licensing Objectives	Tick if applicable
76.	The local Fire Control Centre shall be notified as soon as possible if the water supply to any hydrant, hose reel, sprinkler, drencher or other fire extinguishing installation is cut off or restricted.	

Access for Emergency Vehicles

	Example measures to meet the licensing Objectives	Tick if applicable
77.	Access for emergency vehicles shall be kept clear and free from obstruction.	

Disabled People

	Example measures to meet the licensing Objectives	Tick if applicable
78.	Management are responsible for ensuring that comprehensive arrangements exist to enable the safe evacuation of all disabled occupants in the event of an emergency.	

First Aid

	Example measures to meet the licensing Objectives	Tick if applicable
79.	An adequate and appropriate supply of first aid equipment and materials shall be available on the premises.	
80.	At least (please specify) suitably qualified trained first aider(s) will be on duty when the public are present.	
81.	If more than one first aider is present their respective duties shall be clearly defined.	

Lighting

	Example measures to meet the licensing Objectives	Tick if applicable
82.	In the absence of adequate daylight the lighting in any area accessible to the public shall be fully operational.	
83.	Fire safety signs shall be adequately illuminated.	
84.	Emergency lighting shall not be altered without prior notification to the Licensing Authority.	
85.	Emergency lighting batteries must be fully charged before admission of the public.	
86.	In the event of failure of normal lighting, where the emergency lighting battery has a capacity of one hour, evacuation of the premises shall be possible within 20 minutes.	
87.	Where the emergency lighting battery has a capacity of three hours, evacuation of the premises shall be possible within one hour.	

Temporary Electrical Installations

	Example measures to meet the licensing Objectives	Tick if applicable
88.	Temporary electrical wiring and distribution systems shall not be provided without [notification to the licensing authority at least ten days before commencement of the work] or [prior inspection by a suitably qualified electrician]; (delete as applicable) <i>Note: It may not be possible to give ten days notice where performers are supported by external technical teams (for example where temporary electrical installations are made in theatres for television show performances). In such cases the key requirement is that competent persons undertake the work).</i>	
89.	Any temporary electrical wiring and distribution systems shall comply with the recommendations of BS 7671 or where applicable BS 7909.	

Safety Certificates

The provision of certain documentation will assist in showing how you intend to meet the public safety licensing objective.

	Example measures to meet the licensing Objectives	Tick if applicable
77.	The following systems shall be maintained and inspected by suitably qualified professional persons in accordance with any British Standards and at intervals recommended in national guidance, and records kept of such inspections available for inspection by authorised officers on request: Building Electrical Installation Emergency Lighting System Fire Warning System Gas boiler, calorifier or appliance Oil fired boiler or appliance Suspended ceilings Portable fire fighting equipment Temporary Electrical Installation	

Public Liability Insurance

	Example measures to meet the licensing Objectives	Tick if applicable
78.	Valid public liability insurance shall be kept in force and a copy of the schedule shall be available for inspection by an authorised officer on request.	

Indoor Sports Entertainments

	Example measures to meet the licensing Objectives	Tick if applicable
79.	An appropriately qualified medical practitioner shall be present throughout a sports entertainment involving boxing, wrestling, judo, karate or other sports entertainment of a similar nature.	
80.	Where a ring is used it shall be constructed and installed by a competent person and inspected by a competent authority. Any material used to form the skirt will be fire-retardant.	
81.	At any wrestling or similar entertainment, members of the public shall not occupy any seats within 2.5 metres of the ring.	

82.	At water sports entertainments, staff trained in rescue and life saving procedures shall be stationed within the vicinity of the water at all times <i>(see also Managing Health and Safety in Swimming Pools issued jointly by the Health and Safety Commission and Sport England.</i>	
83.	As agreed with the Police, trained security staff, readily identifiable by distinctive clothing and also with identification tags, to be on duty during the entire running of the event. Names and addresses of security staff to be supplied to Police two days prior to the event.	
84.	<u>Conditions of Entry</u> a) No intoxicants to be brought into the premises. b) No persons under the influence of intoxicants to be allowed into the premises. c) No re-entry. d) All persons to be searched upon entry. e) A Notice showing these conditions to be clearly displayed at the entrance.	
85.	All seating to be secured.	
86.	This license is only valid if Building Control Officers at Peterborough City Council do not object to any matters concerning the erection of temporary structures for this event and a Building Control Officer has issued a letter to say that everything is satisfactory.	
87.	No tickets to be sold on the door on the day of the event.	
88.	Ensure all spectators are seated.	
89.	Ensure that the maximum permitted number of spectators is not exceeded. A suitable system must be implemented in order to ensure that this is complied with.	

