

Pool of model conditions – Licensing Act 2003

MANDATORY CONDITIONS	
On any premises licence allowing sale of alcohol (not Club Premises Certificate)	
<input type="checkbox"/>	<p>(1) No supply of alcohol may be made under the premises licence:-</p> <p>(i) at a time when there is no designated premises supervisor in respect of the premises licence, or</p> <p>(ii) at a time when the designated premises supervisor does not hold a personal licence or his/her personal licence is suspended.</p>
<input type="checkbox"/>	<p>(2) Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.</p>
If sale / supply of alcohol (Premises or Club)	
<input type="checkbox"/>	<p>(6) (i) 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.</p> <p>(ii) 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.</p>
<input type="checkbox"/>	<p>(7) 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—</p> <p>(a) a holographic mark, or</p> <p>(b) an ultraviolet feature.</p>
<input type="checkbox"/>	<p>(9) 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. For the purposes of this condition –</p> <p>(a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979</p> <p>(b) “permitted price” is the price found by applying the formula –</p> $P = D + (D \times V)$ <p>Where –</p> <p>(i) P is the permitted price</p> <p>(ii) D is the amount of duty chargeable in relation to the alcohol as if the</p>

	<p>duty were charged on the date of the sale or supply of the alcohol, and</p> <p>(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;</p> <p>(c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence –</p> <ul style="list-style-type: none"> (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; <p>(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</p> <p>(e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.</p> <p>(f) Where the permitted price given by Paragraph (b) would (apart from the paragraph) not be a whole number of pennies, the price given by that subparagraph shall be taken to be the price actually given by that subparagraph rounded up to the nearest penny.</p> <p>(g) Paragraph (b)(ii) applies where the permitted price given by Paragraph (b) 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.</p> <p>(h) 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.</p>
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If sale / supply of alcohol for consumption on the premises (Premises or Club)

<input type="checkbox"/>	<p>(3) 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.</p>
<input type="checkbox"/>	<p>(4) 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—</p> <p>(a) games or other activities which require or encourage, or are</p>

	<p>designed to require or encourage, individuals to—</p> <ul style="list-style-type: none"> (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); <p>(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;</p> <p>(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;</p> <p>(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;</p> <p>(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).</p>
<input type="checkbox"/>	<p>(5) The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.</p>
<input type="checkbox"/>	<p>(8) The responsible person must ensure that—</p> <p>(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—</p> <ul style="list-style-type: none"> (i) beer or cider: ½ pint;

	<p>(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and</p> <p>(iii) still wine in a glass: 125 ml;</p> <p>(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and</p> <p>(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.</p>
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If door supervisors are required by conditions (Premises or Club)

<input type="checkbox"/>	<p>(10) Where, at any specified time(s), one or more individuals must be at the premises to carry out a security activity (within the meaning of the Private Security Industry Act 2001), each individual must be licensed by the Security Industry Authority (SIA).</p>
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If exhibition of films (Premises or Club)

<input type="checkbox"/>	<p>(9) (i) In respect of the exhibition of films, the admission of children (ie: anyone aged under 18) must be restricted in accordance with any recommendation(s) made by the film classification body specified (as designated by S4 of the Video Recordings Act 1984 - the British Board of Film Classification).</p> <p>(ii) Where a film classification body is not specified, the admission of children must be restricted in accordance with any recommendation(s) made by the licensing authority.</p>
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CONDITIONS THAT MAY BE IMPOSED

CCTV

	<p>(1) (i) A suitable and sufficient digital CCTV camera system linked to a suitable recording facility, which captures images of evidential quality, shall, so far as is reasonably practicable, be operational at the premises during any period in which licensable activities are permitted.</p> <p>(ii) The CCTV system shall incorporate cameras covering both the internal areas of the premises and the external area immediately outside the front of the premises.</p> <p>(iii) So far as is reasonably practicable, the CCTV system must be maintained to a standard acceptable to the relevant Police Licensing Department, in good working order at all times and shall be serviced at least every 12 months.</p>
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	<ul style="list-style-type: none"> (iv) CCTV recordings and footage must be retained for a minimum period of 31 (thirty-one) days and be made available for review by the Police upon request (subject to the requirements of the Data Protection legislation in force at the time). (v) The CCTV system shall be stored and operated in a secure environment with limited access, to avoid damage, theft, unauthorised viewing and maintain the integrity of the system. (vi) All CCTV recorded images / footage and copies thereof shall, so far as is reasonably practicable, display the correct time and date of each recording. The system clock shall be checked regularly for accuracy taking account of GMT and BST. (vii) Suitable and sufficient warning signs shall be displayed in the public areas of the premises advising that CCTV is in operation at the premises. (viii) A competent person conversant with the operation and retrieval of information contained in the CCTV system / footage shall be available to provide immediate copies of footage to the police on request. Any images recovered must be in a viewable format on either disc or VHS. Footage supplied in a digital format on CD or DVD will also have a copy of the CCTV system software enabled on the disc to allow playback. (ix) A simple operator's manual shall be available at the premises to assist in replaying and exporting data from the CCTV system. (x) A written record shall be kept of any access made to the CCTV system, and shall be made available to the responsible authorities on request.
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SECURITY

