

London Borough of Camden, Town Hall, Judd Street, London WC1H 9JE

**Premises Licence**  
London Borough of Camden Licensing Authority

**Premises licence number**

PREM-LIC\2560

**Part 1 – Premises details****Postal address of premises, or if none, ordnance survey map reference or description**

Odeon Cinema  
30 TOTTENHAM COURT ROAD  
LONDON  
W1T 1BX

**Telephone number**

020 7636 6749

**Where the licence is time limited the dates**

N/A

**Licensable activities authorised by the licence**

Plays  
Film  
Recorded Music  
Live Music  
Performances of Dance  
Anything of a Similar Description to Live Music, Recorded Music or Performances of Dance  
Late Night Refreshment  
Sale by Retail of Alcohol

**The times the licence authorises the carrying out of licensable activities****Plays**

Monday - Sunday 08:00 - 03:00

**Films**

Monday - Sunday 08:00 - 03:00

**Recorded Music**

Monday - Sunday 08:00 - 03:00

**Live Music**

Monday - Sunday 08:00 - 03:00

**Performances of Dance**

Monday - Sunday 08:00 - 03:00

**Anything of a Similar Description to Live Music, Recorded Music or Performances of Dance**

Monday - Sunday 08:00 - 03:00

**Sale by Retail of Alcohol**

Monday - Sunday 09:00 - 00:00

**Late Night Refreshment**

Monday - Sunday 23:00 - 03:00

Films and Late Night Refreshment are extended to 05:00 on 12 occasions per year

**The opening hours of the premises**

Monday - Sunday 08:00 - 03:00

**Where the licence authorises supplies of alcohol whether these are on and/or off supplies**

Sale by retail of alcohol is permitted for consumption ON the premises.

**Part 2****Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence**

Odeon Cinemas Limited  
Offices And Premises At Studio 1  
1 Stephen Street  
London  
W1T 1AT

**Registered number of holder, for example company number, charity number (where applicable)**

01854132

**Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol**

Carla Eleanor Willett  
29 Bell Court  
Kingston Road  
KT5 9NR

**Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises the**

**supply of alcohol**

Personal Licence Number: 1280/21/01326/LAPERK

Issuing Borough: Royal Borough of Kingston upon Thames

**For Corporate Services Directorate on behalf of the Licensing Authority**

Date Licence Amended: 07/12/2021	APP\PREMISES-VARYDPS\107952
Date Licence Amended: 09/08/2021	APP\PREMISES-VARYDPS\106146
Date Licence Amended: 21/12/2020	APP\PREMISES-TRANS\103958
Date Licence Amended: 29/01/2020	APP\PREMISES-VARYDPS\100869
Date Licence Amended: 01/08/2019	APP\PREMISES-ADD\097278
Date Licence Amended: 10/07/2019	APP\PREMISES-TRANS\096922
Date Licence Amended: 18/06/2019	APP\PREMISES-VARYDPS\096529
Date Licence Amended: 15/05/2019	APP\PREMISES-C-LIC\095947
Date Licence Amended: 24/04/2018	APP\PREMISES-VARYDPS\089134
Date Licence Amended: 21/09/2017	APP\PREMISES-VARYDPS\085271
Date Licence Amended: 21/11/2014	APP\PREMISES-C-LIC\0128
Date Licence Amended: 03/10/2014	APP\PREMISES-MVARY\00453
Date Licence Amended: 02/05/2014	APP\PREMISES-VARYDPS\003176
Date Licence Amended: 07/11/2012	APP\PREMISES -VARYDPS\002573
Date Licence Amended: 03/06/2011	APP\PREMISES -VARY\000621
Date Licence Granted: 23/09/2005	

## 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) "valued 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. Where 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 (3)(b) applies, admission of children is 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. 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. The Police and the Licensing Authority must be advised by the licensee when the 5am closures are to take place.