Alterations to the premises

	Example measures to meet the licensing Objectives	Tick if applicable
90.	The premises shall 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. <i>(N.B This will enable you to propose the amendment of any conditions that you would not be able to comply with upon completion of works)</i>	

Special Effects

Note: The use of special effects in venues of all kinds being used for regulated entertainment is increasingly common and can present significant risks.

	Example measures to meet the licensing Objectives	Tick if applicable
91.	Where special effects or mechanical installation are used they shall be arranged and stored so as to minimise any risk to the safety of the audience, performers and staff.	

92.	<p>Prior notification of 28 days shall be given to the Licensing, Health & safety and/or Fire Authority in relation to the use of any of the following special effects:</p> <ul style="list-style-type: none"> • Dry ice machines and cryogenic fog. • Smoke machines and fog generators. • Foam cannon/snow machine. • Pyrotechnics, including fireworks. • Real flame. • Firearms. • Motor vehicles. • Strobe lighting. • Explosives and highly flammable substances. • Lasers; (see HSE Guide <i>The Radiation Safety of lasers for display purposes [HS(G)95]</i> and BS EN 60825; <i>Safety of laser products</i>) 	
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General

	Example measures to meet the licensing Objectives	Tick if applicable
93.	Free drinking water shall be available at all times the premises is open to the public.	
94.	A chill out zone which is cooler and quieter than the dancing areas shall be provided.	
95.	A "hot line" to a local taxi firm shall be installed	
96.	Sufficient seating to accommodate (enter proportion here ...) of the maximum capacity of the premises shall be provided.	
97.	Staff on the premises shall monitor and record the number of patrons within the premises. <i>(NB: this condition would not be relevant where there is no maximum capacity).</i>	

THEATRES, CINEMAS, CONCERT HALLS & SIMILAR PLACES

Premises used for closely seated audiences

Attendants

	Example measures to meet the Licensing Objectives	Tick if applicable	
98.	The number of attendants on each floor in a closely seated auditorium will be as set out below:-		
	Members of the audience present on a floor		Minimum number of attendants required to be present on that floor
	1-100		One
	101 – 250		Two
	251 – 500		Three
	501 – 750		Four
	751 – 1000		Five
	Each additional 250 persons (or part thereof)		One
99.	Attendants shall not be engaged in any duties that would hinder the prompt discharge of their duties in the event of an emergency or entail their absence from the auditorium where they are on duty.		
100.	Attendants will be readily identifiable to the audience.		

101.	The premises shall not be used for a closely seated audience except in accordance with seating plans. A copy of the plan will be displayed at the premises.	
102.	No articles shall be attached to the back of any seats which reduce the clear width of seatways or cause a tripping hazard or obstruction.	
103.	Any copy of any certificate relating to the design, construction and loading of any temporary seating available so that it can be shown to any authorised person on request.	

Gangways

	Example measures to meet the licensing Objectives	Tick if applicable
104.	Sitting on floors shall not be permitted except where authorised in the premises licence.	
105.	Waiting or standing shall not be permitted except in areas designated in the premises licence.	
106.	In no circumstances is anyone permitted to:- (i) sit in any gangway. (ii) stand or sit in front of an exit, or (iii) stand or sit on any staircase including any landings.	

Balcony Fronts

	Example measures to meet the licensing Objectives	Tick if applicable
107.	Clothing or other objects shall not be placed over balcony rails or upon balcony fronts.	

Scenery

	Example measures to meet the licensing Objectives	Tick if applicable
108.	All scenery shall be maintained fire retardant	

Safety Curtain

	Example measures to meet the licensing Objectives	Tick if applicable
109.	The safety curtain shall be installed and maintained in such a way as to protect the audience from the effects of a fire or smoke on stage for sufficient time to enable the safe evacuation of the auditorium.	
110.	Any curtains provided between the stage and the auditorium shall be heavyweight and of non-combustible material or inherently or durable treated flame-retardant fabric. <i>(N.b: for a stage with a proscenium arch which is not equipped with a safety curtain)</i>	

Ceilings

	Example measures to meet the licensing Objectives	Tick if applicable
111.	All ceilings in those parts of the premises to which the audience are admitted should be inspected by a suitable qualified person who will decide when a further inspection would be necessary and a certificate concerning the condition of the ceiling forwarded to the licensing authority.	