	<ul style="list-style-type: none"> (2) (i) On Friday's, Saturday's and any day that precedes or falls on a bank or public holiday, a minimum of 2 (two) SIA licensed door supervisors shall be employed and in attendance (i.e. on duty) at the premises solely to carry out door supervisor / security duties at all times that the premises is open to members of the public. (ii) On any other day, a minimum of 1 (one) SIA licensed door supervisor shall be employed and in attendance (i.e. duty) at the premises solely to carry out door supervisor / security duties at all times that the premises is open to members of the public. (iii) At any time where there is an intention to search female
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	<p>customers a minimum of 1 (one) female SIA door supervisor shall be employed and in attendance (i.e. on duty) at the premises.</p> <p>(iv) Notwithstanding the above, at the close of business on any day, a suitable and sufficient number of SIA door supervisors shall be employed and in attendance (i.e. on duty) at the premises, to assist with the management of customers leaving the premises, and those remaining in the vicinity of the premises.</p> <p>(v) The vicinity of the venue is to be patrolled by SIA door supervisor(s) following closure of the premises, for 15 minutes or until the immediate vicinity of the premises is cleared (whichever is greater) to assist with the safe dispersal of customers from the area.</p> <p>(vi) (a) A nominated member of security staff, positioned at the entrance / exit doors shall be responsible for counting persons (including staff) in and out of the venue, using a device for counting deemed suitable by the Hampshire Constabulary Licensing Team.</p> <p>(b) In accordance with the above, an accurate number of persons in the venue must be known at all times that licensable activities are taking place.</p> <p>(vii) Any SIA licensed door supervisors on duty shall wear a fluorescent or reflective orange tabard, clearly marked security at all times.</p>
	<p>(3) (i) The premises licence holder shall maintain a bound, consecutively page-numbered book detailing every person employed at the premises in the role of security / door supervisor, each time the premises is open for licensable activities. The log shall include the following:</p> <p>(a) The SIA licence number, name, date of birth and residential address & telephone number of the individual;</p> <p>(b) The time at which they commenced and finished that period of duty, including a signed acknowledgement by that person;</p> <p>(c) Any times during the period of duty, that they were not on duty; and</p>

	<p>(d) If the person is not directly employed by the premises licence holder, the name of the person or company who employs the individual, and who their services were engaged through.</p> <p>(ii) The log must be kept, in a secure location on the premises to which it relates, in order to prevent unauthorised access or alterations, and be made immediately available to officers of the responsible authorities on request.</p>
	<p>(4) (i) A written incident log shall be kept and maintained at the premises, and should contain details of the following:</p> <p>(a) All refusals of entry to the premises, including the reason for the refusal; and</p> <p>(b) All ejections from the venue, including a summary of the circumstances leading to the ejection, and details of all staff members involved.</p> <p>(ii) This log must be completed as soon as is reasonably practicable after an incident, and in all circumstances prior to the end of the staff member's shift.</p> <p>(ii) The log must be kept at the premises to which it relates and be made available to Police Officers on request.</p>
	<p>(20) A suitable written policy on the ejection and refusal of entry of patrons shall be developed for the premises, and be agreed with the Hampshire Constabulary Licensing Team. This policy shall be actively implemented and enforced at the premises and shall be reviewed, revised and updated as often as may be necessary.</p>
	<p>(1) (i) Suitable and sufficient arrangements shall be made for the detection and refusal of entry of any individual seeking access to the premises with drugs, weapons and/or other illicit items.</p> <p>(ii) Any detection activities undertaken in compliance with the above shall only be undertaken by suitable, trained, authorised and competent individuals.</p> <p>(iii) Suitable and sufficient signs warning of the nature and type of any detection system(s) and of any admissions / refusal of entry and / or re-entry policies shall be prominently displayed at all points of entry.</p>

	(1) A suitable and sufficient search (for drugs, weapons and other illegal items) shall be conducted in respect of each individual (and their effects) seeking access to the premises after 22:00pm and when a door supervisor is present.
	(1) The premises shall be fitted with shutters at the front and rear, which are kept closed at any time when the premises is not open to members of the public.
	(1) A metal roller shutter shall be fixed and operational at the front external window of the premises to ensure the shop front is safe and secure at all times.
	(5) All public points of access and egress to and from the premises shall be fitted with electronic shunt locks, which are remotely operable from an area accessible only to staff.
	(6) A suitable and sufficient audible intruder alarm shall be provided and operational at the premises and be maintained in good working order at all times.
	(4) A suitable panic alarm system shall be implemented and maintained at the premises for the use of staff in emergencies.
	(1) The premises shall be served by a functional personal attack alarm system that can be activated at a minimum of 4 (four) separate locations. Each alarm shall be directly linked to a security alarm system subject to monitoring.
	(1) (i) All points of customer access and egress to the premises shall be closed and kept closed (except in an emergency) between the hours of 00:00 midnight and 05:00am on any day. (ii) Any sales made during these hours shall be made through a suitable night service hatch.
	(2) Tills shall be securely fixed to the counter on which they are placed.
	(3) All alcohol offered for sale on the premises shall be electronically tagged for security, removable only at checkout.
	(2) (i) All alcohol kept in storage (i.e. not on the sales floor) at the premises shall be stored in a secure, locked area designated for this purpose. (ii) Only a limited number of essential personnel shall have access to the alcohol stored there.
NOISE	

	<p>(1) (i) Except for access and egress, all external doors and windows of the licensed premises shall be closed and kept closed at any time licensable activities are provided.</p> <p>(ii) The premises shall be provided with suitable and sufficient acoustically treated ventilation / air-conditioning so as to ensure that all windows and doors can be kept closed in accordance with the above requirement.</p>
	<p>(1) Except for access and egress, all external doors and windows must be closed and kept closed between 22:00pm and the end of the opening hours on any day.</p>
	<p>(7) (i) Except for access and egress, the rear internal door of the premises shall be closed and kept closed at all times.</p> <p>(ii) This door shall be fitted with a suitable self closing device, which must be adequately maintained in good working order at all times.</p> <p>(iii) This door shall not be allowed to be obstructed or otherwise propped open at any times whilst licensable activities take place.</p>
	<p>(7) All external windows shall be double glazed in construction.</p>
	<p>(1) The fire escape or other exit doors facing onto Birchett Road shall be of an acoustic attenuation rating of a minimum of Rw35. All such doors shall be suitably and sufficiently maintained so as to ensure this level of attenuation is retained at all times.</p>
	<p>(8) (i) The two central ventilation ducts leading directly through the roof shall be suitably stopped or sealed so as to prevent noise escaping through these ducts.</p> <p>(ii) In support of the above, the premises shall be provided with a suitable and sufficient air conditioning system.</p>
	<p>(2) (i) No music or speech shall be relayed via external speakers other than for events with the prior approval of the licensing authority.</p> <p>(ii) Subject to the above, all speakers and amplification equipment shall be kept on the premises and shall not be positioned near to, or facing any external opening(s) such as doors and windows.</p> <p>(iii) All speakers and similar amplification equipment must be placed on suitable anti-vibration mounts.</p>

