

#### Supper Hours - Operating Schedule

4. Alcohol shall not be sold or supplied except during the permitted hours. In this condition, permitted hours means:

10.00-00.00 Monday to Saturday (excluding Christmas Day and Good Friday)

12.00-23.30 Sunday (excluding Christmas Day)

12.00-23.30 Good Friday

12.00-15.00 and 19.00-23.30 Christmas Day

These hours are extended from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

5. The above condition (4) does not prohibit:

- a. during the first twenty minutes after 23.00 the consumption of alcohol on the premises;
- b. during the first thirty minutes after the terminal hour for the sale of alcohol, the consumption of alcohol on the premises by persons taking meals there if the alcohol was supplied as ancillary to the meals;
- c. during the first twenty minutes after 23.00 the taking of alcohol from the premises unless the alcohol is taken in an open vessel;
- d. the ordering of alcohol to be consumed off the premises, or the despatch by the vendor of alcohol so ordered;
- e. the consumption of the alcohol on the premises by, or the taking of, sale or supply to, any person residing on the premises;
- f. the sale or supply of alcohol to a trader or club for the purposes of the trade or club;
- g. the taking of alcohol from the premises by a residing there;
- h. the supply of alcohol for consumption on the premises to any private friends of a person residing there who are bona fide entertained by him at his own expense, or the consumption of alcohol by persons so supplied;
- i. the supply of alcohol for consumption on the premises to persons employed there for the purposes of the business carried on by the holder of the licence, or the consumption of alcohol, so supplied, if the alcohol is supplied at the expense of their employer or of the person carrying on or in charge of the business on the premises;
- j. the sale or supply of alcohol to any canteen or mess, being a canteen in which the sale or supply of alcohol is carried out under the authority of the Secretary of State or an authorised mess of members of Her Majesty's naval, military or air forces.

6. Alcohol may be sold or supplied for one hour following the hours set out above and between 15.00 and 19.00 on Christmas Day to persons taking a table meal in the premises, in a part of the premises usually set apart for the service of such persons and for consumption by such a person in that part of the premises as an ancillary to his meal. For other purposes or in other parts of the premises the hours set out in condition 4 above shall continue to apply.

7. Unless otherwise specified on this licence, no regulated entertainment, other than by way of music and singing only which is provided solely by the reproduction of recorded sound, shall take place at the premises with the exception of pre-booked private events limited to the provision of music and dancing for pre-invited guests.

8. Regulated entertainment, for which there is no licence, may not take place on the licensed premises, as detailed by the plan, if members of the public are admitted.

#### Supper Hours - Mandatory Conditions

1. The supply of alcohol is prohibited at a time when there is no designated premises supervisor in respect of the premises.

2. The supply of alcohol is prohibited at a time when the designated premises supervisor does not hold a personal licence or his/her licence is suspended.

3. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

4. Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, the licence must include a condition that each individual must be licensed by the Security Industry Authority.

5. But nothing in subsection (4) requires such a condition to be imposed -

(a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c. 12) (premises with premises licences authorising plays or films), or

(b) in respect of premises in relation to -

(i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or

(ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).

6. For the purposes of this section -

(a) "security activity" means an activity to which paragraph 2(1)(a) of that Schedule applies, and

(b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

Special Hours & PEL - Operating Schedule

7. Alcohol shall not be sold or supplied except during the permitted hours. In this condition, permitted hours means:

Officer to input approved alcohol hours

8. Hours will be in line with the hours for regulated entertainment (although no earlier than 09.00 and later than 02.00) - officer input

These hours are extended from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

(Please delete below if no Special Hours Certificate attached)

9. (1) Subject to the following paragraphs, the permitted hours on weekdays shall extend until two o'clock in the morning following [three o'clock in the metropolis][or, if an earlier hour is specified in the special hours certificate, that hour], except that-

i. the permitted hours shall end at midnight . . . on any day on which music and dancing is not provided after midnight; and

ii. on any day that gaming ends between midnight and two o'clock in the morning [three o'clock in the metropolis], the permitted hours shall end when the music and dancing end

(2) In relation to the morning on which summer time begins, paragraph (1) of this condition shall have effect with the substitution of references to three o'clock in the morning [four o'clock in the metropolis] for references to two o'clock in the morning [three o'clock in the metropolis] [or one hour following the hour actually specified in the certificate where the certificate currently requires closure between 1 a.m. and 2 a.m.]

(3) Except on Sundays immediately before bank holidays, the permitted hours on Sundays shall extend until thirty minutes past midnight in the morning following [or, if an earlier hour is specified in the special hours certificate, that hour], except that-

i. the permitted hours shall end at midnight on any Sunday on which music and dancing is not provided after midnight;

ii. where music and dancing ends between midnight on any Sunday and thirty minutes past midnight, the

permitted hours on that Sunday shall end when the music and dancing end

- (4) On Sundays immediately before bank holidays, the permitted hours shall extend until 2 a.m. in the morning following [3 a.m. in the metropolis], except that-
- the permitted hours shall end at midnight on any Sunday on which music and dancing is not provided after midnight;
  - where music and dancing ends between midnight on any Sunday and 2 a.m. [3 a.m. in the metropolis], the permitted hours on that Sunday shall end when the music and dancing end

(5) The sale of alcohol must be ancillary to the use of the premises for music and dancing and substantial refreshment.

(6) The "Metropolis" means the area designated in The Licensing Order 1961 (Metropolitan Special Hours Area)

10. The above condition (4) does not prohibit:

- during the first twenty minutes after 23:00 the consumption of alcohol on the premises;
- during the first thirty minutes after the terminal hour for the sale of alcohol, the consumption of alcohol on the premises by persons taking meals there if the alcohol was supplied as ancillary to the meals;
- during the first twenty minutes after 23.00 the taking of alcohol from the premises unless the alcohol is taken in an open vessel;
- the ordering of alcohol to be consumed off the premises, or the despatch by the vendor of alcohol so ordered;
- the consumption of the alcohol on the premises by, or the taking of, sale or supply to, any person residing on the premises;
- the sale or supply of alcohol to a trader or club for the purposes of the trade or club;
- the taking of alcohol from the premises by a residing there;
- the supply of alcohol for consumption on the premises to any private friends of a person residing there who are bona fide entertained by him at his own expense, or the consumption of alcohol by persons so supplied;
- the supply of alcohol for consumption on the premises to persons employed there for the purposes of the business carried on by the holder of the licence, or the consumption of alcohol, so supplied, if the alcohol is supplied at the expense of their employer or of the person carrying on or in charge of the business on the premises;
- the sale or supply of alcohol to any canteen or mess, being a canteen in which the sale or supply of alcohol is carried out under the authority of the Secretary of State or an authorised mess of members of Her Majesty's naval, military or air forces.

11. Unless otherwise specified on this licence, no regulated entertainment, other than by way of music and singing only which is provided solely by the reproduction of recorded sound, shall take place at the premises with the exception of pre-booked private events limited to the provision of music and dancing for pre-invited guests.

12. Regulated entertainment, for which there is no licence, may not take place on the licensed premises, as detailed by the plan, if members of the public are admitted.

13. Model National Conditions 1-41:

Application 1 These Conditions and Definitions shall apply whenever the premises are in use under the terms of a licence issued by the Council.

Note: In order to ensure the safety of staff and performers, it is generally advisable to extend the operation of arrangements provided for the safety of the public to all times when the premises are occupied.

Definitions 2 In these Conditions the following words have the meanings indicated. Except where the context demands otherwise the singular includes the plural and the masculine includes the feminine. Words in italics throughout these Conditions denote words defined below.

Accommodation limit the maximum number of people, not being staff or performers, permitted by the

Council to be within the premises or a designated area of the premises when they are in use under the terms of a licence issued by the Council.

Note: (1) Experience has shown that where accommodation limits include staff, Licensees may reduce the number of staff present as the entertainment area becomes more crowded in order to comply with the accommodation limits on the licence. Such reduction is undesirable. Therefore accommodation limits exclude staff and performers. (2) In exceptional circumstances the Council may also limit the numbers of staff and performers.

Approved permitted in advance by the Council in writing.

Approved arrangements the arrangement of the premises, (including the layout, fittings, installations and all other things in connection therewith) as approved by the Council.

Attendant a member of staff on duty to assist the public entering or leaving auditoria and to assist in the event of fire or other emergency.

Authorised Officer any police or fire officer or any person authorised in writing by the Council.

Balcony front the barrier at the front edge of a balcony which prevents people from falling on to the floor or tier beneath the balcony.

BS the appropriate British Standard, which may be an equivalent harmonised European Standard. All references to British Standards are to the current edition unless a date is shown.

Certificate a written report or reports of inspection and satisfactory condition completed by an appropriately qualified engineer or other competent person and normally submitted to the Council within one month of inspection.

Note: The competent person, when completing the certificate, may indicate the period of validity of the certificate, which will normally be accepted by the Council.

Competent person a person who has such practical and theoretical knowledge and such experience as is necessary to carry out the work and who is aware of the limits of his own ability, expertise and knowledge.

Consent permission given in advance by the Council in writing.

Council the licensing authority named on the licence.

Door Supervisor any person employed at or near the entrance to the premises to ascertain or satisfy himself as to the suitability of members of the public to be allowed on the premises or any person employed to maintain order on the premises.

Note: The Council will not normally consider the Licensee or Duty Manager to be a Door Supervisor.

Duty Fire Officer a member of staff who has been adequately trained in fire prevention and fire-fighting to the satisfaction of the Council.

Duty Manager a person appointed by the Licensee in writing to be in charge of the premises.

Durably-treated flame-retarded fabric see under Flame-retarded fabric

Emergency lighting see under Lighting

Entertainment area that part of the premises which is constructed and arranged for use for entertainments including any stage or auditorium.

Escape lighting see under Lighting

Film exhibition any exhibition of moving pictures which is produced otherwise than by the simultaneous reception and exhibition of programmes included in a programme service within the meaning of the Broadcasting Act 1990.

Flame-retarded fabric a fabric that has been tested using the methods in BS 5438: 1989 Tests 2A (face ignition) and 2B (bottom ignition) using a 10 second flame application time in each case. The results of tests on the fabric shall show that no part of any hole nor the lowest boundary of any flaming reached the upper or either vertical edge of the specimen and that there was no separation of any flaming debris. (This performance standard is akin to that set out in BS 5867-2: 1980 Type B.)

Durably-treated flame-retarded fabric a fabric that has been chemically treated to render it flame-retarded. Prior to the ignitability tests set out above the fabric is subjected to the appropriate wetting or cleansing procedure set out in BS 5651: 1989. After this washing or cleansing procedure, the fabric shall meet the performance standard for flame-retarded fabric set out above.

Inherently flame-retarded fabric a fabric which, although not non-combustible and not subjected to any flame-retarding process or finish, meets the performance standard for flame-retarded fabric set out above throughout its thickness. The BS 5651 'durability' procedure can be omitted before testing fabrics composed entirely of thermoplastic materials such as nylon, polyester or modacrylic, to which a flame-retarding treatment has not been applied.

Indoor sports see under Sports entertainment

Inherently flame-retarded fabric see under Flame-retarded fabric

Inspect/inspection to carry out a visual inspection accompanied by such other test as may be

necessary, in the opinion of the competent person carrying out the inspection, to enable the completion of a certificate of (satisfactory) condition.

**Licensee** the person (or body) to whom the Council has granted the licence or who is deemed to be the holder of the licence under the relevant statutory provision.

**Lighting**

**Emergency lighting** lighting provided for use in the event of the failure of the normal lighting system.

**Emergency lighting** includes escape lighting. Any reference in these Conditions to an emergency lighting battery shall be taken to apply to all batteries provided as part of the emergency lighting installation.

**Escape lighting** that part of the emergency lighting which is provided to ensure that the escape routes are illuminated at all material times. In these Conditions any reference to emergency lighting shall be taken to apply likewise to any escape lighting not provided as part of an emergency lighting installation.