Seating

	Example measures to meet the licensing Objectives	Tick if applicable
112.	All seats in the auditorium, except in boxes accommodating not more than 8 persons, shall be either securely fixed to the floor or battened together in lengths of not fewer than four or more than twelve. <i>(NB: Where the potential audience exceeds 250)</i>	

PREMISES USED FOR FILM EXHIBITIONS

Attendants – premises without a staff alerting system

	Example measures to meet the licensing Objectives	Tick if applicable						
113.	The following number of attendants will be present during film exhibitions (as set out in the tables below):							
	<table border="1"> <thead> <tr> <th>Number of members of the audience present on the premises</th> <th>Minimum number of attendants required to be on duty</th> </tr> </thead> <tbody> <tr> <td>1-250</td> <td>Two</td> </tr> <tr> <td>Each additional 250 members of the audience present (or part thereof)</td> <td>One additional attendant</td> </tr> </tbody> </table>		Number of members of the audience present on the premises	Minimum number of attendants required to be on duty	1-250	Two	Each additional 250 members of the audience present (or part thereof)	One additional attendant
Number of members of the audience present on the premises	Minimum number of attendants required to be on duty							
1-250	Two							
Each additional 250 members of the audience present (or part thereof)	One additional attendant							
	Where there are more than 150 members of an audience in any auditorium or on any floor							
	At least one attendant shall be present in any auditorium or on any floor							

Attendants – premises with a staff alerting system

	Example measures to meet the Licensing Objectives	Tick if applicable															
114.	The following number of attendants are present during film exhibitions (as set out in the tables below):																
	<table border="1"> <thead> <tr> <th>Number of members of the audience present on the premises</th> <th>Minimum number of attendants required to be on duty</th> <th>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>1 - 500</td> <td>Two</td> <td>One</td> </tr> <tr> <td>501 – 1000</td> <td>Three</td> <td>Two</td> </tr> <tr> <td>1001 - 1500</td> <td>Four</td> <td>Four</td> </tr> <tr> <td>1501 or more</td> <td>Five + one for every 500 (or part thereof) persons over 2000 on the premises</td> <td>Five + one for every 500 (or part thereof) persons over 2000 on the premises</td> </tr> </tbody> </table>		Number of members of the audience 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 - 500	Two	One	501 – 1000	Three	Two	1001 - 1500	Four	Four	1501 or more	Five + one for every 500 (or part thereof) persons over 2000 on the premises	Five + one for every 500 (or part thereof) persons over 2000 on the premises
Number of members of the audience 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 - 500	Two		One														
501 – 1000	Three		Two														
1001 - 1500	Four	Four															
1501 or more	Five + one for every 500 (or part thereof) persons over 2000 on the premises	Five + one for every 500 (or part thereof) persons over 2000 on the premises															
115.	The staff alerting system shall be maintained in working order.																
116.	Attendants shall wherever possible be evenly distributed throughout all parts of the premises to which the public have access.																

Flammable films

	Example measures to meet the licensing Objectives	Tick if applicable
117.	No flammable films are allowed on the premises without prior notification to the fire and/or licensing authority.	

Lighting

	Example measures to meet the licensing Objectives	Tick if applicable
118.	The level of lighting in the auditorium shall be as great as possible, consistent with the effective presentation of the film. This will normally be in compliance with BS CP 1007 (<i>Maintained Lighting for Cinemas</i>).	

CONDITIONS RELATING TO PUBLIC SAFETY (Late night refreshment)

	Example measures to meet the licensing Objectives	Tick if applicable
119.	Where tables and chairs are provided, clear gangways to exits are maintained.	
120.	Portable heating appliances shall not be used on the premises.	

121.	Appliances utilising cylinders or containers of gas shall not be used on the premises.	
122.	Paraffin or other mineral oil in any lamp, stove or other appliance shall not be used on the premises except for cooking purposes.	