(2)	(i) No live and/or amplified music shall be provided outdoors after 23:00pm on any day.
(3)	(i) A suitable noise complaints procedure must be established and be in operation at the premises (e.g. all staff must be familiar with the complaints procedure and any complaint(s) made in respect of the premises, its customers, staff and/or the activities carried on there must be investigated and remedied as soon as, and, so far as is reasonably practicable to prevent public nuisance). Suitable written records (e.g. the nature of any complaint(s), action(s) taken in response, the date(s) and time(s) when any complaint was made, together with the name of the person(s) who handled the complaint) must be kept and made available to officers of Rushmoor Borough Council on request.
(4)	(i) The licence holder shall, so far as is reasonably practicable, take such steps as to ensure that people on, or leaving, the licensed premises conduct themselves in an orderly manner, and do not cause annoyance to the neighbourhood. (iii) In particular and, where employed, licensed door supervisors shall ensure that any customer(s) using the area at the front of the premises (e.g. for smoking activities) do(es) not cause disturbance to neighbouring residential property.
(5)	The sound level output of any amplified sound shall be set at a level agreed in writing with Environmental Health at Rushmoor Borough Council.
(1)	(i) Prominent, clear and legible notices shall be displayed at all exits of the premises requesting patrons and staff to respect the needs of local residents and to leave the premises and area quietly. (ii) The need to leave the premises and area quietly shall, so far as is reasonably practicable, be verbally re-iterated by staff as customers leave the premises.
(1)	Disposal of refuse such as waste bottles into external receptacles, where the noise will be audible to neighbouring properties, must not occur between 2300 and 0800 hrs.

	<p>(2) No licensable activities or the consumption of food or drink shall be permitted in any external area(s) of the premises used by customers / patrons between 22:00pm and the end of specified opening hours on any day. Only smoking may be permitted in any authorised external area(s) of the premises during the time stated.</p>
<p>The designated smoking area shall be situated as far as possible from the residential properties on either side of the premises.</p>	
	<p>(13) (i) The maximum number of customers permitted to use the public highway at the front of the premises shall be limited to 10 (ten) at any time.</p> <p>(ii) The SIA Door Supervisors or staff shall monitor the public highway at the front of the premises where it is being used for smoking by patrons of the premises, to ensure that the above limit is not exceeded, and that patrons behaviour does not cause public nuisance.</p> <p>(iii) Customers shall not be permitted to take drinks onto the public highway at the front of the premises.</p>
	<p>(3) (i) The main entrance / exit onto Grosvenor Road shall have a lobby with both an inner and outer door, fitted with self-closing devices.</p> <p>(ii) The distance between the inner and outer door shall be sufficient to allow one door to close before the other door is opened.</p> <p>(iii) As far as is reasonably practicable the self closing devices should be maintained in good working order at all times.</p> <p>(iv) Both the inner and outer doors shall be tight sealing.</p>
	<p>(1) (i) The licence holder or nominated staff representative(s) must carry out a regular noise assessment of the area adjacent to the premises whilst licensable activities are taking place. These assessments must be undertaken at hourly intervals from 21:00pm and during any 'drinking-up' or 'wind-down' period.</p> <p>(ii) Noise assessments must take place on all sides of the premises at the boundary of the nearest residential premises, and if audible, suitable and sufficient steps should be taken to reduce noise from the licensed premises to a level at which</p>

	<p>noise from the premises is no longer audible at the monitoring point(s).</p> <p>(iii) Written records of these assessments and any remedial action(s) taken should be kept and made available to either the local authority or the Licensing Authority on request.</p>
(1)	<p>(i) Any sound passed through a sound amplification system shall be played through a suitable sound-limiting device.</p> <p>(ii) The sound-limiting device referred to above shall be set up by a competent person (i.e. professional installer of such equipment).</p> <p>(iii) The sound level output of this device shall be set at a level to be agreed by the licence holder and Environmental Health and, once set, shall not be altered, amended or changed.</p>
(2)	<p>(i) A suitably qualified and experienced noise consultant (or representative thereof), who holds a MSc in Acoustics, or similar, and who are members of the Institute of Acoustics and employed by the premises licence holders at their own expense, shall be present on site for the duration of any event involving licensable activities while live or recorded music and/or other amplified sound is provided.</p> <p>(ii) The noise consultant (or representative thereof) shall monitor, advise on and have sufficient authority to control music sound levels as may be appropriate.</p>
(3)	<p>(i) For any event involving licensable activities where live, recorded music and/or other amplified sound is provided, remote noise monitoring equipment shall be located as agreed prior to the event with the Licensing Authority. The noise monitoring equipment must be capable of transmitting readings to alert agreed persons when a set sound level, as agreed by the Licensing Authority, is exceeded.</p> <p>(ii) Readings from the remote noise monitoring equipment shall be fed back to the licence holders by their on site acoustic consultants (or representative thereof) when set sound levels, agreed with the licensing authority, are exceeded and from periodic checks. Copies of the information taken or received from the sound meters shall be provided to the licence holders and Licensing Authority on the next working day after the licensable event has ended.</p> <p>(iii) The licence holders shall use these readings to ensure compliance with conditions (5), (6) and (7) below.</p> <p>(iv) All readings shall be recorded in such a way as to allow the</p>