21. 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.
22. Alcohol shall be sold from the retail counter.
23. Alcohol shall be sold to Cinema ticket holders only.
24. All team members to be trained with respect to alcohol sales.
25. Alcohol will be stored in a lockable fridge.
26. Alcohol will be decanted into plastic glasses or sold in plastic bottles that crumple on impact.
27. Challenge 21 Scheme will be in operation with only Photographic ID accepted.
28. CCTV to be installed in the foyer.
29. Regular patrols of the Cinema will be undertaken to monitor behaviour.
30. 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.

<b><i>Duty Fire Officer</i></b>	a member of <i>staff</i> who has been adequately trained in fire prevention and fire-fighting to the satisfaction of the <i>Council</i> .
<b><i>Duty Manager</i></b>	a person appointed by the <i>Licensee</i> in writing to be in charge of the <i>premises</i> .
<b><i>Durably-treated flame-retarded fabric</i></b>	see under <i>Flame-retarded fabric</i>
<b><i>Emergency lighting</i></b>	see under <i>Lighting</i>
<b><i>Entertainment area</i></b>	that part of the <i>premises</i> which is constructed and arranged for use for entertainments including any <i>stage</i> or auditorium.
<b><i>Escape lighting</i></b>	see under <i>Lighting</i>
<b><i>Film exhibition</i></b>	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.
<b><i>Flame-retarded fabric</i></b>	a fabric that has been tested using the methods in <i>BS 5438: 1989</i> 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 <i>BS 5867-2: 1980</i> Type B.)
<b><i>Durably-treated flame-retarded fabric</i></b>	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 <i>BS 5651: 1989</i> . After this washing or cleansing procedure, the fabric shall meet the performance standard for <i>flame-retarded fabric</i> set out above.
<b><i>Inherently flame-</i></b>	a fabric which, although not non-combustible and not subjected to any flame-retarding process or finish,

<b><i>retarded fabric</i></b>	meets the performance standard for <i>flame-retarded fabric</i> 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.
<b><i>Indoor sports</i></b>	see under <i>Sports entertainment</i>
<b><i>Inherently flame-retarded fabric</i></b>	see under <i>Flame-retarded fabric</i>
<b><i>Inspect/inspection</i></b>	to carry out a visual inspection accompanied by such other test as may be necessary, in the opinion of the <i>competent person</i> carrying out the inspection, to enable the completion of a <i>certificate</i> of (satisfactory) condition.
<b><i>Licensee</i></b>	the person (or body) to whom the <i>Council</i> has granted the licence or who is deemed to be the holder of the licence under the relevant statutory provision.
<b><i>Lighting</i></b>	
<b><i>Emergency lighting</i></b>	lighting provided for use in the event of the failure of the <i>normal lighting</i> system. Emergency lighting includes <i>escape lighting</i> . 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.
<b><i>Escape lighting</i></b>	that part of the <i>emergency lighting</i> which is provided to ensure that the escape routes are illuminated at all material times. In these Conditions any reference to <i>emergency lighting</i> shall be taken to apply likewise to any escape lighting not provided as part of an <i>emergency lighting</i> installation.
<b><i>Management lighting</i></b>	the combination of the <i>emergency lighting</i> and that part of the <i>normal lighting</i> which, in the absence of adequate daylight, is intended to facilitate safe movement about the <i>premises</i> .
<b>Note:</b>	In closely-seated auditoria this would be the usual performance mode.
<b><i>Normal lighting</i></b>	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 <i>premises</i> are occupied.