Additional or alternative measures to meet the Public Safety objective

List your additional proposed measures to meet the Licensing Objectives here:

If you want to change the wording of any control measure to suit your circumstances, set this out here:

CONDITIONS RELATING TO THE PREVENTION OF PUBLIC NUISANCE

Noise and vibration

	Example measures to meet the licensing Objectives	Tick if applicable
123.	The premises licence holder shall take all necessary steps to ensure that noise or vibration is not noticeable at the façade of any noise sensitive premises / nearest residential property.	
124.	Doors and windows shall be kept closed (except for ingress and egress) to reduce noise nuisance from the premises at all times.	
125.	Noise limiters shall be installed on amplification equipment in accordance with guidance from the Council's Environmental Health Officers.	
126.	Prominent, clear and legible notices at all exits shall be displayed on the premises requesting patrons to respect the needs of local residents and to leave the premises and the area quietly.	
127.	Written approval from the Licensing Authority shall be sought at least 28 days prior to the use of explosives, pyrotechnics and fireworks of a similar nature which could cause disturbance in surrounding areas (see 69).	
128.	The placing of bottles into receptacles outside the premises shall take place at times that will minimise disturbance to nearby properties.	
129.	During the final hour of opening the music shall be discernibly quieter.	
130.	The playing of live or recorded music in garden areas of the premises after 9pm / 10pm / 11pm (other) shall not be permitted.	
131.	Any request by an authorised officer of the Council in relation to reducing noise levels shall be complied with.	
132.	Any ventilation system shall be fitted with or include suitable sound attenuation.	
133.	A person nominated by the premises licence holder shall be responsible for monitoring noise levels and instructed to implement changes in noise levels in accordance with any request by an authorised officer of the Council immediately and ensure that volume is maintained at the reduced level. <i>(Note: this may be more relevant at an outdoor event)</i>	
134.	No amplified sound (including public announcements) in connection with the event shall continue beyond the permitted hours of the entertainment. <i>(Note: this may be more relevant at an outdoor event)</i>	

Noxious smells

	Example measures to meet the licensing Objectives	Tick if applicable
135.	The premises licence holder shall implement a system to ensure that offensive smells from the licensed premises are not permitted so as to cause a nuisance to nearby properties and the premises are properly vented.	
136.	Receptacles for waste shall be emptied regularly to minimise nuisance smells.	
137.	The licensed premise shall provide an adequate number of public conveniences in accordance with the requirements of BS 6465 : Part 1 : 1994	

Light pollution

	Example measures to meet the licensing Objectives	Tick if applicable
138.	Flashing or particularly bright lights on or outside the licensed premises must not cause a nuisance to nearby properties, {whilst balancing the need for lighting in the interests of prevention of crime and disorder}.	

Litter

	Example measures to meet the licensing Objectives	Tick if applicable
139.	Adequate and suitable (lidded) receptacles shall be provided to receive and store refuse from the premises/site.	
140.	Receptacles for refuse storage shall be maintained in a clean condition.	
141.	Litter shall be prevented at all times and where identified regularly cleared from the vicinity of the premises.	
142.	The premises licence holder shall arrange for and ensure the removal, within 24 hours of the finish of the event, of: <ul style="list-style-type: none">• All refuse (including litter picking across the site).• Off site litter within one mile of the site along access and egress routes to the event <i>(Note: this is in respect of outdoor events only)</i>	

Additional or alternative measures to meet the Prevention of Public Nuisance objective

List your additional proposed measures to meet the Licensing Objectives here:

If you want to change the wording of any control measure to suit your circumstances, set this out here:

CONDITIONS RELATING TO THE PROTECTION OF CHILDREN FROM HARM

General

	Example measures to meet the licensing Objectives	Tick if applicable
143.	Retailer Alert Bulletins issued by the Portman Group shall be complied with <i>Note: This condition may be appropriate for licensed premises selling alcohol products in a manner that may appeal to or attract minors.</i>	
144.	A crime prevention policy agreed by the police and local authority will be in place. (eg Behave Or Be Banned – BOBB Scheme)	
145.	A proof of age policy agreed by the police and local authority shall be implemented. This will either be the Challenge 21 or Challenge 25 policy.	
146.	The premise license holder shall take all reasonable steps to prohibit the use of gaming machines to under aged persons.	
147.	The 'Challenge 21' / 'Challenge 25' initiative to prevent sales of alcohol to persons under 18 years of age will be implemented at the premises.	
148.	Signage will be prominently placed within the premises advertising the fact that the premises operates the 'Challenge 21' / 'Challenge 25' initiative.	
149.	Any staff member employed to look after children will be in possession of their own up to date CRB disclosure which must be renewed every 18 months / 2 years.	