	licensing authority to monitor and examine said readings during and after the event.
(4)	<p>(i) For any event involving licensable activities where live or recorded music and/or other amplified sound is provided, the licence holders shall provide an acoustic report detailing the predicted noise levels for the event(s) in question, including any attenuation measures to be taken and any additional relevant information that shows how the prevention of public nuisance shall be addressed. This report shall be submitted to the licensing authority at least 8 (eight) weeks before the first day on which the event is due to commence for consultation with the responsible authority for the prevention of public nuisance.</p> <p>(ii) Any such report must show the layout and orientation of all stage loudspeakers and mixing desks.</p> <p>(iii) Any subsequent alterations to the report or the implementation of attenuation measures that may increase the impact of the event to the detriment of local residents, shall be agreed to the satisfaction of the responsible authority for the prevention of public nuisance and shall only be undertaken with the written approval and confirmation of receipt of notification of the changes by the licensing authority no later than 3 (three) weeks before the first day on which the event is due to commence.</p>
(5)	Between the hours of 24:00midnight and 10:00am the following day, the Music Noise Level (MNL) measured 3m from the façade of noise sensitive premises (being a premises where the occupants are likely to suffer nuisance from excessive noise) as a 15 minute L_{Aeq} shall not exceed the L_{90} background level by more than 6dB(A) over a 15 minute period. In addition, in the frequency range of 63 Hz and 125 Hz, the $L_{Aeq(15 mins) 63,125 Hz}$ noise levels will not exceed 6dB (L) above the $L_{90 (15 mins) 63,125 Hz}$ value, as measured at 3m from the facade of any noise sensitive dwelling defined above.
(6)	<p>Between the hours of 10:00am and 24:00midnight the control limits set at the mixer position shall be adequate to ensure that the Music Noise Level (MNL) measured 3m from the façade of noise sensitive premises (being a premises where the occupants are likely to suffer nuisance from excessive noise):</p> <p>(i) does not exceed 65dB(A) over a 15 minute period; and</p> <p>(ii) the maximum noise level (L_{max}) does not exceed 75dB.</p>
(7)	Any data relating to the sound levels being produced from the stage(s) shall be recorded and made available to the licensing authority if so required.

	<p>(8) A weather station consisting of suitable instruments shall be installed to provide indications of changes occurring to weather conditions, such as temperature inversions. The position of the weather station, the frequency of monitoring and the steps taken to tackle unusual weather conditions, shall be agreed with the Local Authority and details of which shall be set out in the noise management plan for the event.</p>
	<p>(2) (i) For any event involving licensable activities where live, recorded music and/or other amplified sound is provided, the noise shall be monitored using a suitable sound level meter at the locations agreed prior to the event with the responsible authority. Should the music noise levels exceed the guidelines on the code of practice on Environmental Noise Control at Concerts then steps shall be taken to ensure the noise level is lowered to the accepted levels.</p> <p>(ii) The Music Noise Level (MNL) measured 3m from the façade of noise sensitive premises (being a premises where the occupants are likely to suffer nuisance from excessive noise):</p> <p>(a) does not exceed 65dB(A) over a 15 minute period;</p> <p>(b) and the maximum noise level (L_{max}) does not exceed 75dB.</p> <p>(iii) Readings from the noise monitoring equipment shall be recorded and the responsible authority for the prevention of public nuisance may require a copy of these readings. All readings shall be recorded in such a way as to allow the licensing authority to monitor and examine said readings during and after the event.</p>
	<p>(4) (i) A suitable written policy on the dispersal of patrons leaving the premises shall be developed for the premises. This policy shall be actively implemented and enforced at the premises and shall be reviewed, revised and updated as often as may be necessary.</p> <p>(ii) All staff and door supervisors will be required to read and sign a copy of the policy as part of their training and to assist in its enforcement as necessary.</p> <p>(iii) This policy will be made available to police and licencing officers on request.</p>
WASTE	
	<p>(6) (i) Suitable and sufficient litterbins shall be provided in the vicinity of the premises (including suitable receptacles to dispose of litter arising from smoking activities).</p> <p>(ii) All litter bins provided, together with the area within the immediate vicinity of the premises shall be cleared of litter</p>

	(including waste arising from smoking activities) on a regular basis and always at the close of business each day.
(9)	<p>(i) Suitable, prominent, clear and legible notices shall be located within the premises requesting patrons to dispose of litter responsibly, including waste arising from smoking activities.</p> <p>(ii) The licence holder shall provide suitable and sufficient receptacles within the premises and at the entrance to the premises for this purpose.</p>
(10)	The area in the immediate vicinity of the premises shall be cleared of litter (including waste arising from smoking activities) on a regular basis and always at the close of business.
LIGHTING	
(4)	<p>(i) All lighting (including external lighting) shall be correctly adjusted so that it only illuminates the surface(s) intended and does not throw light onto or into neighbouring property.</p> <p>(ii) External lighting shall be fitted with properly designed screens, baffles, shrouds or louvers in order to permit the direction and control of light beams.</p> <p>(iii) All external lighting shall be switched off when not required for use.</p>
DRINKING VESSELS	
(8)	The licence holder must ensure that no bottles or glasses are removed from the premises.
(14)	Only drinking vessels made from toughened glass or plastic, bearing the stamp required by s16(2) of the Measuring Equipment (Intoxicating Liquor) Regulations 1983 and subsequent revisions thereof where necessary, may be used to serve drinks.
(7.1)	No drinks are to be served to customers in glass bottles. In every case they will be poured into appropriate vessels by the bar staff.
(2)	On Thursdays, Fridays and Saturdays and on any day preceding a bank or public holiday from 20:00pm only drinking vessels made from polycarbonate or plastic may be used to serve drinks to customers at the premises.
CHILDREN	
(2)	No person under the age of 18 shall be permitted to enter or remain in the premises during permitted hours for licensable activities.