<b>Note:</b>	Normal lighting does not include <i>emergency lighting</i> , purely decorative lighting and stage or performance lighting.
<b>Local Fire Control Centre</b>	the address and telephone number which the <i>Licensee</i> has confirmed with the Fire Authority as appropriate for the <i>Licensee</i> to use in order to make contact with the fire brigade in a non-emergency but immediate manner.
<b>Log-book</b>	Any log-book <i>required</i> 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 <i>premises</i> for a minimum of 5 years after the date of last entry or for such longer period as <i>required</i> ; and (iv) readily available for examination by an <i>Authorised Officer</i> .
<b>Note:</b>	Log-books may be kept in a manual form. The <i>Council</i> will accept records in electronic form provided the <i>Licensee</i> can demonstrate adequate security and integrity of the information. Specimen Fire log-books are provided in Appendix 4.
<b>Management lighting</b>	see under <i>Lighting</i>
<b>Normal lighting</b>	see under <i>Lighting</i>
<b>Open stage Pop concert</b>	see under <i>Stage</i> 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.
<b>Premises</b>	all parts of the premises as licensed by the <i>Council</i> including the ancillary parts of the building such as offices, changing rooms, workshops, stores etc which are used in connection with the <i>entertainment area</i> .
<b>Public</b>	persons, other than <i>staff</i> or performers, who are on the <i>premises</i> , whether or not they are members of a club and irrespective of payment.
<b>Required</b>	specified by the <i>Council</i> in writing.
<b>Scenery</b>	includes cloths, drapes, gauzes, artificial foliage and fabric decorations.

<b>Separated stage</b>	see under <i>Stage</i>
<b>Special effects</b>	any device or effect which was not included in the original licensing risk assessment for the <i>premises</i> 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.
<b>Special risks</b>	any entertainment which falls outside the normal use of the <i>premises</i> and which, if not properly controlled, may present a hazard. Examples include foam parties, skating to music and performances especially for children.
<b>Sports entertainment</b>	contests, exhibitions or displays of any sport where physical skill is the predominant factor (except dancing in any form) held indoors to which the <i>public</i> are invited as spectators.
<b>Staff</b>	any person, whether or not employed by the <i>Licensee</i> , concerned in the management, control or supervision of the <i>premises</i> who has been given specific responsibilities by the <i>Licensee</i> or <i>Duty Manager</i> .
<b>Staff alerting system</b>	a system (whether electronically operated or otherwise) for immediately alerting <i>staff</i> to take appropriate action in the event of fire or other emergency.
<b>Stage</b>	the specific part of an <i>entertainment area</i> on which performers perform which is distinct from the area occupied by the <i>public</i> , often elevated above level of the adjacent floor; includes, where the context permits, platform, dais or rostrum.
<b>Open stage</b>	a <i>stage</i> which is not separated from the auditorium by a safety curtain. An <i>open stage</i> should, however, be separated from the rest of the <i>premises</i> , other than the <i>stage fire risk area</i> , by fire-resisting construction.
<b>Separated stage</b>	a <i>stage</i> that is separated from the rest of the <i>premises</i> , other than the <i>stage fire risk area</i> , by fire-resisting construction and provided with a safety curtain, which affords smoke separation between the <i>stage</i> and the auditorium. The safety curtain is normally installed to close off a proscenium opening.
<b>Stage fire risk area</b>	the <i>stage</i> 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**

- |  |           |  |
|--|-----------|--|
| <b>Hypnotism</b>                             | <b>7</b>  | <p><b>(a)</b> The <i>Licensee</i> 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.</p> <p><b>Note:</b> Any waiver of this Condition by the <i>Council</i> 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 <i>Licensee</i> on request.</p> |
| <b>Entertainment involving special risks</b> | <b>8</b>  | <p><b>(a)</b> The <i>Licensee</i> shall not permit an entertainment that involves <i>special risks</i> except with <i>consent</i>. Any <i>approved</i> performances especially for children shall comply with Additional Conditions K.</p> <p><b>(b)</b> The <i>Licensee</i> shall not permit explosives or highly flammable substances to be brought onto the <i>premises</i> except with <i>consent</i>. Any storage of explosives or highly flammable substances shall comply with Additional Condition FX10.</p>   |
| <b>Entertainment using special effects</b>   | <b>9</b>  | <p><b>(a)</b> The <i>Licensee</i> shall not permit the use of <i>special effects</i>, except with <i>consent</i>. Any <i>approved</i> use of <i>special effects</i> shall comply with Additional Conditions FX.</p> <p><b>(b)</b> The <i>Licensee</i> shall give the <i>Council</i> at least 10 days' notice in writing of any proposal to use <i>special effects</i>. The notice shall include, save in exceptional circumstances, exact details of the proposal including the date and time when the <i>special effects</i> can be demonstrated.</p>   |
| <b>Compressed gases</b>                      | <b>10</b> | <p>Compressed or liquefied gases shall not be used except with <i>consent</i>. At least 10 days' notice in writing shall be given to the <i>Council</i> of any proposal</p>  |

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

<b>Overall responsibility of Licensee</b>	<b>11</b>	<p>(a) The <i>Licensee</i> shall ensure that the <i>premises</i> continue to comply with the Technical Regulations as set out in Appendix 1. No alterations shall be made to the <i>approved arrangements</i> except with <i>consent</i>.</p> <p>(b) The <i>Licensee</i> shall, except with <i>consent</i>, retain control over all parts of the <i>premises</i>.</p> <p>(c) Either the <i>Licensee</i> or the <i>Duty Manager</i> shall be in charge of and within the <i>premises</i> whenever the <i>public</i> are present. However the <i>Licensee</i> remains responsible for the observance of all licensing conditions.</p>
<b>Duty Manager</b>	<b>12</b>	<p>The <i>Licensee</i> may authorise in writing a <i>Duty Manager</i>, who shall be at least 18 years old, to deputise for him. This written authorisation shall be kept on the <i>premises</i> and be readily available for examination by any <i>Authorised Officer</i>. The <i>Licensee</i> must be satisfied that anyone appointed as a <i>Duty Manager</i> understands the need to comply with the Conditions of the licence and is competent to perform the function of <i>Duty Manager</i>.</p> <p><b>Note:</b>(1) Hereafter in these Conditions the term <i>Licensee/Duty Manager</i> will mean the <i>Licensee</i> or the <i>Duty Manager</i> as appropriate. (2) The <i>Licensee</i> may appoint a hirer of the <i>premises</i> to be <i>Duty Manager</i> if appropriate.</p>
<b>Qualifications of Licensee and Duty Manager</b>	<b>13</b>	<p>The <i>Licensee</i> (if an individual) and any <i>Duty Manager</i> shall:</p> <p>(i) have undertaken an <i>approved</i> training course leading to the possession of the BIIAB Level 2 National Certificate for Entertainment Licensees; or</p> <p>(ii) possess an equivalent qualification, for example for concert halls, the National Vocational</p>



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	<p>(a) Hangings, curtains, and temporary decorations shall be maintained <i>flame-retarded</i>.</p> <p>(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 <i>BS 5852:1990</i>.</p>
Scenery		<p>(c) Any <i>scenery</i> shall be maintained <i>flame-retarded</i> in accordance with Additional Conditions S.</p> <p>(e) Temporary decorations shall not be provided except with <i>consent</i>. When seeking <i>consent</i> for temporary decorations the <i>Licensee</i> shall advise the <i>Council</i> of the period for which it is desired to retain them.</p> <p>(f) Curtains, hangings and temporary decorations shall be arranged so as not to obstruct exits, fire safety signs or fire-fighting equipment.</p>
Accommodation limits	25	<p>The <i>Licensee/Duty Manager</i> shall ensure that the <i>accommodation limit(s)</i> specified on the licence are not exceeded and shall be aware of the number of the <i>public</i> on the <i>premises</i>. This information shall be provided to any <i>Authorised Officer</i> immediately on request.</p> <p><b>Note:</b> Where there is an unusually large number of performers the <i>Council</i> should be consulted.</p>
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 <i>log-book</i> .
Loss of water	28	The <i>Licensee/Duty Manager</i> shall have readily available the telephone number of the <i>local Fire</i>