**Management lighting** the combination of the emergency lighting and that part of the normal lighting which, in the absence of adequate daylight, is intended to facilitate safe movement about the premises.

**Note:** In closely-seated auditoria this would be the usual performance mode.

**Normal lighting** all permanently installed electric lighting operating from the normal supply which, in the absence of adequate daylight, is intended for use during the whole time that the premises are occupied.

**Note:** Normal lighting does not include emergency lighting, purely decorative lighting and stage or performance lighting.

**Local Fire Control Centre** the address and telephone number which the Licensee has confirmed with the Fire Authority as appropriate for the Licensee to use in order to make contact with the fire brigade in a non-emergency but immediate manner.

**Log-book** Any log-book required under these Conditions shall be: (i) accurate and up to date; (ii) bound and consecutively numbered; (iii) retained in a safe and secure place on the premises for a minimum of 5 years after the date of last entry or for such longer period as required; and (iv) readily available for examination by an Authorised Officer.

**Note:** Log-books may be kept in a manual form. The Council will accept records in electronic form provided the Licensee can demonstrate adequate security and integrity of the information. Specimen Fire log-books are provided in Appendix 4.

**Management lighting** see under Lighting

**Normal lighting** see under Lighting

**Open stage** see under Stage

**Pop concert** an event at which live or recorded amplified music is played and which could reasonably be expected to attract an audience of such a nature as could lead to problems with crowd control, over-excitement and/or unruly behaviour.

**Premises** all parts of the premises as licensed by the Council including the ancillary parts of the building such as offices, changing rooms, workshops, stores etc which are used in connection with the entertainment area.

**Public** persons, other than staff or performers, who are on the premises, whether or not they are members of a club and irrespective of payment.

**Required** specified by the Council in writing.

**Scenery** includes cloths, drapes, gauzes, artificial foliage and fabric decorations.

**Separated stage** see under Stage

**Special effects** any device or effect which was not included in the original licensing risk assessment for the premises which, if not properly controlled, may present a hazard. Examples include the use of dry ice machines, cryogenic fogs, smoke machines, fog generators, pyrotechnics and fireworks, real flame, firearms, motor vehicles, strobe lighting and lasers.

**Special risks** any entertainment which falls outside the normal use of the premises and which, if not properly controlled, may present a hazard. Examples include foam parties, skating to music and performances especially for children.

**Sports entertainment** contests, exhibitions or displays of any sport where physical skill is the predominant factor (except dancing in any form) held indoors to which the public are invited as spectators.

**Staff** any person, whether or not employed by the Licensee, concerned in the management, control or supervision of the premises who has been given specific responsibilities by the Licensee or Duty Manager.

**Staff alerting system** a system (whether electronically operated or otherwise) for immediately alerting staff to take appropriate action in the event of fire or other emergency.

**Stage** the specific part of an entertainment area on which performers perform which is distinct from the area occupied by the public, often elevated above level of the adjacent floor; includes, where the context permits, platform, dais or rostrum.

**Open stage** a stage which is not separated from the auditorium by a safety curtain. An open stage should, however, be separated from the rest of the premises, other than the stage fire risk area, by fire-resisting construction.

**Separated stage** a stage that is separated from the rest of the premises, other than the stage fire risk area, by fire-resisting construction and provided with a safety curtain, which affords smoke separation between the stage and the auditorium. The safety curtain is normally installed to close off a proscenium opening.

**Stage fire risk area** the stage and the auditorium together with any scene dock, workshop, stage basement, staff or other room associated with the stage. The stage fire risk area is separated from the rest of the premises by fire-resisting construction.

**Trailer** a film advertising a film exhibition.

**Standard hours of opening** 3 The premises shall not open to the public before 9.00 a.m. On Sundays, Good Fridays and Christmas Day the premises shall not open before 2.00 p.m. for the performance of plays.

**Standard hours of closing** 4 The premises shall not be kept open after 11.00 p.m. for music, music and dancing, boxing, wrestling or indoor sports or after midnight for plays and film exhibitions.

**Note:** This is the standard terminal hour, which may be varied in particular cases.

**Licence** 5 (a) The relevant licence or a clear copy of it shall be prominently exhibited in a position where the public can easily read it. For the purpose of this Condition the licence shall be interpreted to mean the licence document containing conditions specific to the premises, including any accommodation limits.

**Note:** Appendix 2 illustrates an example of the licence which should be displayed; this normally consists of one or two pages.

(b) A copy of any Standard Conditions shall be readily available to the Duty Manager.

**Note:** This will include any Additional Conditions attached to the licence.

(c) The premises shall not be used for any purpose for which a licence is required unless specifically licensed for that purpose.

**Note:** If the premises are licensed for several types of entertainment but are regularly used for one type of entertainment, the Council should be informed of any change to a different type of entertainment.

**Admission of Authorised Officers** 6 Authorised Officers who carry written authorisations and proof of identity, which they will produce on request, shall be admitted immediately to all parts of the premises at all reasonable times.

**Note:** Authorised Officers examining entertainment areas whilst a performance is in progress should take care not to interrupt the performance and to respect privacy.

The Licensee should ensure that reasonable assistance is given to Authorised Officers to enable them to discharge their functions.

## PART II ACTIVITIES FOR WHICH A SPECIFIC CONSENT OR WAIVER IS REQUIRED

**Hypnotism** 7 (a) The Licensee shall not permit any exhibition, demonstration or performance of hypnotism, mesmerism or any similar act or process which produces or is intended to produce in any person any form of induced sleep or trance in which susceptibility of the mind of that person to suggestion or direction is increased or intended to be increased. This Condition does not apply to exhibitions given under the provisions of Section 2(1A) and 5 of the Hypnotism Act 1952.

**Note:** Any waiver of this Condition by the Council will be subject to Additional Conditions H. The procedure for application to waive this Condition is set out in Appendix H1, which will be sent to the Licensee on request.

**Entertainment involving special risks** 8 (a) The Licensee shall not permit an entertainment that involves special risks except with consent. Any approved performances especially for children shall comply with Additional Conditions K.

(b) The Licensee shall not permit explosives or highly flammable substances to be brought onto the premises except with consent. Any storage of explosives or highly flammable substances shall comply with Additional Condition FX10.

**Entertainment using special effects** 9 (a) The Licensee shall not permit the use of special effects, except with consent. Any approved use of special effects shall comply with Additional Conditions FX.

(b) The Licensee shall give the Council at least 10 days' notice in writing of any proposal to use special effects. The notice shall include, save in exceptional circumstances, exact details of the proposal including the date and time when the special effects can be demonstrated.

**Compressed gases** 10 Compressed or liquefied gases shall not be used except with consent. At least

10 days' notice in writing shall be given to the Council of any proposal to bring storage cylinders into the premises.

Note: This Condition does not normally apply to gas cylinders used in connection with the dispensing of beverages.

### PART III PARTICULAR RESPONSIBILITIES OF THE LICENSEE

Overall responsibility of Licensee 11 (a) The Licensee shall ensure that the premises continue to comply with the Technical Regulations as set out in Appendix 1. No alterations shall be made to the approved arrangements except with consent.

(b) The Licensee shall, except with consent, retain control over all parts of the premises.

(c) Either the Licensee or the Duty Manager shall be in charge of and within the premises whenever the public are present. However the Licensee remains responsible for the observance of all licensing conditions.

Duty Manager 12 The Licensee may authorise in writing a Duty Manager, who shall be at least 18 years old, to deputise for him. This written authorisation shall be kept on the premises and be readily available for examination by any Authorised Officer. The Licensee must be satisfied that anyone appointed as a Duty Manager understands the need to comply with the Conditions of the licence and is competent to perform the function of Duty Manager.

Note: (1) Hereafter in these Conditions the term Licensee/Duty Manager will mean the Licensee or the Duty Manager as appropriate.

(2) The Licensee may appoint a hirer of the premises to be Duty Manager if appropriate.

Qualifications of Licensee and 13 The Licensee (if an individual) and any Duty Manager shall:

Duty Manager (i) have undertaken an approved training course leading to the possession of the BIIAB Level 2 National Certificate for Entertainment Licensees; or

(ii) possess an equivalent qualification, for example for concert halls, the National Vocational Qualification in Cultural Venue Administration (Level 3); or

(iii) be able to demonstrate to the satisfaction of the Council that he possesses all relevant knowledge and experience.

Note: (1) This Condition does not apply to theatres or cinemas. (2) This Condition does not apply to the Duty Managers of village halls or similar premises, or to other premises where the Council considers the requirement to be unnecessary.

Staff 14 (a) The Licensee/Duty Manager shall ensure that he has sufficient trained staff on duty to ensure the safe evacuation of the premises in the event of emergency. Such staff shall have been specifically instructed on their duties in the event of an emergency by the Licensee or by a person nominated by him. The instruction given to staff shall include training on the safe and efficient running of the premises and the safe evacuation of the premises.

Note: It is important that the evacuation procedures are fully understood by all staff, especially where a two-stage fire alarm warning system is operated during performances.

(b) A nominated member of staff in addition to the Duty Manager shall have responsibility for fire prevention measures and for ensuring that all escape routes including exit doors are fully available.

Note: This person should be the Duty Fire Officer where one is employed.

(c) No Door Supervisor shall be employed at premises outside London except with consent. Any employment shall be in accordance with Additional Conditions D.

(d) Staff with specific responsibilities in the event of fire or other emergency, together with deputies, shall receive training and written instruction appropriate to their role as set out in Appendix 3. The Licensee/Duty Manager shall, once he is satisfied as to the competence of each member of staff, record this in the Fire log-book.

Fire log-book 15 (a) The Licensee shall cause a Fire log-book to be kept which shall comply with Appendix 4.

Note: Licensees are advised that it is good practice to keep a general incident log-book in which are recorded details of each day's events. This may be combined with the Fire log-book. Appendix 4 includes an example of this approach.

(b) Any Authorised Officer shall be entitled to obtain a photocopy of any page(s) of any log-book.

Staff register 16 The Licensee/Duty Manager shall maintain a register indicating the numbers of

staff, including any Door Supervisors and all performers, who are present when the public are present. This register shall be produced immediately on the request of an Authorised Officer. This Condition does not apply to any premises that are being used for a closely seated audience.

Note: (1) A sample register is set out in Appendix 5.

(2) As accommodation limits exclude staff and performers, this register may be used by Authorised Officers to assist in deciding how many staff and performers are present in the premises at a given time. The register will also be used in the event of an emergency evacuation of the premises. It is essential, therefore, that the register is properly maintained and that it is readily available.

Dancing 17 Dancing shall be restricted to the areas designated by the Council.

Prevention of nuisance 18 (a) The Licensee/Duty Manager shall ensure that no nuisance is caused by noise emanating from the premises or by vibration transmitted through the structure of the premises.

(b) If required, clearly legible notices shall be displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and area quietly.

## PART IV

### CONDITIONS RELATING TO SAFETY INCLUDING FIRE SAFETY

Approved arrangements 19 (a) The approved arrangements shall be maintained in good condition and full working order. Fire-fighting equipment, the fire alarm warning system and any smoke ventilators shall be maintained in accordance with Appendix 6.

(b) No alterations (including temporary alterations) shall be made except with consent.

Minimising danger 20 The Licensee shall ensure that all performances or activities minimise any danger to the public.

Disabled people 21 The Licensee/Duty Manager shall ensure that, whenever disabled people are present, adequate arrangements are made to enable their safe evacuation in the event of an emergency and that they are made aware of these arrangements.

Note: Licensees are advised to obtain details of and seek to address any special needs when approached by organisers of parties of disabled people.

Safety checks 22 The Licensee/Duty Manager shall ensure that all necessary safety checks have been carried out before the admission of the public. Details of the checks shall be entered in the Fire log-book; this may be by use of a separate check list.

Note: A specimen check list is provided in Appendix 7.

Escape routes 23 (a) All escape routes and exits including external exits shall be maintained unobstructed, in good order with non-slippery and even surfaces, free of trip hazards and clearly identified in accordance with the approved arrangements.

Note: In restaurants and other premises where chairs and tables are provided care should be taken that clear gangways are maintained.

(b) All exit doors shall be available and easily openable without the use of a key, card, code or similar means. Only approved fastenings shall be used.

Note: Doors that are not in regular use should be opened in order to ensure they function satisfactorily.

(c) Any removable security fastenings shall be removed from the doors prior to opening the premises to the public. All such fastenings shall be kept in the approved position(s).

(d) If required, exit doors shall be secured in the fully open position when the public are present.

(e) All fire doors shall be maintained effectively self-closing and shall not be held open other than by approved devices.

(f) Fire-resisting doors to ducts, service shafts and cupboards shall be kept locked shut.

(g) The edges of the treads of steps and stairways shall be maintained so as to be conspicuous.

Curtains, hangings, decorations, upholstery 24 (a) Hangings, curtains, and temporary decorations shall be maintained flame-retarded.

(b) Any upholstered seating shall continue to meet 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.

Scenery (c) Any scenery shall be maintained flame-retarded in accordance with Additional Conditions S.



(e) Temporary decorations shall not be provided except with consent. When seeking consent for temporary decorations the Licensee shall advise the Council of the period for which it is desired to retain them.

(f) Curtains, hangings and temporary decorations shall be arranged so as not to obstruct exits, fire safety signs or fire-fighting equipment.

Accommodation limits 25 The Licensee/Duty Manager shall ensure that the accommodation limit(s) specified on the licence are not exceeded and shall be aware of the number of the public on the premises. This information shall be provided to any Authorised Officer immediately on request.

Note: Where there is an unusually large number of performers the Council should be consulted.

Fire action notices 26 Notices detailing the actions to be taken in the event of fire or other emergencies, including how the fire brigade can be summoned, shall be prominently displayed and shall be protected from damage or deterioration.

Outbreaks of fire 27 The fire brigade shall be called at once to any outbreak or suspected outbreak of fire, however slight, and the details recorded in the Fire log-book.

Loss of water 28 The Licensee/Duty Manager shall have readily available the telephone number of the local Fire Control Centre. The Licensee/Duty Manager shall notify the local Fire Control Centre as soon as possible if he is aware that the water supply to any hydrant, hose reel, sprinkler, drencher or other fire extinguishing installation is cut off or restricted.

Refuse 29 Refuse receptacles shall be emptied regularly.

Access for emergency vehicles 30 Access for emergency vehicles shall be kept clear and free from obstruction.

First aid 31 (a) The Licensee/Duty Manager shall ensure that an adequate and appropriate supply of first aid equipment and materials is available on the premises.

(b) If required, at least one suitably trained first-aider shall be on duty when the public are present. If more than one suitably trained first-aider is present, each person's responsibilities shall be clearly identified.

## PART V SANITARY ARRANGEMENTS, HEATING, LIGHTING AND VENTILATION

Toilet accommodation 32 (a) Toilet accommodation shall be provided free of charge and be kept clean and in proper working order.

(b) An adequate supply of hot and cold (or warm) water, toilet paper in holders or dispensers, soap and suitable hand and face drying facilities shall be provided in toilet accommodation.

Drinking water 33 Where free drinking water is provided for the public, it shall, except with consent, only be provided in a supervised area.

Heating and cooking 34 (a) Heating apparatus shall be maintained in a safe and functioning condition.

(b) Portable heating or cooking appliances shall not be used except with consent.

Charge of 35 If required, a competent person shall be in charge of the electrical or other installation.  
electrical installation

Management lighting 36 (a) In the absence of adequate daylight the management lighting in any area accessible to the public shall be fully in operation whilst the public are present.

(b) Except as permitted under (d) below there shall be adequate illumination to enable people to see their way out of the premises.

(c) Fire safety signs shall be adequately illuminated except as permitted under (d) below.

(d) If essential to the entertainment and subject to consent, the management lighting in the entertainment area may be reduced or extinguished provided: (i) the lighting be controlled from a position with a clear view of the entertainment area; and (ii) an operator remain by the controls whilst the lighting is reduced or extinguished; and (iii) the operator restore the management lighting at once in the event of any emergency; and (iv) the escape route signs remain adequately illuminated.

Note: Licensees are advised to limit any periods during which lighting levels are reduced to the minimum possible consistent with the needs of the entertainment.

Emergency lighting 37 (a) The emergency lighting installation shall not be altered in any way except with consent.

(b) The emergency lighting battery shall be fully charged before the admission of the public.

(c) In the event of failure of the normal lighting: (i) if the emergency lighting battery has a one hour capacity the public shall leave the premises within 20 minutes unless within that time the normal lighting has been restored and the battery is being re-charged; or (ii) if the emergency lighting battery has a 3 hour capacity the public shall leave the premises within one hour unless within that time the normal lighting has been restored and the battery is being re-charged.

(d) The public shall not be re-admitted to the premises until the normal lighting has been fully restored and the battery fully recharged except (i) where the emergency lighting battery has a one hour capacity and if the failure of the normal lighting was fully rectified within 20 minutes of failure and the battery is being re-charged; or (ii) where the emergency lighting battery has a 3 hour capacity and if the failure of the normal lighting was fully rectified within one hour of failure and the battery is being re-charged.

Temporary electrical installations 38 (a) Temporary electrical wiring and distribution systems shall not be provided without notification being given to the Council at least 10 days before the commencement of the work.

Note: This Condition does not normally apply to electrical equipment on a stage provided with permanently installed distribution facilities.

(b) Temporary electrical wiring and distribution systems shall comply with recommendations of BS 7671 or where applicable BS 7909.

(c) Temporary electrical wiring and distribution systems shall be inspected and certified by a competent person before they are put into use. A copy of the certificate shall be sent to the Council as soon as possible.

(d) Temporary electrical wiring and distribution systems shall be provided only for a period of up to 3 months. This period may be extended subject to a satisfactory electrical test and inspection report being submitted to the Council at the end of each 3 month period.

Note: The Council will normally require temporary electrical wiring and distribution systems to be removed at the end of the 3 month period or to be made permanent during that period.

Ventilation 39 (a) The premises shall be effectively ventilated.

(b) Where the ventilation system is designed to maintain a positive air pressure within part of the premises, that pressure shall be maintained whenever the public are present in that part of the premises.

Note: This Condition applies mainly to closely seated auditoria.

Cleansing ventilation ducting and filters 40 (a) Ventilation ducting and other shafts shall be kept clean.

(b) Any air filters shall be periodically cleaned or replaced so as to maintain a satisfactory air supply.

(c) All interior surfaces of extract ventilation ducting serving kitchens and serveries shall be thoroughly cleaned as frequently as necessary to prevent the accumulation of grease and fat and at least once per year.

(d) Grease filters in extract ventilation hoods in kitchens and serveries shall be cleaned weekly or at other intervals as required.

Certificates 41 Certificates shall be submitted to the Council as specified in Appendix 8.

## APPENDIX 1

See Condition 11

## TECHNICAL REGULATIONS

Waiver 1 The Council may modify, waive or dispense with any of the following Regulations provided, in the opinion of the Council, the completed premises meet the intended function of the Regulations.

Site 2 The premises shall have a sufficient frontage to a road or to an open space having sufficient access to a road to ensure the rapid dispersal of people from the premises in emergency.

Emergency access 3 Adequate arrangements shall be provided for access for the fire brigade for fire fighting.

Accommodation limit 4 The maximum number of people permitted within the premises shall be determined by the Council.

Control of numbers 5 The premises shall be provided with adequate facilities to monitor and control the number of people present.

Disabled people 6 Suitable provisions shall be made to enable disabled people to use the premises including the provision of adequate access and means of escape.

Noise nuisance 7 The premises shall be arranged to minimise the risk of noise nuisance to nearby properties.

Means of escape 8 There shall be adequate means of escape from all parts of the premises.

Structural collapse 9 The premises and the fitments therein shall be constructed and maintained so as to

minimise any risk of structural failure or collapse.

Guarding 10 Adequate barriers or guarding shall be provided throughout the premises to minimise so far as practicable the risk of any person falling.

Fire resistance 11 The premises shall be adequately protected against the effects of a fire occurring within the building or in any adjacent building.

Smoke control 12 Adequate provision shall be made to control the spread of smoke through the premises in the event of fire.

Safety curtain 13 Where a safety curtain is provided, it shall be arranged so as protect the audience from the effects of a fire or smoke on stage for sufficient time to enable the safe evacuation of the auditorium.

Lightning protection 14 Adequate protection against lightning shall be provided.

Fire control measures 15 Details of any fire control measures incorporated in the premises shall be provided for the fire brigade.

Electrical installation 16 The electrical installation shall be mechanically and electrically safe and suitable for the intended use of the premises.

Lighting 17 All parts of the premises shall be provided with adequate illumination. All routes of escape and all parts of the premises to which the public have access shall be provided with adequate and assured illumination from two independent supplies and systems.

Ventilation 18 Adequate ventilation shall be provided to all parts of the premises so as to maintain healthy conditions.

Heating 19 Permanent means of heating all regularly occupied parts of the premises shall be provided and shall be arranged so as not to cause a safety or fire hazard.

Water & drainage 20 The premises shall be provided with a permanent water supply and adequate drainage.

Sanitary accommodation 21 Adequate and free sanitary accommodation shall be provided, having regard to the type of entertainment to be given at the premises.

Cloakrooms 22 Adequate cloakrooms for patrons together with adequate changing rooms for staff including performers shall be provided, having regard to the operation of the premises.

Food hygiene 23 Facilities for the preparation, cooking or sale of food shall prevent any risk of contamination of the food.

Drinking water 24 An adequate supply of free drinking water shall be provided for all staff including performers, together with free drinking water for patrons if required.

Refuse 25 Adequate provision shall be made for the safe storage and ready removal of refuse.

Fire alarm 26 A fire alarm warning system and efficient means of communication in case of emergency shall be provided throughout the premises.

Summoning the fire brigade 27 Efficient means shall be provided for calling the fire brigade in the event of fire.

Fire-fighting equipment 28 Adequate fire-fighting equipment shall be provided for the premises.

Generator safety 29 Where a generator is installed it shall not present any fire or electrical hazard to the rest of the premises.

Generator capacity 30 Where a generator is installed to provide an alternative electricity supply to emergency equipment or to emergency lighting it shall have sufficient capacity and be able to start operating sufficiently quickly to ensure safety in the event of the failure of the normal electricity supply.

First aid room 31 A First Aid Room shall be provided in any premises with an accommodation limit of 1000 or more people (or 1500 or more people in the case of a closely-seated auditorium.)

Communication 32 The premises shall have adequate facilities for communication with the staff and the public.

Safety signs 33 Adequate safety signs shall be provided throughout the premises.

Information signs 34 All facilities intended for use by the public shall be clearly indicated.

Mechanical installations 35 Any mechanical installation shall be arranged so as to minimise any risk to the safety of the public, performers and staff.

Special effects 36 Any special effects shall be arranged so as to minimise any risk to the public, performers and staff.

Certificates 37 Appropriate certificates shall be provided as evidence to the Council that the premises may be safely opened to the public.

Note: Advice on how these technical requirements may be met can be found in Technical Standards for Places of Entertainment, produced jointly by the Association of British Theatre Technicians and the District Surveyors Association.