	(3) Children under the age of 16 years shall not be permitted in the premises, unless they are accompanied by an adult (over 18 years).
	(1) No person under the age of 18 years shall be allowed on the premises between 18:00pm and the end of permitted hours on any day.
ADULT ENTERTAINMENT	
	The premises shall be of such material(s), design and construction so as to prevent any individual(s) outside the premises being able to see into the premises at any time, or otherwise prevent sight of any activities provided, or carried on, in the premises (e.g. blacked out windows and doors etc) at any time.
	(7) No advertising materials shall be distributed or displayed which contain obscene images.
	(3) Children shall not be permitted in any area where adult entertainment (i.e. striptease) is taking place. A strict identification policy for proof of age of any person appearing to be under 18 (eighteen) shall be in place when any such activity is taking place.
PUBWATCH / TOWNLINK RADIO	
	(21) (i) A representative of the premises (wherever possible the Designated Premises Supervisor specified on this premises licence), shall attend meetings of any local Pubwatch or similar scheme, as long as one is in existence. (ii) No individual(s) and / or group(s) listed / banned by the local Pubwatch scheme from access to participating licensed premises shall be permitted on, or otherwise allowed to remain on the premises. (iii) The representative shall ensure that descriptions of disorderly and / or banned individuals are circulated to other licensed venues via the Pubwatch scheme.
	The premises shall be connected to, and actively contribute in the 'Aldershot town link radio network' (i.e. a suitable secure radio link allowing the network sharing of information and direct communication access to Rushmoor Borough Council CCTV operations room and also (or via the CCTV control room) local police patrols).
REFUSALS	
	(1) (i) A written log shall be kept of all refusals, including refusals to serve alcohol. The holder of the premises licence shall ensure

	<p>that the refusals log is properly maintained and this shall involve, but is not limited to, nominating in writing a responsible person to check and sign it on a weekly basis.</p> <p>(ii) Written records of any refusals shall be maintained at the premises for 12 (twelve) months and be made available to the responsible authorities immediately on request.</p>
	<p>(2) Any person who is refused the sale of alcohol due to being already intoxicated shall be asked to leave the licensed premises as soon as is reasonably practicable. A written record of each such event shall be maintained.</p>
DRUGS	
	<p>(22) A suitable written policy on how the venue will deal with drugs, and drug prevention shall be developed for the premises, and be agreed with the Hampshire Constabulary Licensing Team. This policy shall be actively implemented and enforced at the premises and shall be reviewed, revised and updated as often as may be necessary.</p>
TOILETS	
	<p>(23) (i) All lavatories, WC's and urinals at the premises shall be maintained in good working order, and be properly cleaned, ventilated, disinfected and supplied with hot and cold water.</p> <p>(ii) The doors leading into any toilet facilities shall be clearly marked.</p> <p>(ii) The toilet facilities shall be checked hourly at all times when the premises is open to members of the public.</p> <p>(iv) A written record of these checks, including details of any occurrence outside of normal cleaning e.g. the finding of drugs or associated items, shall be kept in a bound log.</p> <p>(v) This log must be kept at the premises to which it relates, and made immediately available on request to officers of the responsible authorities.</p>
	<p>(1) (i) The customer toilets at the premises shall be secured at all times using a numbered combination lock.</p> <p>(ii) The access number shall only be given to bona fide customers who have entered the premises via the reception desk.</p>

	<p>(iii) Clear and legible notices shall be displayed on the outside of the door to each toilet stating that only bona fide customers will be given the access code.</p>
TRAINING	
	<p>(2) (i) Anyone authorised to sell alcohol at the premises shall (before being permitted to make sales of alcohol) be suitably trained in respect of the following matters to a level commensurate with their duties and responsibilities:-</p> <p style="margin-left: 40px;">(a) the refusal of the sale of alcohol to those who appear intoxicated and how to recognise them; and</p> <p style="margin-left: 40px;">(b) the appropriate precautions to prevent the sale of alcohol to persons under the age of 18.</p> <p>(ii) Refresher training shall take place at least every 6 months.</p> <p>(iii) Written records of such training shall be produced, and be signed and dated by the member of staff receiving the training. They shall be kept on the premises to which they relate for a minimum of 2 years and be made available to the responsible authorities immediately on request.</p>
	<p>(9) All staff / employees shall be trained regarding appropriate precautions to prevent the sale of alcohol to persons under the age of 18, the below Challenge 25 policy, the signs and symptoms of intoxicated persons and the refusal of sale due to intoxication.</p> <p>(10) Further to the above, all staff / employees shall be required to pass a written test relating to the above training before they are permitted to sell alcohol. The written test will consist of a minimum of ten questions of which the pass rate shall be 80%. Anyone who fails to reach the prescribed pass rate will receive re-training and re-testing until the pass rate is attained.</p> <p>(i) All staff will receive refresher training and re-testing in accordance with the above, at least every six months.</p> <p>(ii) There must be a minimum of two sets of questions to be used in the specified training which will be rotated upon each subsequent six month training session.</p> <p>(iii) Written records of all training and refresher training signed and dated by the member of staff who received that training shall be kept on the premises to which they relate for a minimum of 2 years.</p>

	(iv) Written records of such training shall be kept and made available to the responsible authorities on request.
	(3) All employees shall be made aware of the conditions attached to this licence by a mechanism in writing.
	(4) The Designated Premises Supervisor (DPS) must have passed the BIIAB Level 2 Award for Designated Premises Supervisors (ADPS) or equivalent qualification by 20 th January 2015. Any new DPS appointed after 20 th January 2015 must have completed the same prior to their appointment.
IDENTIFICATION / PROXY SALES	
	<p>(11) (i) Anyone authorised to sell or supply alcohol at the premises shall request and ensure sight of suitable identification, for proof of age, of any person appearing to them to be under the age of 25 (twenty-five) and who is attempting to purchase alcohol.</p> <p>(ii) For the purposes of this condition, suitable identification is photo driving licence, passport, or any other photographic identification bearing the "PASS" logo and the person's date of birth.</p> <p>(iii) Further to the above, anyone authorised to sell or supply alcohol at the premises shall be instructed that no sale of alcohol shall be made unless suitable identification, for proof of age, can be provided.</p> <p>(iv) Suitable and sufficient warning signs shall be displayed in the premises providing information in respect of the above challenge 25 policy and the request for suitable identification in connection thereof.</p>
	(4) Anyone authorised to sell alcohol at the premises shall check and, where appropriate, challenge any prospective purchaser of alcohol as to whether they are making the purchase on behalf of a child.
	(7) All staff at the premises shall check and, where appropriate, challenge any adult accompanied by a child, to ensure consumption of alcohol by children does not take place.
	(12) The point of sale system operational at the premises shall include an age prompt for every sale of age restricted products.
FIRST AID	
	(5) Dependant on the activities, events and risks at the premises, a suitably trained first aider or an appointed person for first aid must be present on the premises at all times during licensable activities.