*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 | <p>(a) The <i>Licensee/Duty Manager</i> shall ensure that an adequate and appropriate supply of first aid equipment and materials is available on the <i>premises</i>.</p> <p>(b) If <i>required</i>, at least one suitably trained first-aider shall be on duty when the <i>public</i> are present. If more than one suitably trained first-aider is present, each person's responsibilities shall be clearly identified.</p> |

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

- |                      |    |  |
|----------------------|----|--|
| Toilet accommodation | 32 | <p>(a) Toilet accommodation shall be provided free of charge and be kept clean and in proper working order.</p> <p>(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.</p> |
| Drinking water       | 33 | Where free drinking water is provided for the <i>public</i> , it shall, except with <i>consent</i> , only be provided in a supervised area.  |
| Heating and cooking  | 34 | <p>(a) <b>Heating apparatus shall be maintained in a safe and functioning condition.</b></p> <p>(b) Portable heating or cooking appliances shall not be used except with <i>consent</i>.</p>   |
| Charge of            | 35 | If <i>required</i> , a <i>competent person</i> 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.

## Temporary electrical installations

- (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.

- 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.

<b>Cleansing ventilation ducting and filters</b>	<b>40</b>	<p>(a) Ventilation ducting and other shafts shall be kept clean.</p> <p>(b) Any air filters shall be periodically cleaned or replaced so as to maintain a satisfactory air supply.</p> <p>(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.</p> <p>(d) Grease filters in extract ventilation hoods in kitchens and serveries shall be cleaned weekly or at other intervals as <i>required</i>.</p>
<b>Certificates</b>	<b>41</b>	<i>Certificates</i> shall be submitted to the <i>Council</i> as specified in Appendix 8.

## **APPENDIX 1**

**See Condition 11**

## **TECHNICAL REGULATIONS**

<b>Waiver</b>	<b>1</b>	The <i>Council</i> may modify, waive or dispense with any of the following Regulations provided, in the opinion of the <i>Council</i> , the completed <i>premises</i> meet the intended function of the Regulations.
<b>Site</b>	<b>2</b>	The <i>premises</i> 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 <i>premises</i> in emergency.
<b>Emergency access</b>	<b>3</b>	Adequate arrangements shall be provided for access for the fire brigade for fire fighting.
<b>Accommodation limit</b>	<b>4</b>	The maximum number of people permitted within the <i>premises</i> shall be determined by the <i>Council</i> .
<b>Control of numbers</b>	<b>5</b>	The <i>premises</i> shall be provided with adequate facilities to monitor and control the number of people present.
<b>Disabled people</b>	<b>6</b>	Suitable provisions shall be made to enable disabled people to use the <i>premises</i> including the provision of adequate access and means of escape.