Cinemas

	Example measures to meet the licensing Objectives	Tick if applicable
150.	Films shall not be exhibited unless - a) It has received a "U", "PG", "12", "12A", "15" or "18" certificate from the British Board of Film Classification; or It is a current newsreel which has not been submitted to the British Board of Film Classification.	
151.	Where films are classified by the film classification body, (British Board of Film Classification) children (persons under 18) are only to be admitted in accordance with the classification of the film. U – Universal – suitable for audiences aged 4 years and over. PG – Parental Guidance – some scenes may be unsuitable for young children. 12 – viewing by persons aged 12 years or over. 12A – viewing by persons aged 12 years or older or persons younger than 12 when accompanied by an adult. 15 – viewing by persons aged 15 years and over. 18 – viewing by persons aged 18 years and over.	
152.	Where the Licensing Authority has made a recommendation on the restriction of admission of children to a film, notices shall be displayed both inside and outside the premises so that persons are aware of the classification.	
153.	A representation or written statement of the terms of any certificate given by the British Board of Film Classification shall be shown on the screen immediately before the showing of any film to which it relates and the representation or statement shall be shown for at least 5 seconds and in a form large enough for it to be read from any seat in the auditorium.	

154.	<p>Where the admission to film performances is restricted by age, a notice shall be displayed to the effect below:</p> <p>PERSONS UNDER THE AGE OF (INSERT APPROPRIATE AGE) CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME</p> <p>Where the films of different categories form part of the same programme, the notice shall refer to the oldest age restriction.</p> <p><i>Note: 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 parent or legal guardian has first been obtained.</i></p>	
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Access for children to licensed premises generally

	Example measures to meet the licensing Objectives	Tick if applicable
155.	No children under the age of 18 are to access the premises	
156.	Children under the age of 12 require to be accompanied by adults after 11pm in the evening.	
157.	Children must be accompanied by an adult at all times whilst on the licensed premises.	

Age Restrictions - Specific

	Example measures to meet the licensing Objectives	Tick if applicable
158.	<p>Age restrictions will be applied during the following hours (State hours when this condition will apply).</p> <p><i>Note: The above condition may be appropriate where a wide variety of licensable activities will take place at the premises and at different times of the day and night. It may not be appropriate to allow children unrestricted access in these circumstances. The following considerations may be relevant:</i></p> <ul style="list-style-type: none"> • <i>The hours of day during which age restrictions should and should not apply e.g. if adult entertainment is to be presented only after 8pm it may not be necessary to impose age restrictions for earlier parts of the day.</i> • <i>Types of event or activity where no age restrictions will be necessary, such as family entertainment or non-alcoholic events for young age groups, such as under 18s dances.</i> • <i>Types of event or activity which gives rise to a more acute need for age restrictions, such as "Happy Hours" or on drinks promotion nights or other events where the entertainment is not suitable for those aged under 18.</i> 	

Performances especially for children

	Example measures to meet the licensing Objectives	Tick if applicable
159.	Attendant(s) are to be stationed in the area(s) occupied by the children and in the vicinity of each exit, at a ratio of one attendant per 50 children (or part thereof).	

Note: Generally, the admission of children to theatres is not expected to be restricted. However, theatres may be used for a wide range of activities and it may be appropriate to restrict admission of children to, for example variety shows incorporating adult entertainment.

Children in performances

	Example measures to meet the licensing Objectives	Tick if applicable
160.	Backstage facilities shall be large enough to accommodate safely the number of children taking part in any performance.	
161.	All chaperones and production crew on the show must receive instruction on the fire procedures prior to the arrival of the children.	
162.	Special effects, including smoke, dry ice, rapid pulsating or flashing lights, are not to be used in performances involving children.	
163.	Children performing in productions shall be kept under adult supervision at all times, including transfer from stage to dressing room and anywhere else on the premises.	
164.	Children shall be accounted for at all times in case of an evacuation or emergency.	

Note: The above considerations may be appropriate when a cast includes large numbers of children, in addition to the requirements in the Children (Performances) Regulations 1968.

Additional or alternative measures to meet the Protection of Children from Harm Licensing objective

List your additional proposed measures to meet the Licensing Objectives here:

If you want to change the wording of any control measure to suit your circumstances, set this out here:

Name:

Signature:

Date: