# Suggested conditions

## Introduction

The Council has prepared this pool of example conditions in line with the Licensing Act 2003.

Conditions will only be imposed if necessary to promote the licensing objectives and may be adapted to suit the particular case under consideration. Additional conditions will not be imposed where existing legislation and regulation already effectively promote the licensing objectives.

Licensing conditions are added to licences as follows:

1. Mandatory conditions set by Government (cannot be reworded)
2. Operating schedule conditions will be added from the applicant’s submission of their operating schedule, which may include changes as a result of agreements with responsible authorities or interested parties after mediation. (these can be reworded as long as it is consistent with the applicants or responsible authorities submission)
3. Committee conditions can be imposed following a hearing (these cannot be reworded)

Each application will be determined on its own merits and under no circumstances is any condition in the ‘suggested conditions’ to be regarded as a standard condition to be automatically imposed in all cases.

This document is designed to provide a guide to the wording of possible conditions drawn from experience relating to differing situations and is to be used as guidance.

Any decision to add a condition to a licence will depend upon a range of factors including the nature and style of the venue, the activities being conducted there, the location of the premises, the anticipated clientele of the business involved and the local knowledge of the premises.

## Licensing objectives

All conditions must relate to the promotion of the licensing objectives. These are:

* The prevention of crime and disorder
* Public safety
* The prevention of public nuisance
* The protection of children from harm

## Home Office guidance

Guidance is clear that conditions must be appropriate, proportionate and justifiable in order to promote the four licensing objectives. They should be written in a prescriptively worded format, clearly understandable, unambiguous and enforceable.

Avoid wording such as ‘may’, ‘should’, ‘could’, ‘reasonable steps’, ‘regular’, ‘appropriate time’, ‘to the satisfaction of responsible authority’, ‘best endeavours’, ‘inaudible’, ‘recommend’, ‘random’, ‘as soon as possible’.

Use wording which is precise such as ‘must’, ‘shall’ and ‘will’.

## Information Commissioner’s Office Guidance – Surveillance conditions

The steady growth of the use of video surveillance systems across public and private sectors, has led to closed circuit television (CCTV) becoming more accepted in society. As video surveillance technology becomes more mainstream and affordable, it is now more common to see technologies such as Facial Recognition Technology (FRT) in public spaces. Often they process the personal data of large numbers of the general public for security, crime prevention or for other specified purposes such as digital advertising. However, some of these uses can be particularly intrusive, especially if processing takes place without the knowledge of the individual.

Building public trust and confidence is essential to ensuring that the benefits of any new technology can be realised. The public must have confidence that the use of surveillance systems is lawful, fair, and transparent and meets the other standards set in data protection law. The rights and freedoms of individuals can be greatly affected where decisions are made about them based on particularly intrusive means of processing personal data.

Guidance is clear that the use of surveillance i.e. CCTV must be in accordance with the principles set down in the ICO guidance. [Video surveillance (including guidance for organisations using CCTV) | ICO](https://ico.org.uk/for-organisations/guide-to-data-protection/key-dp-themes/guidance-on-video-surveillance-including-cctv/)

## Issues and factors to consider

The following suggestions are not intended to be an exhaustive list and it is essential that, wherever the conditions are used, they must:

1. be specific to the premises
2. not duplicate existing provisions – other legislation
3. be necessary and proportionate (supported by evidence)
4. be capable of being met by the management/staff
5. concern an issue that is in the control or influence of the premises licence holder

## Operating schedule

Any applicant, in preparing an operating schedule, is at liberty to volunteer measures they intend to take to promote the licensing objectives.

When incorporated into the licence or certificate as a condition, those measures become enforceable under the law and a breach of such a condition could give rise to prosecution. In order to minimise problems and the necessity for hearings, it is sensible for applicants to consult with the responsible authorities when operating schedules are being prepared. This would allow for proper liaison before representations prove necessary.

## Suggested conditions

This is not a definitive list of conditions, and applicants may of course offer any conditions they think are appropriate in relation to their premises, to promote the licensing objectives. The conditions have been prefixed and coded to identify the licensing objective that they seek to address and make it easier to reference them to the Good practice guide. Some may apply to more than one of the objectives:

* G - General
* CD - Prevention of Crime and disorder
* PS - Protection of Public safety
* PN - Prevention of Public nuisance
* CH - Protection of Children from harm

## General conditions

### G1 – Staff training

All persons who sell or supply alcohol to customers must have licensing training.

1. Training must take place within six weeks of employment.
2. Any new employees will be supervised until the training has taken place.
3. Refresher training should be repeated a minimum of every six months or earlier if required due to changes of legislation.
4. Training records must be kept on the premises and shall contain the nature, content and frequency of all training.

Records must be made available for inspection by police, police licensing officer and authorised officers from Medway Council on demand either electronically or in hard copy.

## Prevention of Crime and Disorder conditions

### CD1 – Admittance and re-admittance

There shall be no admittance or re-admittance to the premises after (insert proposed time) except for patrons permitted to temporarily leave the premises to smoke.

### CD2 – Alcohol authorisation by a personal licence holder

The premises licence holder and/or designated premises supervisor shall ensure that at least one personal licence holder is available on the licensed premises while the sale of alcohol is taking place.

### CD3 - Alcohol authorisation by a personal licence holder

There shall be a personal licence holder on duty on the premises at all times when the premises are authorised to sell alcohol.

### CD4 – Alcohol restaurants

This premises must only operate as a restaurant in which:

1. Customers are seated at a table.
2. A substantial table meal, served at a table using non-disposable cutlery and crockery.
3. No takeaway service of food or drink is provided for immediate consumption.
4. Alcohol must not be sold, supplied or consumed on the premises otherwise than to persons who are partaking of a table meal, and is ancillary to the table meal.

The supply of alcohol is by way of waiter or waitress only.

### CD5 – Alcohol restaurants

The supply of alcohol shall be by waiter or waitress service only.

### CD6- Alcohol strength

No beer, lager, cider or spirit mixer above 5.5% ABV will be sold.

### CD7 – Alcohol strength

No miniature bottles of spirits of 20cl or below shall be sold from the premises.

### CD8 – Alcohol off sales for pubs and restaurants

There shall be no sales of alcohol for consumption off the premises after (insert proposed time).

### CD9 – Alcohol off sales for pubs and restaurants

Alcohol sold for consumption outside the premises shall only be to patrons seated at tables.

### CD10 – Alcohol off sales for shops

No alcohol will be displayed within (insert proposed distance) of any access points from the street.

### CD11 – Alcohol off sales for shops

Alcohol to be displayed only on shelving as indicated on the plan.

### CD12 – Alcohol off sales for shops

No alcohol to be displayed or stored on the shop floor.

### CD13 – Alcohol off sales for shops

Spirits will be displayed behind the counter.

### CD14 - Alcohol off sales for takeaways

Sales of alcohol for consumption off the premises shall only be supplied with, and ancillary to, a take-away meal.

### CD-15 – Alcohol sales for takeaways

Sales of alcohol for consumption off the premises shall only be supplied with a takeaway meal over the value of (Insert proposed cost).

### CD16 – Alcohol sales out of permitted hours

Outside the hours authorised for the sale of alcohol, all alcohol within the trading area is to be secured behind locked grilles, locked screens or locked cabinet doors.

### CD17 – Bottles and glasses

The premises licence holder and designated premises supervisor shall ensure that no customers take drinking glasses or open bottles from the premises.

### CD18 – Bottles and glasses

No customers carrying open or sealed bottles shall be admitted to the premises at any time that the premises are open to the public.

### CD19 – Bottles and glasses

All glass bottled drinks will be decanted into appropriate safe containers.

### CD20 – Bottles and glasses

Drinks shall be served in appropriate polycarbonate, paper or toughened glass containers.

### CD21 – Bottles and glasses

No open drinking vessels or other containers are allowed off the premises, with the exception of Medway Council Festivals, between the hours of (Insert proposed start time) and (Insert proposed end time) when this condition is suspended.

### CD22 – Bottles and glasses

During Medway Council organised festivals and events all alcohol must be decanted into plastic drinking vessels or containers.

### CD23 – CCTV

CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition.

1. Cameras shall record all ingress and egress to the premises, fire exits and all areas where the sale and supply of alcohol occurs.
2. Equipment must be maintained in good working order, with recordings correctly time and date stamped. Recordings MUST be kept in date order, kept for a period of 31 days and handed to police and authorised officers on demand.
3. The premises licence holder must ensure at all times a DPS or appointed member of staff are on the premises and are capable and competent at downloading CCTV footage in a recordable format to the police and local authority on demand.
4. The recording equipment and discs/tapes shall be kept in a secure environment under the control of the DPS or other responsible named individual.
5. An operational daily log report must be maintained and endorsed by signature, indicating the system has been checked and is compliant. In the event of any failures, any action taken is to be recorded.

In the event of technical failure of the CCTV equipment the premises licence holder or DPS must report the failure to the police licensing officer immediately. [licensing.north.division@kent.police.uk](mailto:licensing.north.division@kent.police.uk).

### CD24 – Cloakroom and toilet attendant

An attendant shall be on duty in the cloakroom during the whole time that it is in use.

### CD25 – Cloakroom and toilet attendant

An attendant shall be on duty in the toilet during (Insert proposed start time) and (Insert proposed end time) on (insert proposed days).

### CD26 – Notices

The premises licence holder will display suitable notices at the premises warning customers of the prevalence of crime which may target them (for example pick pockets, bag snatchers, and spiked drinks) and the need to guard their property and not leave property unattended.

### CD27 – Dispersal Policy

The premises shall have a written dispersal policy that outlines the procedure for management, door supervisors and staff. The policy shall contain procedures on:

1. Supervising the queue to ensure that it is managed in a way that avoids rowdy, unpleasant behaviour and to keep customers quiet so as to not disturb neighbours in the vicinity.
2. Displaying notices outside where the queue is formed asking them customers to be quiet or they will be refused entry.
3. Displaying numbers for taxi firms inside.
4. Providing an area inside to enable persons to contact taxi firms in a quiet location rather than go outside.
5. Moving people away from the premises who are standing around talking to others.
6. Refusing entry or banning those who repeatedly cause a nuisance by noise and rowdy behaviour.
7. Providing a queuing system in the foyer for those waiting on taxis rather than sending them outside to wait.
8. Refusing entry to new customers after (Insert proposed time).
9. A monitoring system to be implemented with regards to re-entry for customers using the smoking area (such as a wrist band or ultra-violet marker).

### CD28 – Door supervisors and their responsibilities

The premises licence holder or DPS shall maintain an accurate and up to date register in respect of all stewards, security staff and door supervisors working at the premises when it is open to the public. The register will comprise:

1. Names, addresses and telephone numbers of the members of staff.
2. Any registration number relating to the steward or door supervisor whether employed directly by the licensee or through an agency.
3. Name, address and telephone number of the agency providing stewards, security staff or door supervisor where not employed directly by the licensee.
4. Dates and times of commencement and finishing of work.
5. Signature of the member of staff.
6. Details of any incident in which the member of staff is involved including any calls to the police and any police action taken.

### CD29 – Door supervisors and their responsibilities

When the premises are open between (insert proposed time) and (insert proposed time) on (insert proposed days) a minimum of (insert proposed number) of door supervisors must be present at the customer entrance/exit of the premises.

### CD30 - Door supervisors and their responsibilities

A minimum of (insert proposed number) door supervisors must be on duty between (insert proposed time) and (insert proposed time) on (insert proposed days)

### CD31 - Door supervisors and their responsibilities

There will be a door control policy that outlines clear instructions and understanding of the door supervisors’ responsibilities at the premises. This policy will contain procedures for the following:

1. Prevention by door staff of overcrowding.
2. Supervising the queue to ensure that it is managed in a way that avoids rowdy, unpleasant behaviour and to keep customers quiet so as to not disturb neighbours in the vicinity.
3. A procedure for door staff engaged in searching persons as a condition of entry.
4. Ensuring the dispersal of patrons from the curtilage and grounds of the licensed premises immediately after the end of licensable activities.
5. Preventing patrons from leaving the premises with open containers and bottles.
6. Providing evidence by written statement to police in any criminal investigation as and when required.

### CD32 - Door supervisors and their responsibilities

Door supervisor(s) will be stationed at (insert proposed location) between (insert proposed time) and (insert proposed time) until 30 minutes after closure to assist with dispersal of customers from the premises.

### CD33 - Door supervisors and their responsibilities

All staff engaged outside the entrance to the premises, or supervising or controlling queues shall wear high visibility jackets or vests.

### CD34 – Drunkenness

All staff shall be trained in recognising signs of drunkenness, how to refuse service and the premises’ duty of care. Documented records of completed training shall be kept for each member of staff. Training shall be regularly refreshed at no greater than (insert proposed number) monthly intervals. Training records shall be made available for inspection upon request by a police officer or an authorised officer of the Authority.

### CD35 – Drunkenness

The premises shall display prominent signage at (insert proposed location) indicating that it is an offence to sell alcohol to anyone who is drunk.

### CD36 – Drugs/substance misuse

The Premises Licence holder shall have a written policy in relation to drugs which will include search, seizure and disposal of drugs and weapons. Staff will be provided with training on the policy, including drugs awareness.

### CD37 - Drugs/substance misuse

A suitable receptacle for the safe retention of illegal substances will be provided and agreed with Kent Police. Arrangements made for the safe disposal of its contents will be agreed with Kent Police.

### CD38 - Drugs/substance misuse

Information regarding drugs awareness shall be displayed at the premises.

### CD39 – ID scanning

The premises must have an electronic device capable of scanning photographic identification which must be installed and maintained at the premises. This system must be connected to a database of legitimate identifications and be capable of matching scanned identification with the presenting person’s fingerprint, photograph or other means of biometric data. This system will be used as a condition of entry for all persons entering the premises whilst licensable activity is taking place, with the exception of on-duty staff, on-duty emergency service personnel and pre-booked entertainment artists. Accepted forms of identification will be passport, photo driving licence, or a PASS card under the Proof of Age Standards Scheme.

In all circumstances of a breakdown or fault with the system, the police must be notified immediately and the fault rectified within 48 hours or a replacement would need to must be installed/loaned in its place. The police may approve an extension to these timescales where they consider appropriate.

### CD40 – Incident log

An incident log shall be kept at the premises, and made available on request to a police officer, police licensing officer or Council authorised licensing officer. It must be completed within 24 hours of the incident and will record the following:

1. All crimes reported to the venue.
2. All ejections of patrons.
3. Any complaints received concerning crime and disorder.
4. Any incidents of disorder.
5. All seizures of drugs or offensive weapons.
6. Any faults in the CCTV system, searching equipment or scanning equipment.
7. Any refusal of the sale of alcohol.
8. Any visit by a relevant authority or emergency service.

### CD41 – Large scale events of over 500 people

Premises licence holder or a nominated officer will send a copy of the generic risk assessment relevant to the event proposed, no later than 6 weeks prior to the commencement of the event, to the Licensing Authority, Kent Police, Environmental Health and Health and Safety. Should the responsible authorities determine that the event requires additional controls, details must be provided as soon as possible to the relevant authority by the event organiser of the amendments/rectification made to the risk assessment (including a site plan) prior to the commencement of the event.

### CD42 – Large scale events of over 500 people

The maximum number of persons admitted to the premises shall be determined by risk assessment and approval from responsible authorities but under any circumstances will not exceed (insert proposed number) persons.

### CD43 – Large scale events of over 500 people

Police to be notified at Safety Advisory Group of events providing licensable activities at the premises.

### CD44 – Licensable activities ancillary to main function

The licensable activities authorised by this licence and provided at the premises shall be ancillary to the main function of the premises such as offices, delicatessen, museum, theatre, hairdressers, private hire and any other.

### CD45 – Searching

A door supervisor will undertake body searches of patrons prior to entry to the premises.

### CD46 – Searching

There will be at least one male and one female door supervisor available to undertake body searches of the same gender.

### CD47 – Searching

Door supervisors will search in accordance with a written procedure agreed with Kent Police. This will include a ‘pat down search’ and a full bag and pocket search. Those who refuse to be searched will be refused entry.

### CD48 – Searching

All persons entering or re-entering the premises must be searched by a door supervisor.

### CD49 – Searching

The Licence holder shall erect and maintain clear and prominent notices on the exterior of their premises advising those attending that:

1. 1. It is a condition of entry that customers agree to be searched.
2. Police will be informed if anyone is found in possession of controlled substances or weapons.

### CD50- Security policy

The premises licence holder and or Designated Premises Supervisor shall carry out reviews of security incidents at the premises. Such reviews shall be documented and conducted at least (insert proposed interval) and include details of any remedial action identified and implemented. Copies of the security review shall be made available upon inspection by a police officer, police licensing officer or Council authorised licensing officer.

### CD51 – Staff levels

There will be a minimum of (insert proposed number) members of staff on duty at the licensed premises from (insert proposed time) until (insert proposed time) on (insert proposed days).

### CD52 – Terrorism

Staff training shall include procedures to deal effectively with emergency incidents, including:

1. Reporting an emergency to the relevant emergency service.
2. Safe evacuation of customers.
3. Dealing with terrorist threats or incidents

## Protection of Public Safety conditions

### PS1 – First Aid

When providing regulated entertainment there shall be at all times the entertainment is taking place, a qualified first aid person, trained to a nationally recognised standard, on the premises and easily identifiable. A notice stating the availability of a first aid person shall be prominently displayed inside and outside the premises and shall be protected from damage or deterioration. There shall be first aid equipment and materials available at the premises whilst the premises are trading.

### PS2 – Glass and bottle collection

Every (insert proposed number) minutes all empty drinking vessels, bottles or containers will be collected and cleared away.

### PS3 – Bottle bins

Bottle bins will be kept secure and away from public areas.

## Prevention of public nuisance conditions

### PN1 – Clear glazing policy

A ‘clear glazing’ policy shall be implemented at the premises above (insert proposed number) metres and below (insert proposed number) metres so staff have an unobstructed view of the area outside the front of the premises through the glass looking into the street. The exception to this shall be the display of notices required by law and any required as a condition of this licence.

### PN2 – Consumption of hot food and drink after 23:00

There shall be no sales of hot food or hot drink for consumption off the premises after 2300 hours.

### PN3 – Flyers and promotional material

No advertisement of any kind (including placard, poster, sticker, flyer, picture, letter, sign or other mark) that advertises or promotes the establishment, its premises, or any of its events, facilities, goods or services shall be inscribed or affixed upon the surface of the highway, or upon any building, structure, works, street furniture, tree, or any other property, or be distributed to the public.

### PN4 - Large scale events of over 500 people

The Music Noise Level (MNL) for all outdoor events shall achieve the guidelines described in the Noise Council's Code of Practice on Environmental Noise Control at concerts. The appointed noise control consultant shall monitor noise levels at the sound mixer position and/or at any locations as agreed in writing with Environmental Health where reported noise complaints have been received. The consultant will advise the sound engineer of the permitted music noise levels so that they will not be exceeded. The Licensing Authority and Environmental Health shall have access to the results of the noise monitoring undertaken during the event and be provided a written report including date, time period, noise levels, monitoring locations and details of actions taken if a breach of noise criteria occurred. The report must be submitted to Environmental Health no later than 3 weeks after the event.

### PN5 - Large scale events of over 500 people

The music noise level for all events shall not exceed (insert proposed number) dBA at noise sensitive properties, other than for (insert proposed number) events that may not exceed (insert proposed number) dBA.

The (insert proposed number) of events not exceeding (insert proposed number) dBA should not occur on more than (insert proposed numbe*r*) consecutive days.

### PN6 - Large scale events of over 500 people

Concerts or similar outdoor events of musical performance at the premises that provide live music, recorded music or amplified sound audible at the site boundary shall be restricted to no more than (insert proposed number) per annum. These events shall not occur on more than (insert proposed number) consecutive days.

### PN7 - Large scale events of over 500 people

Any sound test carried out in advance of a concert or musical performance shall not take place between the hours (insert proposed time) and (insert proposed time) and will be limited to (insert proposed number) an hour.

### PN8 - Large scale events of over 500 people

The licensee shall ensure that the promoter, sound system supplier and all individual sound engineers are informed of the permitted music noise levels and that any instructions from the noise control consultant regarding noise levels shall be implemented.

### PN9 Large scale events of over 500 people

The appointed noise control consultant shall monitor noise levels at the sound mixer position and at agreed receptor locations. The consultant will advise the sound engineer accordingly to ensure that the permitted music noise levels are not exceeded. The Licensing Authority and Environmental Health shall have access to the results for the noise monitoring at any time.

### PN10 – Noise and vibration

When live music or recorded music takes place inside the premises all doors and windows will be kept shut. Entrance/exit doors will be fitted with a self-closing mechanism that will enable these doors to automatically close once persons enter or leave the premises.

### PN11 – Noise and vibration

A designated premises supervisor or a nominated representative shall keep written records of sound checks when live music, recorded music or amplified sound is taking place. Sound checks must be made inside and outside the premises at all entrance/exit doors to the premises and by walking outside around the premises on all sides where there are residential properties. Sound checks must be made at the start of the event and at intervals of no less than one every hour until the end of the event. The record must contain:

1. Date and time.
2. Type of event.
3. Name of person carrying out the sound check.
4. Location of the check.
5. Whether the person determined if the noise was set to a level as to cause a complaint.
6. Action taken in relation to noise levels i.e. being increased, decreased or no action.

### PN12 – Noise and vibration

No regulated entertainment will take place until such time as:

1. The premises licence holder submits to the Council’s Environmental Health an acoustic report prepared by a suitably qualified acoustic consultant, which demonstrates how music and other amplified sound generated at the premises will be contained within the said premises, thereby not causing a disturbance to neighbouring premises.

The report shall have regard to any noise caused by any ventilation system and any likely escape of noise from the system, the opening of doors for patrons, acoustic characteristics of fire doors, windows, any flat roofs and the general fabric of the building. Where sound transmission is likely through the structure of the building the report must Show in detail how this will be eradicated

1. Any work to the building or system must be carried out as per the report’s recommendations.

The acoustic report will be checked and any relevant work to the system or building on completion must be approved in writing by Environmental Health before regulated entertainment is authorised to take place.

### PN13 – Noise and vibration

The premises licence holder must create a written scheme of soundproofing of the (insert proposed location). The scheme will outline a timescale for implementing any works required to be carried out. Environmental Health will be sent the written scheme, be notified its completion and approved in writing by them before regulated entertainment can take place.

### PN14 – Noise and vibrations

A noise limiting device shall be installed, operated and maintained so as to control all sources of amplified sound at the premises to prevent noise nuisance to neighbouring properties. The noise limiter shall be set to maintain a maximum level which is agreed in writing with Environmental Health and amended as and when required to deal with any reported nuisance/complaint.

### PN15 – Noise and vibrations

The doors or windows at (insert specific location) shall be fitted with double or secondary glazing.

### PN16 – Noise and vibrations

A sound trap lobby or acoustic door or automatic door closer shall be installed.

### PN17 – Noise and vibrations

(Insert proposed location) must be acoustically sealed as to specifications agreed in writing with Environmental Health.

### PN18 – Noise and vibrations

An alarm shall be fitted to all external windows and/or fire doors which alert staff when they or it are opened without authorization from the designated premises supervisor or responsible persons.

### PN19 – Noise and vibrations

No live music, recorded music or amplified equipment shall be relayed via external speakers other than for events which have the prior written approval of Environmental Health. The specification and orientation of all speakers shall be agreed in writing with Environmental Health.

### PN20 – Noise and vibrations

When regulated entertainment and background music takes place outdoors a noise management plan must be in place to review the impact of noise prior to, during and after each event.

### PN21 – Noise and vibrations

No amplified music is to be permitted unless a noise management plan, which has been agreed with the local authority, is in place. The noise management plan shall be periodically reviewed and/or when significant changes occur in the operation, building or event type or following a complaint.

### PN22 – Notices and signage

Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.

### PN23 – Notices and signage

Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.

### PN24 – Notices and signage

Prominent signage indicating the permitted hours for the sale of alcohol shall be displayed so as to be visible before entering the premises, where alcohol is on public display, and at the point of sale.

### PN25 – Outside areas, gardens and patio areas

The garden or patio must not be used by customers after (insert proposed time).

### PN26 – Outside areas. Gardens and patios

Prominent, clear notices shall be displayed in the garden/patio/outside area asking customers to keep the noise down and to respect the needs of local residents when using the garden.

### PN27 – Outside areas. Gardens and patios

No outside area shall be used for consumption of alcohol after (insert proposed time) on (insert proposed days).

### PN28 – Outside areas. Tables and chairs

All tables and chairs shall be removed from the outside area by (insert proposed time) each day.

### PN29 – Outside areas. Tables and chairs

All tables and chairs in the outside area shall be rendered unusable by (insert proposed time) each day.

### PN30 – Outside areas. Regulated entertainment

Regulated entertainment outdoors will be limited to (insert proposed number) events a calendar year.

### PN31 – Outside areas. Regulated entertainment

Regulated entertainment outdoors will cease no later than (insert proposed time).

### PN32 – Outside areas. Smoking

The licensee will have a member of staff monitoring the outside area restricting access to only (insert proposed number) people at a time to be outside smoking after (insert proposed time). No beverages will be allowed outside and non-smokers will not be allowed to accompany those who are smoking.

### PN33 – Outside areas. Smoking

Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks or glass containers with them.

### PN34 – Outside areas. Smoking

Patrons permitted to temporarily leave the premises to smoke shall be restricted to a designated smoking area defined as (insert proposed location).

### PN35 – Outside areas. Smoking

The premises licence holder shall ensure that any patrons drinking and/or smoking outside the premises do so in an orderly manner and are supervised by staff so as to ensure that there is no public nuisance or obstruction of the public highway.

### PN36 – Queues

The licence holder shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff so as to ensure that there is no public nuisance or obstruction to the public highway.

### PN37 – Queues

Queuing outside the premises shall be restricted to a designated area located at (insert proposed location).

### PN38 – Resident communication

A direct telephone number for the manager of the premises shall be publicly available at all times the premises are open. This telephone number is to be made available to residents in the vicinity.

### PN39 – Resident communication

Residents are to be provided with the mobile telephone number of the Events Manager (or equivalent officer of the Council) during event days.

### PN40 – Resident communication

Local residents shall be invited to quarterly meetings held by the premises licence holder to resolve any problems associated with the carrying on of licensable activities at the premises. The minutes of the meeting and any action agreed to be taken shall be lodged with the Council’s Licensing Unit by the premises licence holder within seven days of the meeting.

### PN41 - Taxis

The premises licence holder will provide a taxi phone service and internal waiting area for customers.

### PN42 – Waste disposal and litter

After close of business, staff will pick up any flyers/rubbish/litter/bottles that have been left for a distance of (insert proposed number) metres in each direction. They will also wash down the pavement to the front of the premises to the gutter of spilled food and similar materials in order to leave the footway in a clean and safe condition.

### PN43 – Waste disposal and litter

A waste receptacle for use by patrons will be provided in (insert proposed position). The receptacles shall be emptied every day the venue is trading between the hours of (insert proposed time) and (insert proposed time).

### PN44 – Waste disposal and litter

There will be no collection of waste, which includes bottles, recycling and litter between the hours of (insert proposed time) and (insert proposed time).

### PN45 – Waste disposal and litter

During the hours of operation of the premises, the licence holder shall ensure sufficient measures are in place to remove and prevent litter or waste arising or accumulating from customers in the area immediately outside the premises, and that this area shall be swept and or washed, and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements by close of business.

## Protection of children from harm conditions

### CH1 – Adult entertainment

No children under the age of 18 will be allowed on the premises whilst entertainment or activities of an adult or sexual nature takes place within the premises.

### CH2 – Adult entertainment

No children under the age of 16 will be allowed on the premises after (insert proposed time).

### CH3 – Adult entertainment

When entertainment or activity of an adult or sexual nature takes place on the premises the licence holder shall display and maintain clear and prominent notices on the exterior of the premises 30 minutes before the entertainment takes place advising that ‘Children are not admitted’.

### CH4 – Challenge 21 or 25 policy

A Challenge 21/25 proof of age scheme shall be operated at the premises.

### CH5 – Children on licensed premises

No children under 16 years old will be allowed on the premises except for pre-booked functions.

### CH6 – Children on licensed premises

No children under the age of 16 will be allowed on the premises after (insert proposed time).

### CH7 – Children on licensed premises

Children are not allowed on the premises after (insert proposed time) except children attending private functions in the function room.

### CH8 – Children on licensed premises

Prominent, clear notices shall be displayed at the entrance stating that children under the age of 16 are only allowed on the premises until (insert proposed time).

### CH9 – Promotional material

No promotional material for alcoholic products will be displayed so that it is visible from the street.

### CH10 – Proxy sales

The premises shall display prominent signage indicating at (insert proposed location) that it is an offence to buy, or attempt to buy, alcohol for a person under the age of 18.

### CH11 – Refusals book

The premises licence holder or designated premises supervisor must keep a refusal register. Staff to be trained to complete a refusal book/record immediately after the refusal but no later than the end of their shift. The register must be kept on the premises and will detail:

1. Day, date & time of refusal.
2. Item refused.
3. Name or description of person refused sale.
4. Reason for refusal.

Each entry is to be checked and signed by the designated premises supervisor or licensee no later than 1 week after the entry has been made. The register must be made available for police, police licensing officers and authorised officers from Medway Council on demand either electronically or by hard copy.

### CH12 – Refusals book

Information shall be displayed at (*location*) giving details of what to do if there is a cause for concern regarding a child’s welfare. This shall include:

1. Reporting to Medway Children’s Services, with correct telephone numbers and email contact.
2. Dialling 999 in the event of an immediate threat.

### CH13 – Safeguarding and children sexual exploitation

The premises licence holder must ensure all persons working at the premises, whether paid or unpaid, have training in safeguarding and child sexual exploitation issues. Training should take place within six weeks of employment. Refresher training should be repeated a minimum of every (insert proposed number) months or earlier if required due to changes of legislation The training should include:

1. Being alert to the possibility of child abuse and neglect, i.e. the definition, prevalence, identifying features in a child or adult, legal parameters and social consequences.
2. Having enough knowledge to recognise an abusive or potentially abusive event or set of circumstances.
3. Being aware of signs and indicators that their premises are potentially being utilised for child sexual exploitation (CSE).
4. Knowing who in the organisation to raise your concerns with.
5. Being competent in taking the appropriate immediate or emergency action.
6. Knowing how to make a referral to Children's Services and/or the Police.

Records must be made available for inspection by police, police licensing officer and authorised officers from Medway Council on demand either electronically or in hard copy