- |                                |    |   |
|--------------------------------|----|---|
| <b>Noise nuisance</b>          | 7  | The <i>premises</i> shall be arranged to minimise the risk of noise nuisance to nearby properties.  |
| <b>Means of escape</b>         | 8  | There shall be adequate means of escape from all parts of the <i>premises</i> .   |
| <b>Structural collapse</b>     | 9  | The <i>premises</i> and the fitments therein shall be constructed and maintained so as to minimise any risk of structural failure or collapse.  |
| <b>Guarding</b>                | 10 | Adequate barriers or guarding shall be provided throughout the <i>premises</i> to minimise so far as practicable the risk of any person falling.  |
| <b>Fire resistance</b>         | 11 | The <i>premises</i> shall be adequately protected against the effects of a fire occurring within the building or in any adjacent building.  |
| <b>Smoke control</b>           | 12 | Adequate provision shall be made to control the spread of smoke through the <i>premises</i> in the event of fire.   |
| <b>Safety curtain</b>          | 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 <i>stage</i> for sufficient time to enable the safe evacuation of the auditorium.  |
| <b>Lightning protection</b>    | 14 | Adequate protection against lightning shall be provided.  |
| <b>Fire control measures</b>   | 15 | Details of any fire control measures incorporated in the <i>premises</i> shall be provided for the fire brigade.  |
| <b>Electrical installation</b> | 16 | The electrical installation shall be mechanically and electrically safe and suitable for the intended use of the <i>premises</i> .  |
| <b>Lighting</b>                | 17 | All parts of the <i>premises</i> shall be provided with adequate illumination. All routes of escape and all parts of the <i>premises</i> to which the <i>public</i> have access shall be provided with adequate and assured illumination from two independent supplies and systems. |
| <b>Ventilation</b>             | 18 | Adequate ventilation shall be provided to all parts of the <i>premises</i> so as to maintain healthy conditions.  |
| <b>Heating</b>                 | 19 | Permanent means of heating all regularly occupied parts of the <i>premises</i> shall be provided and shall be arranged so as not to cause a safety or fire hazard.  |
| <b>Water &amp;</b>             | 20 | The <i>premises</i> shall be provided with a permanent water  |

<b>drainage</b>		supply and adequate drainage.
<b>Sanitary accommodation</b>	21	Adequate and free sanitary accommodation shall be provided, having regard to the type of entertainment to be given at the <i>premises</i> .
<b>Cloakrooms</b>	22	Adequate cloakrooms for patrons together with adequate changing rooms for <i>staff</i> including performers shall be provided, having regard to the operation of the <i>premises</i> .
<b>Food hygiene</b>	23	Facilities for the preparation, cooking or sale of food shall prevent any risk of contamination of the food.
<b>Drinking water</b>	24	An adequate supply of free drinking water shall be provided for all <i>staff</i> including performers, together with free drinking water for patrons if <i>required</i> .
<b>Refuse</b>	25	Adequate provision shall be made for the safe storage and ready removal of refuse.
<b>Fire alarm</b>	26	A fire alarm warning system and efficient means of communication in case of emergency shall be provided throughout the <i>premises</i> .
<b>Summoning the fire brigade</b>	27	Efficient means shall be provided for calling the fire brigade in the event of fire.
<b>Fire-fighting equipment</b>	28	Adequate fire-fighting equipment shall be provided for the <i>premises</i> .
<b>Generator safety</b>	29	Where a generator is installed it shall not present any fire or electrical hazard to the rest of the <i>premises</i> .
<b>Generator capacity</b>	30	Where a generator is installed to provide an alternative electricity supply to emergency equipment or to <i>emergency lighting</i> 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.
<b>First aid room</b>	31	A First Aid Room shall be provided in any <i>premises</i> with an <i>accommodation limit</i> of 1000 or more people (or 1500 or more people in the case of a closely-seated auditorium.)
<b>Communication</b>	32	The <i>premises</i> shall have adequate facilities for communication with the <i>staff</i> and the <i>public</i> .
<b>Safety signs</b>	33	Adequate safety signs shall be provided throughout the <i>premises</i> .
<b>Information</b>	34	All facilities intended for use by the <i>public</i> shall be clearly

signs 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 <i>log-book</i> :
<b>Initial training</b>	(a) <i>Staff</i> training in respect of fire precautions and fire evacuation procedures.
<b>Prior to admission of public</b>	(b) The <i>inspection</i> of all escape routes, all exits and <i>emergency lighting</i> prior to the use of the <i>premises</i> on any day for any entertainment.
<b>Weekly</b>	(c) The weekly testing of the fire alarm warning system and the weekly check of fire-fighting equipment.
<b>Monthly</b>	(d) The monthly fire drills.
<b>Three monthly</b>	(e) The testing of any smoke ventilators.
<b>Six monthly</b>	(f) Refresher <i>staff</i> training.
<b>Annual</b>	(g) The maintenance and <i>inspection</i> of all fire-fighting equipment and the fire alarm warning system.
<b>Emergencies</b>	(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