	Suitable and sufficient supplies of first aid equipment / materials must also be made available to members of the public.
(5)	Suitable and sufficient supplies of first aid equipment / materials must be made available to members of the public on request.
ALCOHOL SERVICE WITH MEALS	
(4)	Alcohol shall only be sold; <ul style="list-style-type: none"> (i) For consumption on the premises, where the patron consuming the alcohol is a bona fide customer consuming a substantial table meal purchased from the premises; or (ii) For consumption off the premises, where it is purchased with a substantial takeaway meal.
(1)	Table meals shall be available at the premises at all times children are permitted on the premises.
(1)	<ul style="list-style-type: none"> (i) The premises to which this licence relates shall only be operated as a restaurant. (ii) Alcohol may be supplied on the premises only to persons who are taking table meals there, or who have a booking and are waiting to do so.
EVENT LIMITATIONS	
(1)	The holder of this licence shall not provide licensable activities at the premises on more than 4 (four) separate occasions in any calendar year.
(4)	Except for events primarily consisting of incidental music or dancing, no more than 3 (three) events involving boxing or wrestling, live or recorded music (or similar) shall be permitted in any one calendar year.
(1)	<ul style="list-style-type: none"> (i) This licence permits only four (4) days of licensable activities each calendar year (ii) The licence holder shall confirm to the licensing authority, in writing, the planned days of licensable activities at least 14 days prior to any event.
EVENTS	
(2)	<ul style="list-style-type: none"> (i) The licence holder shall produce and make available to all responsible authorities (as defined by the Council's Licensing Policy) at least 14 days prior to every event, an Event Management Plan.

	<p>(ii) The Event Management Plan shall include the licence holders intentions in respect of measures to be implemented to promote the licensing objectives.</p> <p>(iii) The Event Management Plan shall be effected to the satisfaction of the responsible authorities.</p>
	<p>(5) For any event involving licensable activities, a suitable and sufficient traffic management plan shall be submitted to Hampshire Constabulary and the Hampshire County Council Highways Authority at least 8 (eight) weeks prior to the first day on which the event is due to commence.</p>
	<p>(6) (i) For any event involving licensable activities, a suitable and sufficient Major Incident Plan, detailing the measures to be taken in the event of a major incident at any event shall be developed, implemented and submitted to the licensing authority at least 4 (four) weeks prior to the first day on which the event is due to commence.</p> <p>(ii) Any subsequent alterations made to the Major Incident Plan shall only be implemented with the written approval and confirmation of receipt of the licensing authority.</p>
	<p>(7) (i) For any event involving licensable activities, suitable and sufficiently comprehensive policies and procedures concerning the management of the following shall be developed, implemented and submitted to the Hampshire Constabulary at least 4 (four) weeks prior to the first day on which the event is due to commence.</p> <p>(a) Illegal drugs (inclusive of the steps to be taken to ensure illegal drugs are not brought onto site, their seizure and subsequent storage (if found), together with reporting arrangements);</p> <p>(b) Reporting of crime; and</p> <p>(c) Management of lost property.</p> <p>(ii) Any subsequent alteration made to any of the above policies shall only be implemented with the written approval and confirmation of receipt of the Hampshire Constabulary.</p>
	<p>(8) (i) For any event involving licensable activities, suitable and sufficient policies and procedures in respect of the management and reunification of lost children shall be developed and implemented accordingly.</p> <p>(ii) All such policies and procedures must be submitted to the licensing authority at least 4 (four) weeks prior to the first day on</p>

	<p>which the event is due to commence.</p> <p>(iii) Any subsequent alteration made to any of the above policies shall only be implemented with the written approval and confirmation of receipt of the licensing authority.</p>
(9)	<p>(i) For any event involving licensable activities, a suitable and sufficient Security and Stewarding Plan (inclusive of an explanation as how the limits referred to in condition (1) of Annex 3 below are to be monitored), shall be developed, implemented and submitted to the licensing authority at least 4 (four) weeks prior to the first day on which the event is due to commence.</p> <p>(ii) Any subsequent alterations made to the Security and Stewarding Plan shall only be implemented with the written approval and confirmation of receipt of the licensing authority.</p>
(10)	<p>For any event involving licensable activities, a suitable and sufficient waste management plan shall be developed, implemented and submitted to the licensing authority at least 8 (eight) weeks prior to the first day on which the event is due to commence.</p>
(11)	<p>(i) For any event involving licensable activities, a final site plan showing the layout for each event shall be submitted to the licensing authority at least 4 (four) weeks prior to the first day on which the event is due to commence.</p> <p>(ii) Where appropriate to the event, this plan shall show the location of the following:-</p> <ul style="list-style-type: none"> (b) Campsites; (c) Sanitary accommodation; (d) Stages; (e) Marquees; (f) Emergency exits; (g) Stores; (h) Funfair(s); (i) Artist and crew areas; (j) Car parks; (k) Steward areas; (l) Event control area(s); (m) Food and merchandising stands; and (n) Any other areas or items deemed relevant to the specific event <p>(iii) Any subsequent alterations made to the site layout shall only be implemented with the written approval and confirmation of receipt of new plans by the licensing authority.</p>