### Supper Hours - Mandatory Conditions

1. The supply of alcohol is prohibited at a time when there is no designated premises supervisor in respect of the premises.
2. The supply of alcohol is prohibited at a time when the designated premises supervisor does not hold a personal licence or his/her licence is suspended.
3. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
4. Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, the licence must include a condition that each individual must be licensed by the Security Industry Authority.
5. But nothing in subsection (4) requires such a condition to be imposed -
  - (a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001
  - (c. 12) (premises with premises licences authorising plays or films), or
  - (b) in respect of premises in relation to -
    - (i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
    - (ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).
6. For the purposes of this section -
  - (a) "security activity" means an activity to which paragraph 2(1)(a) of that Schedule applies, and
  - (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

### Premises Licence Annex 2

#### Annex 2 - Conditions consistent with the Operating Schedule

11. Hours will be in line with the hours stipulated on the licence.

These hours are extended from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

12. (1) Subject to the following paragraphs, the permitted hours on weekdays shall extend until two o'clock in the morning following [three o'clock in the metropolis] [or, if an earlier hour is specified in the special hours certificate, that hour], except that-
  - i. the permitted hours shall end at midnight . . . on any day on which music and dancing is not provided after midnight; and
  - ii. on any day that gaming ends between midnight and two o'clock in the morning [three o'clock in the metropolis], the permitted hours shall end when the music and dancing end
- (2) In relation to the morning on which summer time begins, paragraph (1) of this condition shall have effect with the substitution of references to three o'clock in the morning [four o'clock in the metropolis] for references to two o'clock in the morning [three o'clock in the metropolis] [or one hour following the hour actually specified in the certificate where the certificate currently requires closure between 1 a.m. and 2 a.m.]
- (3) Except on Sundays immediately before bank holidays, the permitted hours on Sundays shall extend until

thirty minutes past midnight in the morning following [or, if an earlier hour is specified in the special hours certificate, that hour], except that-

- i. the permitted hours shall end at midnight on any Sunday on which music and dancing is not provided after midnight;
- ii. where music and dancing ends between midnight on any Sunday and thirty minutes past midnight, the permitted hours on that Sunday shall end when the music and dancing end

(4) On Sundays immediately before bank holidays, the permitted hours shall extend until 2 a.m. in the morning following [3 a.m. in the metropolis], except that-

- i. the permitted hours shall end at midnight on any Sunday on which music and dancing is not provided after midnight;
- ii. where music and dancing ends between midnight on any Sunday and 2 a.m. [3 a.m. in the metropolis], the permitted hours on that Sunday shall end when the music and dancing end

(5) The sale of alcohol must be ancillary to the use of the premises for music and dancing and substantial refreshment.

(6) The "Metropolis" means the area designated in The Licensing Order 1961 (Metropolitan Special Hours Area)

13. The above condition (4) does not prohibit:

- a. during the first thirty minutes after the terminal hour for the sale of alcohol, the consumption of alcohol on the premises;
- b. during the first thirty minutes after the terminal hour for the sale of alcohol, the consumption of alcohol on the premises by persons taking meals there if the alcohol was supplied as ancillary to the meals;
- c. during the first twenty minutes after 23.00 the taking of alcohol from the premises unless the alcohol is taken in an open vessel;
- d. the ordering of alcohol to be consumed off the premises, or the despatch by the vendor of alcohol so ordered;
- e. the consumption of the alcohol on the premises by, or the taking of, sale or supply to, any person residing on the premises;
- f. the sale or supply of alcohol to a trader or club for the purposes of the trade or club;
- g. the taking of alcohol from the premises by a residing there;
- h. the supply of alcohol for consumption on the premises to any private friends of a person residing there who are bona fide entertained by him at his own expense, or the consumption of alcohol by persons so supplied;
- i. the supply of alcohol for consumption on the premises to persons employed there for the purposes of the business carried on by the holder of the licence, or the consumption of alcohol, so supplied, if the alcohol is supplied at the expense of their employer or of the person carrying on or in charge of the business on the premises;
- j. the sale or supply of alcohol to any canteen or mess, being a canteen in which the sale or supply of alcohol is carried out under the authority of the Secretary of State or an authorised mess of members of Her Majesty's naval, military or air forces.

14. Unless otherwise specified on this licence, no regulated entertainment, other than by way of music and singing only which is provided solely by the reproduction of recorded sound, shall take place at the premises with the exception of pre-booked private events limited to the provision of music and dancing for pre-invited guests.

15. Regulated entertainment, for which there is no licence, may not take place on the licensed premises, as detailed by the plan, if members of the public are admitted.

16. THAT CCTV shall cover the inside and outside of the premises and be maintained in liaison with the Metropolitan Police Service's Crime Prevention Officer.

17. THAT a licensed cab controller shall be employed at the premises to ensure patrons leave the area quickly and quietly.

18. THAT a member of the security team must patrol the vicinity of the premises to ensure that crime, disorder and disturbance is kept to a minimum.
19. THAT any queue at the premises shall be monitored by staff.
20. THAT no persons under the age of 18 shall be permitted entry to the premises and that if there is any doubt over age only photo identification will be accepted i.e. a passport and photographic driving licence.
21. The restaurant shall at all times remain under the control of the licensee.
22. An attendant shall be on duty on the ground floor cloakroom during the whole time it is in use.
23. Notices must be placed at the main exits requesting that patrons leave the premises quietly. Staff shall also be positioned at those exits in order to remind patrons of this as they leave.
24. The security gate in the foyer must be locked back in the open position when the New London Theatre is open to the public so that the shared WC's are available for use by the theatre users.
25. The restaurant on the first floor of the premises may be kept open for public music and dancing. This licence is extended beyond midnight on Monday to Saturday until 02.30 am on the days following.
26. The maximum number of persons that can be accommodated is 600. This number comprises paying customers, guests and pass holders.
27. The premises shall not be used for striptease or entertainment of a like kind to dancing which involves nudity without the prior consent of the Council
28. All 6 doors at the ground floor entrance shall be available for use in an evacuation of the building. The removable bolt to the right hand door shall be removed and stored in the managers office and the magna lock disabled whilst the licence is in use.

29. Up to 2300hrs applicable to entertainment premises which adjoin or are adjacent to noise sensitive properties:

The noise climate of the surrounding area shall be protected such that the A-weighted equivalent continuous noise level (LAeq) emanating from the application site, as measured 1 metre from any facade of any noise sensitive premises over any 5 minute period with entertainment taking place shall not increase by more than 5dB as compared to the same measure, from the same position, and over a comparable period, with no entertainment taking place; and

the unweighted equivalent noise level (Leq) in the 63Hz Octave band, measured using the "fast" time constant, inside any living room of any noise sensitive premises, with the windows open or closed, over any 5 minute period with entertainment taking place, should show no increase as compared to the same measure, from the same location(s), and over a comparable period, with no entertainment taking place

Up to 2300hrs applicable to entertainment premises which do not adjoin and are not immediately adjacent to noise sensitive properties:

The noise climate of the surrounding area shall be protected such that the A-weighted equivalent continuous noise level (LAeq) emanating from the application site, as measured 1 metre from any facade of any noise sensitive premises over any 5 minute period with entertainment taking place shall not increase by more than 5dB as compared to the same measure, from the same position, and over a comparable period, with no entertainment taking place; and

the unweighted equivalent noise level (Leq) in the 63Hz Octave band, similarly measured, should not increase by more than 5dB as compared to the same measure, from the same position, and over a comparable period, with no entertainment taking place.

30. After 2300hrs applicable to all entertainment premises:

The noise climate of the surrounding area shall be protected such that the A-weighted equivalent continuous noise level (LAeq) emanating from the application site, as measured 1 metre from any facade of any noise sensitive premises over any 5 minute period with entertainment taking place shall not increase by more than 3dB as compared to the same measure, from the same position, and over a comparable period, with no entertainment taking place; and

The unweighted equivalent noise level (Leq) in the 63Hz Octave band, measured using the "fast" time constant, inside any living room of any noise sensitive premises, with the windows open or closed, over any 5 minute period with entertainment taking place, should show no increase as compared to the same measure, from the same location(s), and over a comparable period, with no entertainment taking place.

No sound emanating from the establishment should be audible within any noise sensitive premises between 23.00 and 07.00 hours.

31. Where the entertainment provided consists, to a significant degree, of dancing by customers, the licensee shall ensure an adequate supply of wholesome, cool, fresh drinking water is available for the use of the customers. This water must be readily available throughout the time the entertainment is provided, and is to be supplied free of charge.

Additional Special Standard Conditions

32. Crime Prevention

The licensee shall, in consultation with the Council and Metropolitan Police, develop a crime prevention strategy for the premises and in particular shall carry out a risk assessment in respect of the possibility of assaults to customers and staff."

33. Litter/Waste Management

Whilst the premises are being used under the licence the licensee shall ensure that all litter and waste outside the premises is removed and disposed of with other waste from the premises.

34. Un-authorised Advertising

The licensee shall take all reasonable steps to ensure that there is no unauthorised advertising of events to be held at the premises.

35. Drug Risk Assessment

The licensee shall carry out a risk assessment in respect of the potential harm to customers of the use of illegal drugs, whether taken on the premises or taken by a customer prior to entering the premises, and shall put in place appropriate measures to mitigate any such harm.

36. Staff Training

The licensee shall ensure that staff are trained, as appropriate, in respect of relevant licensing law, the implementation of licence conditions, health and safety, first aid, alcohol and drug awareness and conflict management.

37. Model National Conditions 1-41:

Application 1. These Conditions and Definitions shall apply whenever the premises are in use under the terms of a licence issued by the Council.

Note: In order to ensure the safety of staff and performers, it is generally advisable to extend the operation of arrangements provided for the safety of the public to all times when the premises are occupied.

Definitions 2. In these Conditions the following words have the meanings indicated. Except where

the context demands otherwise the singular includes the plural and the masculine includes the feminine. Words in italics throughout these Conditions denote words defined below.

**Accommodation limit** the maximum number of people, not being staff or performers, permitted by the Council to be within the premises or a designated area of the premises when they are in use under the terms of a licence issued by the Council.

**Note:** (1) Experience has shown that where accommodation limits include staff, Licensees may reduce the number of staff present as the entertainment area becomes more crowded in order to comply with the accommodation limits on the licence. Such reduction is undesirable. Therefore accommodation limits exclude staff and performers. (2) In exceptional circumstances the Council may also limit the numbers of staff and performers.

**Approved** permitted in advance by the Council in writing.

**Approved arrangements** the arrangement of the premises, (including the layout, fittings, installations and all other things in connection therewith) as approved by the Council.

**Attendant** a member of staff on duty to assist the public entering or leaving auditoria and to assist in the event of fire or other emergency.

**Authorised Officer** any police or fire officer or any person authorised in writing by the Council.

**Balcony front** the barrier at the front edge of a balcony which prevents people from falling on to the floor or tier beneath the balcony.

**BS** the appropriate British Standard, which may be an equivalent harmonised European Standard. All references to British Standards are to the current edition unless a date is shown.

**Certificate** a written report or reports of inspection and satisfactory condition completed by an appropriately qualified engineer or other competent person and normally submitted to the Council within one month of inspection.

**Note:** The competent person, when completing the certificate, may indicate the period of validity of the certificate, which will normally be accepted by the Council.

**Competent person** a person who has such practical and theoretical knowledge and such experience as is necessary to carry out the work and who is aware of the limits of his own ability, expertise and knowledge.

**Consent** permission given in advance by the Council in writing.

**Council** the licensing authority named on the licence.

**Door Supervisor** any person employed at or near the entrance to the premises to ascertain or satisfy himself as to the suitability of members of the public to be allowed on the premises or any person employed to maintain order on the premises.

**Note:** The Council will not normally consider the Licensee or Duty Manager to be a Door Supervisor.

**Duty Fire Officer** a member of staff who has been adequately trained in fire prevention and fire-fighting to the satisfaction of the Council.

**Duty Manager** a person appointed by the Licensee in writing to be in charge of the premises.

**Durably-treated flame-retarded fabric** see under Flame-retarded fabric

**Emergency lighting** see under Lighting

**Entertainment area** that part of the premises which is constructed and arranged for use for entertainments including any stage or auditorium.

**Escape lighting** see under Lighting

**Film exhibition** any exhibition of moving pictures which is produced otherwise than by the simultaneous reception and exhibition of programmes included in a programme service within the meaning of the Broadcasting Act 1990.