**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.  | <input type="checkbox"/> |
| 2. Chains or other removable fastenings are removed from exit doors and hung in their approved storage position.              | <input type="checkbox"/> |
| 3. Panic bolts and panic latches are in working order.  | <input type="checkbox"/> |
| 4. Doors, gates or shutters that should be locked open are locked in the open position.                                       | <input type="checkbox"/> |
| 5. All internal and external escape routes and all exit doors are clear and free from obstruction.                            | <input type="checkbox"/> |
| 6. Fire doors are shut unless held open by fully operational approved devices.  | <input type="checkbox"/> |
| 7. All escape routes including stairways and all escape route signs are adequately illuminated (by 2 sources where provided.) | <input type="checkbox"/> |
| 8. Where 2 power supplies are provided e.g. mains and battery, both are fully operative.                                      | <input type="checkbox"/> |
| 9. There are no obvious fire hazards such as combustible waste or litter.   | <input type="checkbox"/> |
| 10. Fire-fighting equipment is in position and available for use.   | <input type="checkbox"/> |
| 11. The required number of trained staff is present.  | <input type="checkbox"/> |
| 12. First aid equipment is available for use.   | <input type="checkbox"/> |

13. Any public address system is in working order. ☐
14. Any fire alarm warning system is in working order and is set to performance mode (where applicable). ☐
15. Any evacuation facilities for disabled people are in working order. ☐

**APPENDIX 8**  
See Condition 41

**CERTIFICATES TO BE SUBMITTED TO THE COUNCIL**

- 1** *Certificates shall be submitted to the Council at least once every year as detailed below.*

**Note:** Where a *certificate* covers a period of more than one year it will be sufficient to submit a photocopy of the *certificate* each year that the *certificate* remains valid.

**Battery**

- (a) The *emergency lighting* battery (including any self-contained units) and associated control equipment. The *inspection* of the battery and control equipment shall be in accordance with BS 5266-1. The *certificate* shall be signed by a Corporate Member of the Institution of Electrical Engineers or a member of the Electrical Contractors Association or by a contractor enrolled with the National Inspection Council for Electrical Installation Contracting or, with *consent*, another *competent person*.

**Note:** (1) A *competent person* could, for example, be from a battery manufacturer.

(2) This Condition does not apply to *premises* licensed only for *film exhibitions*. At such *premises* the Cinematograph (Safety) Regulations 1955 require that any battery used to supply *escape lighting* shall be capacity tested every 6 months and the date and result of the test entered in a register which shall be available for examination by *Authorised Officers*.

(3) A *certificate* is *required* in respect of any battery installed as part of a generator installation providing emergency power to the *premises* or for other stand-by emergency power supplies.

**Electrical installation**

- (b) The entire electrical installation (including the *emergency lighting* installation but excluding any battery.) The *inspection* shall be in accordance with Guidance Note 3 to BS 7671. In large or complex *premises* the electrical installation shall be visually *inspected* once a year and at least 20% of the installation tested in accordance with a

programme *approved* by the *Council* such that the whole installation is tested every 5 years. The *certificate* shall be signed by a Corporate Member of the Institution of Electrical Engineers or a member of the Electrical Contractors Association or by a contractor currently enrolled with the National Inspection Council for Electrical Installation Contracting or, with *consent*, another *competent person*.

**Note:** (1) This Condition does not apply to *premises* licensed only for *film exhibitions*. At such *premises* a *certificate* which accords with the Cinematograph (Safety) Regulations 1955 will suffice.

(2) A *certificate* is *required* in respect of any generator installation providing emergency power to the *premises*.

#### Boilers and calorifiers

- (c) Any steam boiler, any electrode boiler working on a closed water system or any calorifier incorporating a steam receiver. A boiler insurance company shall issue the *certificate* of thorough examination and test.