	<p>(4) (i) For any event involving licensable activities where live or recorded music and/or other amplified sound is provided, the licence holders shall provide and maintain a noise management plan detailing the predicted noise levels for the event(s) in question, including any attenuation measures to be taken and any additional relevant information that shows how the prevention of public nuisance shall be addressed. This plan shall be submitted to the licensing authority at least 4 (four) weeks before the first day on which the event is due and must be to the satisfaction of the responsible authority for the prevention of public nuisance.</p> <p>(ii) Any such report must show the layout and orientation of the stage, loudspeakers and mixing desks.</p> <p>(iii) Any subsequent alterations to the report or the implementation of attenuation measures by the responsible authority for the prevention of public nuisance and shall only be undertaken with the written approval and confirmation of receipt of notification of the changes by the licensing authority no later than 1 (one) week before the first day on which the event is due to commence.</p>
	<p>(5) (i) During permitted hours, the licence holders (or a nominated representative thereof) shall be available to receive and respond to nuisance-related complaints.</p> <p>(ii) A suitable complaint hotline telephone shall be provided and maintained for the purpose. The licence holders shall notify Rushmoor Borough Council's CCTV control, the 101 non-emergency service and Aldershot and Farnborough Police stations about the event, the hotline contact telephone numbers and the complaint handling procedure. Rushmoor's Duty Officer shall be notified immediately by the licence holder of any complaints received.</p> <p>(iii) For any event involving licensable activities, the licence holder shall agree in writing with the licensing authority, 4 (four) weeks before the first day on which the event is due to commence, the method of advertising the event, the information contained and its distribution to local residents. The information shall include details of the event, the event's complaint hotline telephone number and Rushmoor Borough Council's out-of-hours telephone number.</p> <p>(iv) A complaints handling procedure, agreed by the responsible authority, shall be put in place that includes suitable written records of any complaints received, which must be kept and</p>

	<p>made available to officers of the responsible authority on request. The complaints record shall include the nature of the complaint(s), name and address of the complainant, the date and time when any complaint was made, action(s) taken in response to resolve the complaints, the date and time the action was taken, together with the name of the person(s) who dealt with the complaint.</p> <p>(v) On receiving any complaint(s) about noise from an event the licence holder will immediately investigate the complaint and take necessary action in conjunction with Rushmoor's Duty Officer in accordance with the Noise Management Plan. The situation can only be restored when the licence holder is confident that no further complaints will be received.</p>
(3)	<p>(i) The premises licence holder shall prepare and submit a waste management plan to the Licensing Authority no later than 2 weeks prior to the commencement of any event.</p> <p>(ii) The licence holder shall ensure that a suitable and sufficient number of refuse / litter bins are provided at any event</p>
(12)	<p>(i) For any event for over 1000 people involving regulated entertainment, no licensable activities shall be undertaken except in accordance with the guidance and advice of, and on consultation with, the responsible authorities (as defined under the Licensing Act 2003) and any other authority that may be appropriate in the circumstances.</p> <p>(ii) In particular, any advice given by any safety-related authority (e.g. health and safety, fire safety etc), and/or the police in general shall be strictly adhered to at all times. This includes advice to cancel, postpone or otherwise withdraw the use of the premises for and in respect of any event(s).</p> <p>(iii) In particular, any advice given by the appropriate authority responsible for the control of pollution (e.g. Environmental Health) in its area in respect of noise and public nuisance shall be strictly adhered to at all times.</p>
(13)	<p>The following personnel shall be in attendance and operational at the premises for the duration of all licensable activities:-</p> <p>(a) 1 (one) Oak Farm Community School appointed duty site officer;</p> <p>(b) 1 (one) Head Steward designated by Gurkha Security Services Ltd; and</p> <p>(c) An additional 16 (sixteen) SIA licensed door supervisors, provided by Gurkha Security Services Ltd, to be employed as stewards;</p>

	<p>(d) 2 (two) St John's Ambulance first aiders, together with 1 (one) ambulance.</p> <p>(14) The individuals referred to in condition (3)(c) above shall be deployed and engaged in accordance with the following:-</p> <p>(a) A minimum of 2 (two) stewards shall man and be operational at each entry and exit point;</p> <p>(b) A minimum of 4 (four) stewards shall patrol around the fenced area;</p> <p>(c) A minimum of 2 (two) stewards shall patrol the car park; and</p> <p>(d) A minimum of 4 (four) stewards shall patrol the staging and seating area.</p> <p>(15) (i) All individuals referred to in condition (3) above, shall be provided with suitable radio communication equipment enabling contact to be maintained between them.</p> <p>(ii) In addition, all individuals referred to in condition (3) above, shall wear high visibility clothing at all times and be equipped with a torch and mobile telephone to be used in case of emergency.</p>
	<p>(16) (i) Stewards shall actively seek any missing / lost child(ren) and safeguard any such child(ren) pending their reunification with their parents / guardian.</p> <p>(ii) In the event of any unattended child(ren) becoming lost or found, suitable and sufficient public address system announcements shall be made to assist in their safe reunification with their parents / guardian.</p> <p>(iii) Stewards shall actively monitor the activities of any child(ren) at the premises, and shall bring to the attention of any identifiable parents or guardians any instance(s) of dangerous activities in which the child(ren) are, or have been involved.</p>
	<p>(17) (i) The following information shall be obtained by the licence holders where food concessions or vendors are attendant to any event involving licensable activities at the premises:-</p> <p>(b) The name of the local authority with whom the food vendor is registered under the provisions required by EC Regulation 852/2004 or 853/2004 as appropriate;</p>