**Flame-retarded fabric** a fabric that has been tested using the methods in BS 5438: 1989 Tests 2A (face ignition) and 2B (bottom ignition) using a 10 second flame application time in each case. The results of tests on the fabric shall show that no part of any hole nor the lowest boundary of any flaming reached the upper or either vertical edge of the specimen and that there was no separation of any flaming debris. (This performance standard is akin to that set out in BS 5867-2: 1980 Type B.)

**Durably-treated flame-retarded fabric** a fabric that has been chemically treated to render it flame-retarded. Prior to the ignitability tests set out above the fabric is subjected to the appropriate wetting or cleansing procedure set out in BS 5651: 1989. After this washing or cleansing procedure, the fabric shall meet the performance standard for flame-retarded fabric set out above.

**Inherently flame-retarded fabric** a fabric which, although not non-combustible and not subjected to any flame-retarding process or finish, meets the performance standard for flame-retarded fabric set out above throughout its thickness. The BS 5651 'durability' procedure can be omitted before testing fabrics composed entirely of thermoplastic materials such as nylon, polyester or modacrylic, to which a flame-retarding treatment has not been applied.



Indoor sports see under Sports entertainment

Inherently flame- retarded fabric see under Flame-retarded fabric

Inspect/inspection to carry out a visual inspection accompanied by such other test as may be necessary, in the opinion of the competent person carrying out the inspection, to enable the completion of a certificate of (satisfactory) condition.

Licensee the person (or body) to whom the Council has granted the licence or who is deemed to be the holder of the licence under the relevant statutory provision.

Emergency lighting lighting provided for use in the event of the failure of the normal lighting system.

Emergency lighting includes escape lighting. Any reference in these Conditions to an emergency lighting battery shall be taken to apply to all batteries provided as part of the emergency lighting installation.

Escape lighting that part of the emergency lighting which is provided to ensure that the escape routes are illuminated at all material times. In these Conditions any reference to emergency lighting shall be taken to apply likewise to any escape lighting not provided as part of an emergency lighting installation.

Management lighting the combination of the emergency lighting and that part of the normal lighting which, in the absence of adequate daylight, is intended to facilitate safe movement about the premises.

Note: In closely-seated auditoria this would be the usual performance mode.

Normal lighting all permanently installed electric lighting operating from the normal supply which, in the absence of adequate daylight, is intended for use during the whole time that the premises are occupied.

Note: Normal lighting does not include emergency lighting, purely decorative lighting and stage or performance lighting.

Local Fire Control Centre the address and telephone number which the Licensee has confirmed with the Fire Authority as appropriate for the Licensee to use in order to make contact with the fire brigade in a non-emergency but immediate manner.

Log-book Any log-book required under these Conditions shall be: (i) accurate and up to date; (ii) bound and consecutively numbered; (iii) retained in a safe and secure place on the premises for a minimum of 5 years after the date of last entry or for such longer period as required; and (iv) readily available for examination by an Authorised Officer.

Note: Log-books may be kept in a manual form. The Council will accept records in electronic form provided the Licensee can demonstrate adequate security and integrity of the information. Specimen Fire log-books are provided in Appendix 4.

Management lighting see under Lighting

Normal lighting see under Lighting

Open stage see under Stage

Pop concert an event at which live or recorded amplified music is played and which could reasonably be expected to attract an audience of such a nature as could lead to problems with crowd control, over-excitement and/or unruly behaviour.

Premises all parts of the premises as licensed by the Council including the ancillary parts of the building such as offices, changing rooms, workshops, stores etc which are used in connection with the entertainment area.

Public persons, other than staff or performers, who are on the premises, whether or not they are members of a club and irrespective of payment.

Required specified by the Council in writing.

Scenery includes cloths, drapes, gauzes, artificial foliage and fabric decorations.

Separated stage see under Stage

Special effects any device or effect which was not included in the original licensing risk assessment for the premises which, if not properly controlled, may present a hazard. Examples include the use of dry ice machines, cryogenic fogs, smoke machines, fog generators, pyrotechnics and fireworks, real flame, firearms, motor vehicles, strobe lighting and lasers.

Special risks any entertainment which falls outside the normal use of the premises and which, if not properly controlled, may present a hazard. Examples include foam parties, skating to music and performances especially for children.

Sports entertainment contests, exhibitions or displays of any sport where physical skill is the predominant factor (except dancing in any form) held indoors to which the public are invited as spectators.

Staff any person, whether or not employed by the Licensee, concerned in the management, control or supervision of the premises who has been given specific responsibilities by the Licensee or Duty Manager.

Staff alerting system a system (whether electronically operated or otherwise) for immediately alerting staff to take appropriate action in the event of fire or other emergency.

Stage the specific part of an entertainment area on which performers perform which is distinct from the

area occupied by the public, often elevated above level of the adjacent floor; includes, where the context permits, platform, dais or rostrum.

**Open stage** a stage which is not separated from the auditorium by a safety curtain. An open stage should, however, be separated from the rest of the premises, other than the stage fire risk area, by fire-resisting construction.

**Separated stage** a stage that is separated from the rest of the premises, other than the stage fire risk area, by fire-resisting construction and provided with a safety curtain, which affords smoke separation between the stage and the auditorium. The safety curtain is normally installed to close off a proscenium opening.

**Stage fire risk area** the stage and the auditorium together with any scene dock, workshop, stage basement, staff or other room associated with the stage. The stage fire risk area is separated from the rest of the premises by fire-resisting construction.

**Trailer** a film advertising a film exhibition.

**Standard hours of opening** 3. The premises shall not open to the public before 9.00 a.m. On Sundays, Good Fridays and Christmas Day the premises shall not open before 2.00 p.m. for the performance of plays.

**Standard hours of closing** 4. The premises shall not be kept open after 11.00 p.m. for music, music and dancing, boxing, wrestling or indoor sports or after midnight for plays and film exhibitions.

**Note:** This is the standard terminal hour, which may be varied in particular cases.

**Licence 5.** (a) The relevant licence or a clear copy of it shall be prominently exhibited in a position where the public can easily read it. For the purpose of this Condition the licence shall be interpreted to mean the licence document containing conditions specific to the premises, including any accommodation limits.

**Note:** Appendix 2 illustrates an example of the licence which should be displayed; this normally consists of one or two pages.

(b) A copy of any Standard Conditions shall be readily available to the Duty Manager.

**Note:** This will include any Additional Conditions attached to the licence.

(c) The premises shall not be used for any purpose for which a licence is required unless specifically licensed for that purpose.

**Note:** If the premises are licensed for several types of entertainment but are regularly used for one type of entertainment, the Council should be informed of any change to a different type of entertainment.

**Admission of Authorised Officers** 6. Authorised Officers who carry written authorisations and proof of identity, which they will produce on request, shall be admitted immediately to all parts of the premises at all reasonable times.

**Note:** Authorised Officers examining entertainment areas whilst a performance is in progress should take care not to interrupt the performance and to respect privacy.

The Licensee should ensure that reasonable assistance is given to Authorised Officers to enable them to discharge their functions.

## PART II

### ACTIVITIES FOR WHICH A SPECIFIC CONSENT OR WAIVER IS REQUIRED

**Hypnotism** 7. (a) The Licensee shall not permit any exhibition, demonstration or performance of hypnotism, mesmerism or any similar act or process which produces or is intended to produce in any person any form of induced sleep or trance in which susceptibility of the mind of that person to suggestion or direction is increased or intended to be increased. This Condition does not apply to exhibitions given under the provisions of Section 2(1A) and 5 of the Hypnotism Act 1952.

**Note:** Any waiver of this Condition by the Council will be subject to Additional Conditions H. The procedure for application to waive this Condition is set out in Appendix H1, which will be sent to the Licensee on request.

**Entertainment involving special risks** 8. (a) The Licensee shall not permit an entertainment that involves special risks except with consent. Any approved performances especially for children shall comply with Additional Conditions K.

(b) The Licensee shall not permit explosives or highly flammable substances to be brought onto the premises except with consent. Any storage of explosives or highly flammable substances shall comply with Additional Condition FX10.

**Entertainment using special effects** 9. (a) The Licensee shall not permit the use of special effects, except with consent. Any approved use of special effects shall comply with Additional Conditions FX.

(b) The Licensee shall give the Council at least 10 days' notice in writing of any proposal to use special effects. The notice shall include, save in exceptional circumstances, exact details of the proposal including the date and time when the special effects can be demonstrated.

Compressed gases 10. Compressed or liquefied gases shall not be used except with consent. At least 10 days' notice in writing shall be given to the Council of any proposal to bring storage cylinders into the premises.

Note: This Condition does not normally apply to gas cylinders used in connection with the dispensing of beverages.

### PART III

#### PARTICULAR RESPONSIBILITIES OF THE LICENSEE

Overall responsibility of Licensee 11. (a) The Licensee shall ensure that the premises continue to comply with the Technical Regulations as set out in Appendix 1. No alterations shall be made to the approved arrangements except with consent.

(b) The Licensee shall, except with consent, retain control over all parts of the premises.

(c) Either the Licensee or the Duty Manager shall be in charge of and within the premises whenever the public are present. However the Licensee remains responsible for the observance of all licensing conditions.

Duty Manager 12. The Licensee may authorise in writing a Duty Manager, who shall be at least 18 years old, to deputise for him. This written authorisation shall be kept on the premises and be readily available for examination by any Authorised Officer. The Licensee must be satisfied that anyone appointed as a Duty Manager understands the need to comply with the Conditions of the licence and is competent to perform the function of Duty Manager.

Note: (1) Hereafter in these Conditions the term Licensee/Duty Manager will mean the Licensee or the Duty Manager as appropriate.

(2) The Licensee may appoint a hirer of the premises to be Duty Manager if appropriate.

Qualifications of Licensee and Duty Manager 13. The Licensee (if an individual) and any Duty Manager shall: (i) have undertaken an approved training course leading to the possession of the BIIAB Level 2 National Certificate for Entertainment Licensees; or

(ii) possess an equivalent qualification, for example for concert halls, the National Vocational Qualification in Cultural Venue Administration (Level 3); or

(iii) be able to demonstrate to the satisfaction of the Council that he possesses all relevant knowledge and experience.

Note: (1) This Condition does not apply to theatres or cinemas. (2) This Condition does not apply to the Duty Managers of village halls or similar premises, or to other premises where the Council considers the requirement to be unnecessary.

Staff 14. (a) The Licensee/Duty Manager shall ensure that he has sufficient trained staff on duty to ensure the safe evacuation of the premises in the event of emergency. Such staff shall have been specifically instructed on their duties in the event of an emergency by the Licensee or by a person nominated by him. The instruction given to staff shall include training on the safe and efficient running of the premises and the safe evacuation of the premises.

Note: It is important that the evacuation procedures are fully understood by all staff, especially where a two-stage fire alarm warning system is operated during performances.

(b) A nominated member of staff in addition to the Duty Manager shall have responsibility for fire prevention measures and for ensuring that all escape routes including exit doors are fully available.

Note: This person should be the Duty Fire Officer where one is employed.

(c) No Door Supervisor shall be employed at premises outside London except with consent. Any employment shall be in accordance with Additional Conditions D.

(d) Staff with specific responsibilities in the event of fire or other emergency, together with deputies, shall receive training and written instruction appropriate to their role as set out in Appendix 3. The Licensee/Duty Manager shall, once he is satisfied as to the competence of each member of staff, record this in the Fire log-book.

Fire log-book 15. (a) The Licensee shall cause a Fire log-book to be kept which shall comply with Appendix 4.

Note: Licensees are advised that it is good practice to keep a general incident log-book in which are recorded details of each day's events. This may be combined with the Fire log-book. Appendix 4 includes an

example of this approach.

(b) Any Authorised Officer shall be entitled to obtain a photocopy of any page(s) of any log-book. Staff register 16. The Licensee/Duty Manager shall maintain a register indicating the numbers of staff, including any Door Supervisors and all performers, who are present when the public are present. This register shall be produced immediately on the request of an Authorised Officer. This Condition does not apply to any premises that are being used for a closely seated audience.

Note: (1) A sample register is set out in Appendix 5.

(2) As accommodation limits exclude staff and performers, this register may be used by Authorised Officers to assist in deciding how many staff and performers are present in the premises at a given time. The register will also be used in the event of an emergency evacuation of the premises. It is essential, therefore, that the register is properly maintained and that it is readily available.

Dancing 17. Dancing shall be restricted to the areas designated by the Council.

Prevention of nuisance 18. (a) The Licensee/Duty Manager shall ensure that no nuisance is caused by noise emanating from the premises or by vibration transmitted through the structure of the premises.

(b) If required, clearly legible notices shall be displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and area quietly.

## PART IV

### CONDITIONS RELATING TO SAFETY INCLUDING FIRE SAFETY

Approved arrangements 19. (a) The approved arrangements shall be maintained in good condition and full working order. Fire-fighting equipment, the fire alarm warning system and any smoke ventilators shall be maintained in accordance with Appendix 6.

(b) No alterations (including temporary alterations) shall be made except with consent.

Minimising danger 20. The Licensee shall ensure that all performances or activities minimise any danger to the public.

Disabled people 21. The Licensee/Duty Manager shall ensure that, whenever disabled people are present, adequate arrangements are made to enable their safe evacuation in the event of an emergency and that they are made aware of these arrangements.

Note: Licensees are advised to obtain details of and seek to address any special needs when approached by organisers of parties of disabled people.

Safety checks 22. The Licensee/Duty Manager shall ensure that all necessary safety checks have been carried out before the admission of the public. Details of the checks shall be entered in the Fire log-book; this may be by use of a separate check list.

Note: A specimen check list is provided in Appendix 7.

Escape routes 23. (a) All escape routes and exits including external exits shall be maintained unobstructed, in good order with non-slippery and even surfaces, free of trip hazards and clearly identified in accordance with the approved arrangements.

Note: In restaurants and other premises where chairs and tables are provided care should be taken that clear gangways are maintained.

(b) All exit doors shall be available and easily openable without the use of a key, card, code or similar means. Only approved fastenings shall be used.

Note: Doors that are not in regular use should be opened in order to ensure they function satisfactorily.

(c) Any removable security fastenings shall be removed from the doors prior to opening the premises to the public. All such fastenings shall be kept in the approved position(s).

(d) If required, exit doors shall be secured in the fully open position when the public are present.

(e) All fire doors shall be maintained effectively self-closing and shall not be held open other than by approved devices.

(f) Fire-resisting doors to ducts, service shafts and cupboards shall be kept locked shut.

(g) The edges of the treads of steps and stairways shall be maintained so as to be conspicuous.

Curtains, hangings, decorations, 24. (a) Hangings, curtains, and temporary decorations shall be maintained flame-retarded.

upholstery (b) Any upholstered seating shall continue to meet 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.

Scenery (c) Any scenery shall be maintained flame-retarded in accordance with Additional Conditions

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(e) Temporary decorations shall not be provided except with consent. When seeking consent for temporary decorations the Licensee shall advise the Council of the period for which it is desired to retain them.

(f) Curtains, hangings and temporary decorations shall be arranged so as not to obstruct exits, fire safety signs or fire-fighting equipment.

Accommodation limits 25. The Licensee/Duty Manager shall ensure that the accommodation limit(s) specified on the licence are not exceeded and shall be aware of the number of the public on the premises. This information shall be provided to any Authorised Officer immediately on request.

Note: Where there is an unusually large number of performers the Council should be consulted.

Fire action notices 26. Notices detailing the actions to be taken in the event of fire or other emergencies, including how the fire brigade can be summoned, shall be prominently displayed and shall be protected from damage or deterioration.

Outbreaks of fire 27. The fire brigade shall be called at once to any outbreak or suspected outbreak of fire, however slight, and the details recorded in the Fire log-book.

Loss of water 28. The Licensee/Duty Manager shall have readily available the telephone number of the local Fire Control Centre. The Licensee/Duty Manager shall notify the local Fire Control Centre as soon as possible if he is aware that the water supply to any hydrant, hose reel, sprinkler, drencher or other fire extinguishing installation is cut off or restricted.

Refuse 29. Refuse receptacles shall be emptied regularly.

Access for emergency vehicles 30. Access for emergency vehicles shall be kept clear and free from obstruction.

First aid 31. (a) The Licensee/Duty Manager shall ensure that an adequate and appropriate supply of first aid equipment and materials is available on the premises.

(b) If required, at least one suitably trained first-aider shall be on duty when the public are present. If more than one suitably trained first-aider is present, each person's responsibilities shall be clearly identified.

## PART V

### SANITARY ARRANGEMENTS, HEATING, LIGHTING AND VENTILATION

Toilet accommodation 32. (a) Toilet accommodation shall be provided free of charge and be kept clean and in proper working order.

(b) An adequate supply of hot and cold (or warm) water, toilet paper in holders or dispensers, soap and suitable hand and face drying facilities shall be provided in toilet accommodation.

Drinking water 33. Where free drinking water is provided for the public, it shall, except with consent, only be provided in a supervised area.

Heating and cooking 34. (a) Heating apparatus shall be maintained in a safe and functioning condition.

(b) Portable heating or cooking appliances shall not be used except with consent.

Charge of electrical installation 35. If required, a competent person shall be in charge of the electrical or other installation.

Management lighting 36. (a) In the absence of adequate daylight the management lighting in any area accessible to the public shall be fully in operation whilst the public are present.

(b) Except as permitted under (d) below there shall be adequate illumination to enable people to see their way out of the premises.

(c) Fire safety signs shall be adequately illuminated except as permitted under (d) below.

(d) If essential to the entertainment and subject to consent, the management lighting in the entertainment area may be reduced or extinguished provided: (i) the lighting be controlled from a position with a clear view of the entertainment area; and (ii) an operator remain by the controls whilst the lighting is reduced or extinguished; and (iii) the operator restore the management lighting at once in the event of any emergency; and (iv) the escape route signs remain adequately illuminated.

Note: Licensees are advised to limit any periods during which lighting levels are reduced to the minimum possible consistent with the needs of the entertainment.

Emergency lighting 37. (a) The emergency lighting installation shall not be altered in any way except with consent.

(b) The emergency lighting battery shall be fully charged before the admission of the public.

(c) In the event of failure of the normal lighting: (i) if the emergency lighting battery has a

one hour capacity the public shall leave the premises within 20 minutes unless within that time the normal lighting has been restored and the battery is being re-charged; or (ii) if the emergency lighting battery has a 3 hour capacity the public shall leave the premises within one hour unless within that time the normal lighting has been restored and the battery is being re-charged.

(d) The public shall not be re-admitted to the premises until the normal lighting has been fully restored and the battery fully recharged except (i) where the emergency lighting battery has a one hour capacity and if the failure of the normal lighting was fully rectified within 20 minutes of failure and the battery is being re-charged; or (ii) where the emergency lighting battery has a 3 hour capacity and if the failure of the normal lighting was fully rectified within one hour of failure and the battery is being re-charged.

Temporary electrical installations 38. (a) Temporary electrical wiring and distribution systems shall not be provided without notification being given to the Council at least 10 days before the commencement of the work.

Note: This Condition does not normally apply to electrical equipment on a stage provided with permanently installed distribution facilities.

(b) Temporary electrical wiring and distribution systems shall comply with recommendations of BS 7671 or where applicable BS 7909.

(c) Temporary electrical wiring and distribution systems shall be inspected and certified by a competent person before they are put into use. A copy of the certificate shall be sent to the Council as soon as possible.

(d) Temporary electrical wiring and distribution systems shall be provided only for a period of up to 3 months. This period may be extended subject to a satisfactory electrical test and inspection report being submitted to the Council at the end of each 3 month period.

Note: The Council will normally require temporary electrical wiring and distribution systems to be removed at the end of the 3 month period or to be made permanent during that period.

Ventilation 39. (a) The premises shall be effectively ventilated.

(b) Where the ventilation system is designed to maintain a positive air pressure within part of the premises, that pressure shall be maintained whenever the public are present in that part of the premises.

Note: This Condition applies mainly to closely seated auditoria.

Cleansing ventilation ducting and 40. (a) Ventilation ducting and other shafts shall be kept clean. filters

(b) Any air filters shall be periodically cleaned or replaced so as to maintain a satisfactory air supply.

(c) All interior surfaces of extract ventilation ducting serving kitchens and serveries shall be thoroughly cleaned as frequently as necessary to prevent the accumulation of grease and fat and at least once per year.

(d) Grease filters in extract ventilation hoods in kitchens and serveries shall be cleaned weekly or at other intervals as required.

Certificates 41. Certificates shall be submitted to the Council as specified in Appendix 8.

## APPENDIX 1

See Condition 11

## TECHNICAL REGULATIONS

Waiver 1 The Council may modify, waive or dispense with any of the following Regulations provided, in the opinion of the Council, the completed premises meet the intended function of the Regulations.

Site 2 The premises shall have a sufficient frontage to a road or to an open space having sufficient access to a road to ensure the rapid dispersal of people from the premises in emergency.

Emergency access 3 Adequate arrangements shall be provided for access for the fire brigade for fire fighting.

Accommodation limit 4 The maximum number of people permitted within the premises shall be determined by the Council.

Control of numbers 5 The premises shall be provided with adequate facilities to monitor and control the number of people present.

Disabled people 6 Suitable provisions shall be made to enable disabled people to use the premises including the provision of adequate access and means of escape.

Noise nuisance 7 The premises shall be arranged to minimise the risk of noise nuisance to nearby properties.

Means of escape 8 There shall be adequate means of escape from all parts of the premises.

Structural collapse 9 The premises and the fitments therein shall be constructed and maintained so as to

minimise any risk of structural failure or collapse.

Guarding 10 Adequate barriers or guarding shall be provided throughout the premises to minimise so far as practicable the risk of any person falling.

Fire resistance 11 The premises shall be adequately protected against the effects of a fire occurring within the building or in any adjacent building.

Smoke control 12 Adequate provision shall be made to control the spread of smoke through the premises in the event of fire.

Safety curtain 13 Where a safety curtain is provided, it shall be arranged so as protect the audience from the effects of a fire or smoke on stage for sufficient time to enable the safe evacuation of the auditorium.

Lightning protection 14 Adequate protection against lightning shall be provided.

Fire control measures 15 Details of any fire control measures incorporated in the premises shall be provided for the fire brigade.

Electrical installation 16 The electrical installation shall be mechanically and electrically safe and suitable for the intended use of the premises.

Lighting 17 All parts of the premises shall be provided with adequate illumination. All routes of escape and all parts of the premises to which the public have access shall be provided with adequate and assured illumination from two independent supplies and systems.

Ventilation 18 Adequate ventilation shall be provided to all parts of the premises so as to maintain healthy conditions.

Heating 19 Permanent means of heating all regularly occupied parts of the premises shall be provided and shall be arranged so as not to cause a safety or fire hazard.

Water & drainage 20 The premises shall be provided with a permanent water supply and adequate drainage.

Sanitary accommodation 21 Adequate and free sanitary accommodation shall be provided, having regard to the type of entertainment to be given at the premises.

Cloakrooms 22 Adequate cloakrooms for patrons together with adequate changing rooms for staff including performers shall be provided, having regard to the operation of the premises.

Food hygiene 23 Facilities for the preparation, cooking or sale of food shall prevent any risk of contamination of the food.

Drinking water 24 An adequate supply of free drinking water shall be provided for all staff including performers, together with free drinking water for patrons if required.

Refuse 25 Adequate provision shall be made for the safe storage and ready removal of refuse.

Fire alarm 26 A fire alarm warning system and efficient means of communication in case of emergency shall be provided throughout the premises.

Summoning the fire brigade 27 Efficient means shall be provided for calling the fire brigade in the event of fire.

Fire-fighting equipment 28 Adequate fire-fighting equipment shall be provided for the premises.

Generator safety 29 Where a generator is installed it shall not present any fire or electrical hazard to the rest of the premises.

Generator capacity 30 Where a generator is installed to provide an alternative electricity supply to emergency equipment or to emergency lighting it shall have sufficient capacity and be able to start operating sufficiently quickly to ensure safety in the event of the failure of the normal electricity supply.

First aid room 31 A First Aid Room shall be provided in any premises with an accommodation limit of 1000 or more people (or 1500 or more people in the case of a closely-seated auditorium.)

Communication 32 The premises shall have adequate facilities for communication with the staff and the public.

Safety signs 33 Adequate safety signs shall be provided throughout the premises.

Information signs 34 All facilities intended for use by the public shall be clearly indicated.

Mechanical installations 35 Any mechanical installation shall be arranged so as to minimise any risk to the safety of the public, performers and staff.

Special effects 36 Any special effects shall be arranged so as to minimise any risk to the public, performers and staff.

Certificates 37 Appropriate certificates shall be provided as evidence to the Council that the premises may be safely opened to the public.

Note: Advice on how these technical requirements may be met can be found in Technical Standards for Places of Entertainment, produced jointly by the Association of British Theatre Technicians and the District Surveyors Association.

## APPENDIX 2

N/A

APPENDIX 3  
See Condition 14

STAFF TRAINING

- 1 Initial training of all staff shall include instruction in the action to be taken in the event of an emergency and in basic fire prevention including the rules concerning smoking. The training shall be repeated at least once every 6 months.
- 2 Instruction and training shall include: (i) the action to be taken on discovering a fire; (ii) the action to be taken on hearing an alarm alert or alarm evacuation signal; (iii) how to raise an alarm; (iv) how to call the fire brigade; (v) knowledge of escape routes; (vi) appreciation of the importance of fire doors; (vii) the location of the assembly point(s) in case of evacuation
- 3 Staff with specific responsibilities for fire-fighting shall receive instruction and practical training in the location and use of the fire-fighting equipment.
- 4 The duties of staff with specific responsibilities in the case of fire and other emergencies shall be reviewed from time to time as changes in staff or other circumstances occur.
- 5 A fire drill and instruction on emergency procedure shall be held at least once a month or as agreed with the Council, under the direction of the Duty Fire Officer or the Duty Manager.
- Note: The Council may consent to the variation of frequency of fire drills where the premises are used infrequently and this will not endanger safety. However fire drills should be carried out at least every 6 months for permanent staff or when the arrangements at the premises have been altered, for example after a change of seating layout or a change of production.
- 6 Details of training sessions and fire drills shall be entered in the Fire log-book.
- Note: Licensees should consider whether it is necessary to employ specially trained first-aiders to administer first aid to the public.

APPENDIX 4  
See Condition 15

FIRE LOG-BOOK

- 1 Full details of the following shall be recorded in the Fire log-book:
- |                              |  |
|------------------------------|--|
| Initial training             | (a) Staff training in respect of fire precautions and fire evacuation procedures.  |
| Prior to admission of public | (b) The inspection of all escape routes, all exits and emergency lighting prior to the use of the premises on any day for any entertainment. |
| Weekly                       | (c) The weekly testing of the fire alarm warning system and the weekly check of fire-fighting equipment.                                     |
| Monthly                      | (d) The monthly fire drills.   |
| Three monthly                | (e) The testing of any smoke ventilators.  |
| Six monthly                  | (f) Refresher staff training.  |
| Annual                       | (g) The maintenance and inspection of all fire-fighting equipment and the fire alarm warning system.   |
| Emergencies                  | (h) Any outbreak of fire or calling of the fire brigade.   |
- 2 All entries shall include the name and position of the person making the entry.
- 3 The Licensee shall check and confirm the Fire log-book weekly.
- Note: (1) The Fire log-book may form part of the general incident log-book for the premises.
- (2) The Council may consent to the variation of frequency of fire drills and other checks where the premises are used infrequently and this will not endanger safety. However fire drills should be carried out at least every 6 months for permanent staff or when the arrangements at the premises have been altered, for example after a change of seating layout or a change of production.
- (3) Specimen Fire log-books are shown overleaf.

SPECIMEN FIRE LOG-BOOK  
This example assumes a day a page approach

Date	Details	Name and position of person making the entry
------	---------	--



Initial staff training: give names of staff and training given  
Pre-performance inspection of escape routes, exits and emergency lighting  
Weekly testing of fire alarm warning system  
Weekly check of fire-fighting equipment  
Monthly fire drills: give names of staff and person holding the drill  
Three monthly test of smoke ventilators  
Refresher staff training: give names of staff and training given  
Maintenance and annual inspection of fire-fighting equipment  
Maintenance and annual inspection of fire alarm warning system  
Outbreak of fire or calling of fire brigade  
Time outbreak noticed, time fire brigade called and name of person contacting fire brigade  
Licensee's confirmation of entry

NOTE: In larger premises a different form of Fire log-book may be appropriate (which may be combined with the general incident log-book for the premises) provided all the required information is included.

An example of this approach is shown.

### SPECIMEN FIRE LOG-BOOK

NOTE: This example gives an indication of the type of information that should be recorded in the Fire log-book. The events detailed are unlikely all to occur on any one day. Different premises will have different procedures. This type of Fire log-book may be kept in a bound A4-size diary.

Littletown Theatre  
Fire Log-Book

Page 936

Thursday 1 April 2020  
Performances of LITTLE EUSTACE and HAMLET  
Fred Smith Duty Fire Officer  
Mr Jones Duty Manager

9.00 Opened premises; checked no obvious causes for concern.

9.30 Fire alarm test call to central exchange – all OK.

10.00 to 12.00 Inspected all escape routes, checked all doors to be free hanging  
and self-closing where required.  
Replaced one defective door closer.  
Visual check on all fire extinguishers.  
All emergency lights working.  
Haystack ventilator tested.

12.00 Lunch break – Mrs Biggs left in charge of premises.

12.30 Firecheck serviced fire hose reel on stage.

13.00 Returned to duty.

13. 30 Accompanied fire crew from local fire station on familiarisation visit.

14.30 Accompanied Duty Manager on check of premises, as per check-list. Removed chains from auditorium doors. Gave clearance to open house.

15.00 Performance of LITTLE EUSTACE

15.30 On stage to witness lighting of candle and putting out of candle. All ok.

17.00 Inspected premises at end of performance. All clear except one water extinguisher vandalised.

17.15 Witnessed test of flaming torches.

17.30 Recharged one water extinguisher. Note nearly out of cartridges.

18.00 Tea break. Mr Jones left in charge.

19.00 Returned to duty. Accompanied Duty Manager on check of premises as per check-list.

19.15 Induction and fire training for new attendant with Mr Jones. Isabelle Walters. Confirmed  
Marcus Jones, Duty Manager

19.25 Staff fire drill. Confirmed Marcus Jones, Duty Manager

19.35 Removed chains from auditorium doors. Gave clearance to open house.

19.45 Performance of HAMLET

20.15 Called to small fire in FOH men's toilet. Called fire brigade. Extinguished fire and agreed with Mr Jones no need to evacuate premises. Waited on fire brigade. Left all ok.

20.45 On stage to witness lighting of flaming torches and putting out. All ok.

22.45 Inspected premises at end of performance. All clear.

23.30 Locked up.

Signed: Fred Smith, Duty Fire Officer

00.15 Called back to theatre – reported smell of gas. Turned off gas main and called Gas Board to attend 08.00 Friday.

Confirmed Marcus Jones, Duty Manager

## APPENDIX 5 See Condition 16

### SPECIMEN STAFF DUTY REGISTER

#### PREMISES:

DATE	NAME	TIME IN	TIME OUT
		* Duty Manager	
	* Duty Fire Officer		
	* Duty electrician		
	* First-aider		

\* NOTE: It may assist good management if key staff functions are indicated such as Duty Manager, Duty Fire Officer, First-aider where appropriate.

## APPENDIX 6 See Condition 19

## MAINTENANCE OF FIRE-FIGHTING EQUIPMENT, FIRE ALARM WARNING SYSTEMS & SMOKE VENTILATORS

### FIRE-FIGHTING EQUIPMENT

1. (a) The approved fire-fighting equipment shall be kept in the approved positions and be maintained in satisfactory working order, unobstructed and available for immediate use.

(b) All fire-fighting equipment shall be visually checked weekly.

Note: The Council may consent to the variation of frequency of checks where the premises are used infrequently and this will not endanger safety.

(c) Portable fire-fighting equipment shall be inspected at least once a year in accordance with BS 5306-3 and recharged where necessary in compliance with the manufacturer's instructions. The date of the inspection shall be clearly marked on the appliance or on a stout tab securely attached to it and recorded in the Fire log-book.

(d) Hose reels, drenchers and sprinklers shall be inspected in accordance with BS 5306 once a year to ensure that they are in working order. The date of the inspection shall be clearly marked on the control valves and recorded in the Fire log-book.

(e) For details of the certificates required see Appendix 8.

### FIRE ALARM WARNING SYSTEM

2. (a) Any fire alarm warning system shall be maintained in satisfactory working order.

(b) The system shall be tested weekly.

Note: The Council may consent to the variation of frequency of tests where the premises are used infrequently and this will not endanger safety.

(c) All checks, tests and inspections shall be recorded in the Fire log-book.

(d) For details of the certificates required see Appendix 8.

### SMOKE VENTILATORS

3. (a) Any smoke ventilators shall be maintained in satisfactory working order.

(b) Any smoke ventilators shall be tested at least once every 3 months. .

(c) For details of the certificates required see Appendix 8.

### APPENDIX 7

See Condition 22

### SPECIMEN CHECK LIST

To be used as a guide by the Duty Manager or other persons carrying out a safety check on each occasion before the public are admitted.

Date \_\_\_\_\_ Time \_\_\_\_\_

Name of person carrying out inspection \_\_\_\_\_

Job title of person carrying out inspection \_\_\_\_\_

Do not open the premises until any problems have been rectified

Tick only if everything in order

1. Exit doors are available for use.

Premises Licence Annex 3

Annex 3 - Conditions attached after hearing by the licensing authority

N/A

On Licence - Mandatory Conditions

## Annex 1 - Mandatory conditions

1. The supply of alcohol is prohibited at a time when there is no designated premises supervisor in respect of the premises.
2. The supply of alcohol is prohibited at a time when the designated premises supervisor does not hold a personal licence or his/her licence is suspended.
3. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
4. Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, the licence must include a condition that each such individual must -
  - (a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or
  - (b) be entitled to carry out that activity by virtue of section 4 of that Act.
5. But nothing in subsection (4) requires such a condition to be imposed -
  - (a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001
  - (c. 12) (premises with premises licences authorising plays or films), or
  - (b) in respect of premises in relation to -
    - (i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
    - (ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).
6. For the purposes of this section-
  - (a) "security activity" means an activity to which paragraph 2(1)(a) of that Schedule applies[ and which is licensable conduct for the purposes of that Act (see section 3(2) of that Act)], and
  - (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.
7. (1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.  
  
(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children-
  - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to-
    - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
    - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
  - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;

(d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on-

(i) the outcome of a race, competition or other event or process, or

(ii) the likelihood of anything occurring or not occurring;

(e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

8. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

9. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

10. (a) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

(b) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

11. The responsible person shall ensure that:

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:

(i) beer or cider: 1/2 pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml; and

(b) customers are made aware of the availability of these measures.

#### On Licence - Mandatory Conditions

##### Annex 1 - Mandatory conditions

1. The supply of alcohol is prohibited at a time when there is no designated premises supervisor in respect of the premises.

2. The supply of alcohol is prohibited at a time when the designated premises supervisor does not hold a personal licence or his/her licence is suspended.

3. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

4. Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, the licence must include a condition that each such individual must -

(a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or

(b) be entitled to carry out that activity by virtue of section 4 of that Act.

5. But nothing in subsection (4) requires such a condition to be imposed -

(a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001  
(c. 12) (premises with premises licences authorising plays or films), or

(b) in respect of premises in relation to -

(i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or

(ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).

6. For the purposes of this section-

(a) "security activity" means an activity to which paragraph 2(1)(a) of that Schedule applies[ and which is licensable conduct for the purposes of that Act (see section 3(2) of that Act)], and

(b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

7. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or (ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;

(d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;

(e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

8. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

9. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either

(a) a holographic mark, or

(b) an ultraviolet feature.

10. The responsible person must ensure that

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures

(i) beer or cider: ½ pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml;

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the

customer is made aware that these measures are available.

11. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

12. For the purposes of the condition set out in paragraph 11

(a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979

(b) "permitted price" is the price found by applying the formula-

$$P = D + (D \times V)$$

where-

(i) P is the permitted price,

(ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol; -

(c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence

(i) the holder of the premises licence,

(ii) the designated premises supervisor (if any) in respect of such a licence, or

(iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.

13. Where the permitted price given by Paragraph (b) of 12 above would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

14. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

#### LA2003 Premises Licence Conditions

##### Annex 1 - Mandatory conditions

1. The supply of alcohol is prohibited at a time when there is no designated premises supervisor in respect of the premises.

2. The supply of alcohol is prohibited at a time when the designated premises supervisor does not hold a personal licence or his/her licence is suspended.

3. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

4. Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, the licence must include a condition that each such individual must -

(a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or

(b) be entitled to carry out that activity by virtue of section 4 of that Act.

5. But nothing in subsection (4) requires such a condition to be imposed -

(a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001  
(c. 12) (premises with premises licences authorising plays or films), or

(b) in respect of premises in relation to -

(i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or

(ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).

6. For the purposes of this section-

(a) "security activity" means an activity to which paragraph 2(1)(a) of that Schedule applies[ and which is licensable conduct for the purposes of that Act (see section 3(2) of that Act)], and

(b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

7. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;

(d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;

(e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

8. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

9. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either

(a) a holographic mark, or

(b) an ultraviolet feature.

10. The responsible person must ensure that

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures

(i) beer or cider: ½ pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml;

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

11. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

12. For the purposes of the condition set out in paragraph 11

(a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979

(b) "permitted price" is the price found by applying the formula-



$$P = D + (D \times V)$$

where-

- (i) P is the permitted price,
- (ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol; -
- (c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence
  - (i) the holder of the premises licence,
  - (ii) the designated premises supervisor (if any) in respect of such a licence, or
  - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- (d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- (e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.

13. Where the permitted price given by Paragraph (b) of 12 above would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

14. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

15. When a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section

16. Where the film classification body is specified in the licence, unless subsection (9)(b) applies, admission of children must be restricted in accordance with any recommendation made by that body.

17.

. Where-

- a) the film classification body is not specified in the licence, or
- b) the relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question, admission of children must be restricted in accordance with any recommendation made by that licensing authority

18. In this section -

- "children" means persons aged under 18; and
- "film classification body" means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c. 39) (authority to determine suitability of video works for classification).

## Annex 2 - Conditions consistent with the Operating Schedule

19. Hours will be in line with the hours stipulated on the licence.

These hours are extended from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

20. (1) Subject to the following paragraphs, the permitted hours on weekdays shall extend until two o'clock in the morning following [three o'clock in the metropolis] [or, if an earlier hour is specified in the special hours certificate, that hour], except that-

- i. the permitted hours shall end at midnight . . . on any day on which music and dancing is not provided after midnight; and
- ii. on any day that gaming ends between midnight and two o'clock in the morning [three o'clock in the metropolis], the permitted hours shall end when the music and dancing end

(2) In relation to the morning on which summer time begins, paragraph (1) of this condition shall have effect

with the substitution of references to three o'clock in the morning [four o'clock in the metropolis] for references to two o'clock in the morning [three o'clock in the metropolis] [or one hour following the hour actually specified in the certificate where the certificate currently requires closure between 1 a.m. and 2 a.m.]

(3) Except on Sundays immediately before bank holidays, the permitted hours on Sundays shall extend until thirty minutes past midnight in the morning following [or, if an earlier hour is specified in the special hours certificate, that hour], except that-

- i. the permitted hours shall end at midnight on any Sunday on which music and dancing is not provided after midnight;
- ii. where music and dancing ends between midnight on any Sunday and thirty minutes past midnight, the permitted hours on that Sunday shall end when the music and dancing end

(4) On Sundays immediately before bank holidays, the permitted hours shall extend until 2 a.m. in the morning following [3 a.m. in the metropolis], except that-

- i. the permitted hours shall end at midnight on any Sunday on which music and dancing is not provided after midnight;
- ii. where music and dancing ends between midnight on any Sunday and 2 a.m. [3 a.m. in the metropolis], the permitted hours on that Sunday shall end when the music and dancing end

(5) The sale of alcohol must be ancillary to the use of the premises for music and dancing and substantial refreshment.

(6) The "Metropolis" means the area designated in The Licensing Order 1961 (Metropolitan Special Hours Area)

21. The above condition (4) does not prohibit:

- a. during the first thirty minutes after the terminal hour for the sale of alcohol, the consumption of alcohol on the premises;
- b. during the first thirty minutes after the terminal hour for the sale of alcohol, the consumption of alcohol on the premises by persons taking meals there if the alcohol was supplied as ancillary to the meals;
- c. during the first twenty minutes after 23.00 the taking of alcohol from the premises unless the alcohol is taken in an open vessel;
- d. the ordering of alcohol to be consumed off the premises, or the despatch by the vendor of alcohol so ordered;
- e. the consumption of the alcohol on the premises by, or the taking of, sale or supply to, any person residing on the premises;
- f. the sale or supply of alcohol to a trader or club for the purposes of the trade or club;
- g. the taking of alcohol from the premises by a residing there;
- h. the supply of alcohol for consumption on the premises to any private friends of a person residing there who are bona fide entertained by him at his own expense, or the consumption of alcohol by persons so supplied;
- i. the supply of alcohol for consumption on the premises to persons employed there for the purposes of the business carried on by the holder of the licence, or the consumption of alcohol, so supplied, if the alcohol is supplied at the expense of their employer or of the person carrying on or in charge of the business on the premises;
- j. the sale or supply of alcohol to any canteen or mess, being a canteen in which the sale or supply of alcohol is carried out under the authority of the Secretary of State or an authorised mess of members of Her Majesty's naval, military or air forces.

22. Unless otherwise specified on this licence, no regulated entertainment, other than by way of music and singing only which is provided solely by the reproduction of recorded sound, shall take place at the premises with the exception of pre-booked private events limited to the provision of music and dancing for pre-invited guests.

23. Regulated entertainment, for which there is no licence, may not take place on the licensed premises, as detailed by the plan, if members of the public are admitted.

24. CCTV shall cover the inside and outside of the premises and be maintained in liaison with the Metropolitan

Police Service's Crime Prevention Officer.

25. A licensed cab controller shall be employed at the premises to ensure patrons leave the area quickly and quietly.
26. A member of the security team must patrol the vicinity of the premises to ensure that crime, disorder and disturbance is kept to a minimum.
27. Any queue at the premises shall be monitored by staff.
28. No persons under the age of 18 shall be permitted entry to the premises and that if there is any doubt over age only photo identification will be accepted i.e. a passport and photographic driving licence.
29. The restaurant shall at all times remain under the control of the licensee.
30. An attendant shall be on duty on the ground floor cloakroom during the whole time it is in use.
31. Notices must be placed at the main exits requesting that patrons leave the premises quietly. Staff shall also be positioned at those exits in order to remind patrons of this as they leave.
32. The security gate in the foyer must be locked back in the open position when the New London Theatre is open to the public so that the shared WC's are available for use by the theatre users.
33. The restaurant on the first floor of the premises may be kept open for public music and dancing. This licence is extended beyond midnight on Monday to Saturday until 02.30 am on the days following.
34. The maximum number of persons that can be accommodated is 600. This number comprises paying customers, guests and pass holders.
35. The premises shall not be used for striptease or entertainment of a like kind to dancing which involves nudity without the prior consent of the Council
36. All 6 doors at the ground floor entrance shall be available for use in an evacuation of the building. The removable bolt to the right hand door shall be removed and stored in the managers office and the magna lock disabled whilst the licence is in use.
37. Up to 2300hrs applicable to entertainment premises which adjoin or are adjacent to noise sensitive properties:

The noise climate of the surrounding area shall be protected such that the A-weighted equivalent continuous noise level (LAeq) emanating from the application site, as measured 1 metre from any facade of any noise sensitive premises over any 5 minute period with entertainment taking place shall not increase by more than 5dB as compared to the same measure, from the same position, and over a comparable period, with no entertainment taking place; and

the unweighted equivalent noise level (Leq) in the 63Hz Octave band, measured using the "fast" time constant, inside any living room of any noise sensitive premises, with the windows open or closed, over any 5 minute period with entertainment taking place, should show no increase as compared to the same measure, from the same location(s), and over a comparable period, with no entertainment taking place

Up to 2300hrs applicable to entertainment premises which do not adjoin and are not immediately adjacent to noise sensitive properties:

The noise climate of the surrounding area shall be protected such that the A-weighted equivalent continuous noise level (LAeq) emanating from the application site, as measured 1 metre from any facade of any noise sensitive premises over any 5 minute period with entertainment taking place shall not increase by more than 5dB as compared to the same measure, from the same position, and over a comparable period, with no entertainment taking place; and

the unweighted equivalent noise level (Leq) in the 63Hz Octave band, similarly measured, should not increase by more than 5dB as compared to the same measure, from the same position, and over a comparable period, with no entertainment taking place.

38. After 2300hrs applicable to all entertainment premises:

The noise climate of the surrounding area shall be protected such that the A-weighted equivalent continuous noise level (LAeq) emanating from the application site, as measured 1 metre from any facade of any noise sensitive premises over any 5 minute period with entertainment taking place shall not increase by more than 3dB as compared to the same measure, from the same position, and over a comparable period, with no entertainment taking place; and

The unweighted equivalent noise level (Leq) in the 63Hz Octave band, measured using the "fast" time constant, inside any living room of any noise sensitive premises, with the windows open or closed, over any 5 minute period with entertainment taking place, should show no increase as compared to the same measure, from the same location(s), and over a comparable period, with no entertainment taking place.

No sound emanating from the establishment should be audible within any noise sensitive premises between 23.00 and 07.00 hours.

39. Where the entertainment provided consists, to a significant degree, of dancing by customers, the licensee shall ensure an adequate supply of wholesome, cool, fresh drinking water is available for the use of the customers. This water must be readily available throughout the time the entertainment is provided, and is to be supplied free of charge.

#### Additional Special Standard Conditions

40. Crime Prevention

The licensee shall, in consultation with the Council and Metropolitan Police, develop a crime prevention strategy for the premises and in particular shall carry out a risk assessment in respect of the possibility of assaults to customers and staff."

41. Litter/Waste Management

Whilst the premises are being used under the licence the licensee shall ensure that all litter and waste outside the premises is removed and disposed of with other waste from the premises.

42. Un-authorised Advertising

The licensee shall take all reasonable steps to ensure that there is no unauthorised advertising of events to be held at the premises.

43. Drug Risk Assessment

The licensee shall carry out a risk assessment in respect of the potential harm to customers of the use of illegal drugs, whether taken on the premises or taken by a customer prior to entering the premises, and shall put in place appropriate measures to mitigate any such harm.

44. Staff Training

The licensee shall ensure that staff are trained, as appropriate, in respect of relevant licensing law, the implementation of licence conditions, health and safety, first aid, alcohol and drug awareness and conflict management.

45. Model National Conditions 1-41:

Annex 3 - Conditions attached after a hearing by the licensing authority

N/A