#### Fire alarm warning system

- (d) Confirmation from a fire alarm company or, with *consent*, another *competent person* that the fire alarm warning system continues to satisfy the requirements of *BS 5839*.

#### Fire fighting equipment

- (e) All portable fire-fighting equipment together with any hose reels or sprinklers in accordance with *BS 5306*.

#### Mechanical installations

- (f) (i) Any passenger lifts or escalators.
- (ii) All lifting equipment and any permanently suspended equipment. These *certificates* should be copies of the records of examination provided under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Any permanently suspended loads, such as permanently installed stage lighting luminaires or loudspeakers or flown cinema screens, shall be treated as forming part of the lifting equipment installation and be examined by the *competent person* making the examination.
- (iii) The safety curtain, its operating gear and controls, the smoke ventilators and drencher.
- (iv) Any other mechanical installation (for example, stage, orchestra or organ lifts, revolving or moving platforms) if *required*.

#### Note:

Where a complex mechanical installation has been provided for a production the *Council* may require *certificates* to be submitted at three monthly intervals.

#### Lasers

- (g) Any permanently installed lasers, other than Class 1 and

Class 2 lasers.

- |                         |  |
|-------------------------|--|
| <b>Special effects</b>  | (h) Permanently installed smoke machines, fog generators and strobe lighting.  |
| <b>Ceilings</b>         | (i) Ceilings and ornamental plasterwork, if <i>required</i> .  |
| <b>Gas installation</b> | (j) Any gas installation and any gas appliances, if <i>required</i> .<br>A member of the Council for Registered Gas Installers (CORGI) shall complete the <i>certificate</i> . |

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

N/A

**Annex 4 - Plans**

London Borough of Camden, Town Hall, Judd Street, London, WC1H 9JE

### Premises licence summary

<b>Premises licence number</b>	PREM-LIC\2560
--------------------------------	---------------

### Premises details

<b>Postal address of premises, or if none, ordnance survey map reference or description</b>	
Odeon Cinema 30 TOTTENHAM COURT ROAD LONDON W1T 1BX	
<b>Telephone number</b>	020 7636 6749

### Where the licence is time limited the dates

N/A

### Licensable Activities authorised by the licence

Plays  
Films  
Recorded Music  
Live Music  
Performances of Dance  
Anything of a Similar Description to Live Music, Recorded Music or Performances of Dance  
Late Night Refreshment  
Sale by Retail of Alcohol

### The times the licence authorises the carrying out of licensable activities

#### Plays

Monday - Sunday 08:00 - 03:00

#### Films

Monday - Sunday 08:00 - 03:00

#### Recorded Music

Monday - Sunday 08:00 - 03:00

#### Live Music

Monday - Sunday 08:00 - 03:00

#### Performances of Dance

Monday - Sunday 08:00 - 03:00

**Anything of a Similar Description to Live Music, Recorded Music or Performances of Dance**

Monday - Sunday 08:00 - 03:00

**Sale by Retail of Alcohol**

Monday - Sunday 09:00 - 00:00

**Late Night Refreshment**

Monday - Sunday 23:00 - 03:00

Films and Late Night Refreshment are extended to 05:00 on 12 occasions per year

**The opening hours of the premises**

Monday - Sunday 08:00 - 03:00

**There the licence authorises supplies of alcohol whether these are on and/or off supplies**

Sale of alcohol is permitted for consumption ON the premises.

**Name, (registered) address of holder of premises licence**

Odeon Cinemas Limited  
Offices And Premises At Studio 1  
1 Stephen Street  
London  
W1T 1AT

**Registered number of holder, for example company number, charity number (where applicable)**

01854132

**Name of designated premises supervisor where the premises licence authorises the supply of alcohol**

Carla Eleanor Willett

**State whether access to the premises by children is restricted or prohibited**

Not Restricted