	<p>(c) The date and findings of the last food hygiene inspection of the vendor, together with details of the local authority undertaking that inspection;</p> <p>(d) Safety certification for any gas appliances and electrical appliances / installation used by the vendor</p> <p>(e) Suitable and sufficient public liability certification; and</p> <p>(f) Suitable and sufficient employers liability certification.</p> <p>(ii) A copy of all or any of this information shall be made available for inspection by officers of the licensing authority or responsible authorities at any reasonable time.</p>
(18)	<p>(i) Campsites shall be provided with suitable and sufficient sanitary accommodation, shower facilities and potable drinking water.</p> <p>(ii) The location of such accommodation shall be indicated on the plan provided in compliance with condition (5) above.</p> <p>(ii) The use of cooking facilities in campsites shall be prohibited and this prohibition shall be actively enforced.</p>
(19)	The licence holders shall attend and participate in any debriefing meeting(s) held or arranged by the licensing authority following the conclusion of any event.
(20)	<p>In order to minimise the risk of hearing damage to members of the audience:-</p> <p>(a) the Music Noise Level (MNL) limit set at the console, or at any point in the audience, shall not exceed 107dB $L_{Aeq (15 min)}$ and the maximum sound pressure level at any point in the audience shall not exceed 120dB;</p> <p>(b) no member of the audience shall be permitted to enter any area that is within 3 metres of any front of house loudspeaker in any stage area.</p>
ENTRY / RE-ENTRY	
(14)	Entry/access to the premises is not permitted between 00:30am and the end of the specified opening hours on any day, for patrons not already using the premises and returning from the designated smoking area.
(1)	There shall be no access to the premises for patrons from Waterloo Road after 22:00pm. Notices to this effect shall be clearly displayed both inside and outside the front door to the premises.

LOCATION OF ALCOHOL	
	(1) Spirits shall be located behind the main point of sale counter in an area accessible only to staff.
	(2) Alcohol shall only be displayed in an area that is directly visible to staff at all times.
	(3) Alcohol shall not be displayed alongside confectionary or other products of particular interest to children.
	(13) All alcohol shall be located immediately adjacent to the main point of sale counter.
	(1) All alcohol shall be stored in lockable fridges and cupboards behind the service counter.
HOME DELIVERY	
	(3) The difference between permitted opening hours and the permitted hours for the provision of licensable activities on Friday's and Saturday's may only be used to provide late night refreshment through a home delivery service delivering food to bona fide residential accommodation.
	(4) (i) Delivery drivers operating from or on behalf of the premises shall not leave their vehicle engines running / idling at any time when not in motion and/or when parked in the vicinity of the premises. (ii) Delivery drivers operating from or on behalf of the premises shall be provided with suitable and sufficient instruction regarding the manner by which they should park, enter and/or alight their vehicles so as to ensure the prevention of public nuisance.
	(1) Alcohol shall only be delivered to a legitimate address that is a dwelling or business premise.
	(2) A written or electronic record of every transaction including the delivery of alcohol, detailing as a minimum the name of the driver completing the delivery, the date and time of delivery and the name and address of the person making the order shall be kept at the licensed premises. (i) These records must be made available to the responsible authorities on request.
	(3) The delivery driver shall ensure that for every transaction including alcohol, which has not been pre-paid for by credit card, that photographic ID proving that person to be over the age of 18 years is produced.

	<p>(i) The delivery driver shall record in writing or electronically the date of birth and the Passport number, photo driving licence number or PASS accredited photo ID number. These details shall be corroborated with the original order for alcohol. If the person seeking alcohol is unable to produce acceptable means of identification, or the details cannot be corroborated with the original order, no sale or supply of alcohol will be made to or for that person. These records shall be made available to responsible authority's on request.</p> <p>(iii) Further to the above all alcohol shall be left in the delivery vehicle until the above identity criteria have been met.</p>
SERVICE TO RESIDENTS	
	<p>(5) Intoxicating liquor shall not be sold or supplied on the premises otherwise than to persons residing there or their private friends bona fide entertained by them at their own expense and for consumption by such a person or his private friend so entertained by him either on the premises or with a meal supplied at but to be consumed off the premises.</p>
PRIVATE FUNCTIONS	
	<p>(6) The Premises Licence shall only be utilised when the premises is rented out for external functions. A detailed log shall be kept of all times the premises Licence is used. This log shall be made available to officers of the Licensing Authority on request.</p>
	<p>(4) A list of all invited guests shall be obtained in advance, for any function taking place after 19.00 hours.</p>
	<p>(5) The premises shall not be hired for birthday parties for someone aged 18, 19 or 20 years of age.</p>
	<p>(6) Formal written records of every function including full contact details of the function organiser shall be kept for a minimum of 1 calendar year.</p>
DRINK AVAILABILITY	
	<p>(7) Non-alcoholic beverages including soft drinks, water, tea and coffee shall be available at all times when the sale of alcohol is taking place.</p>
STAFF AVAILABILITY	
	<p>(8) The premises shall, at all times licensable activities are being undertaken, be under the personal supervision of the premises licence holders.</p>
	<p>(5) All sales of alcohol must be personally authorised by a Personal Licence Holder. If a Personal Licence Holder is not present at the premises, no sales of alcohol will be made.</p>

	(2) Suitable and sufficient staff, including managers, shall be present when licensable activities are taking place to encourage responsible behaviour on the premises at all times.
	(6) A minimum of two (2) staff, must be in attendance at the premises between the hours of 06:00am and 22:00pm, and 00:00 (midnight) and 05:00am.
	(1) No sale of alcohol shall take place whilst customers are in the store and deliveries are taking place, unless a member of staff is dedicated to the till and is not involved with the delivery or with the movement, at the time of delivery, of the stock being delivered.
STOCK	
	(2) The premises licence holder shall ensure that all alcohol purchases are made from reputable wholesalers.
	(9) The premises licence holder shall ensure all receipts for good bought include the following details: <ul style="list-style-type: none"> (i) Seller's name and address (ii) Seller's company details, if applicable (iii) Seller's VAT details, if applicable
LATE NIGHT REFRESHMENT	
	(1) No customer orders shall be accepted in the last fifteen minutes permitted for the provision of late night refreshment.
	(7) No seating facilities shall be provided within the premises to enable customers to consume food while seated there.
GENERAL SIGNAGE	
	(2) A clear and legible notice shall be prominently displayed on the exterior frontage of the premises advertising the hours when licensable activities are permitted