

# PETERBOROUGH



Peterborough City Council, Licensing Section, 1st Floor Bayard Place,  
Broadway, Peterborough, PE1 1HZ

## Application for a premises licence to be granted under the Licensing Act 2003

### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We ABDUL LATIF HUSSANI  
(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

#### Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
44 EASTFIELD ROAD PETERBOROUGH CAMBRIDGESHIRE			
Post town		Postcode	PE1 4AN

Telephone number at premises (if any)	01733687470
Non-domestic rateable value of premises	£

#### Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

a) an individual or individuals \*

please complete section (A)

- b) a person other than an individual \*
  - i. as a limited company  please complete section (B)
  - ii. as a partnership  please complete section (B)
  - iii. as an unincorporated association or  please complete section (B)
  - iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)
- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a  
 statutory function or   
 a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr <input checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname HUSSAINI			First names ABDUL LATIF		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address		<input style="border: 2px solid red; width: 50px; height: 20px;" type="text"/> CHINTON STREET			
Post town			Postcode		PE1 5HH

<b>Daytime contact telephone number</b>	
<b>E-mail address (optional)</b>	

<input type="checkbox"/> [ ]	<input type="checkbox"/> [ ]	<input type="checkbox"/> [ ]	<input type="checkbox"/> [ ]	<input type="checkbox"/> [ ]	<input type="checkbox"/> [ ]

I have read the attached contract and agree to its terms and conditions. I agree to the use of my personal information for the purposes stated herein. I understand that my information may be shared with other participants in the program. I have read and understand the privacy policy and agree to it.


**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town		Postcode			
Daytime contact telephone number					
E-mail address (optional)					

**(B) OTHER APPLICANTS**

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please give a general description of the premises (please read guidance note 1)

*GENERAL STORE*

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

**Provision of late night refreshment** (if ticking yes, fill in box I)

**Supply of alcohol** (if ticking yes, fill in box J)

**In all cases complete boxes K, L and M**

**A**

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)					
Mon								
Tue								
Wed						<b>State any seasonal variations for performing plays</b> (please read guidance note 4)		
Thur								
Fri						<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat								
Sun								

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Tue					
Wed			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 4)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat					
Sun					

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b><u>Please give further details</u></b> (please read guidance note 3)
Day	Start	Finish	
Mon			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 4)
Tue			
Wed			<b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)
Thur			
Fri			
Sat			
Sun			



**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)		
Mon					
			<b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 4)		
Tue					
			<b>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Wed					
Thur					
Fri					
Sat					
Sun					

**E**

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue					
			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 4)		
Wed					
Thur					
			<b><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Fri					
Sat					
Sun					

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)		
Mon					
Tue					
Wed			<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 4)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat					
Sun					

# G

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4)		
Thur								
Fri						<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat								
Sun								

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b>Please give further details here</b> (please read guidance note 3)		
Wed					
Thur			<b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 4)		
Fri					
Sat			<b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sun					

I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 7)	On the premises	<input type="checkbox"/>			
				Off the premises	<input checked="" type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)					
Mon	8 AM	2 AM						
Tue	9 AM	2 AM						
Wed	9 AM	2 AM						
Thur	9 AM	2 AM				<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri	9 AM	2 AM						
Sat	9 AM	2 AM						
Sun	9 AM	2 AM						

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor:

Name	ROQUIA ALZADA		
Address	<input type="checkbox"/> GLENION STREET PETERBOROUGH CAMBRIDGESHIRE		
Postcode	PE1 5HJ		
Personal licence number (if known)	056778		
Issuing licensing authority (if known)	PETERBOROUGH CITY COUNCIL		

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	5.AM	2.AM	<p><b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 5)</p>
Tue	5.AM	2.AM	
Wed	5.AM	2.AM	
Thur	5.AM	2.AM	
Fri	5.AM	2.AM	
Sat	5.AM	2.AM	
Sun	5.AM	2.AM	



**M** Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)**

SEE TOOL KIT

**b) The prevention of crime and disorder**

**c) Public safety**

**d) The prevention of public nuisance**

**e) The protection of children from harm**

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**Checklist:**


**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.

**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.**

**Part 4 – Signatures** (please read guidance note 10)

**Signature of applicant or applicant’s solicitor or other duly authorised agent** (see guidance note 11).  
**If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	14/7/14
Capacity	FLUSSANT - LEASE HOLDER

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent** (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

**Notes for Guidance**

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

<p>Check your answer (before or after) by substituting the value you found into the original equation. Does it work?</p>	
<p>Final answer</p>	<p>Workings</p>
<p>Explain your answer in your own words.</p>	
<p>If you would prefer to do your own work, you can use the following (optional).</p>	

Notes for Candidates

1. Read the question, for example the type of problem, the given information and what you are asked to find. Underline what is given and what you are asked to find. Write down what you know and what you need to find. Think about the information given and the question asked. You may need to use the information given to find the answer.
2. Write down what you know and what you need to find. Write down what you know and what you need to find. Write down what you know and what you need to find.
3. For example the type of activity to be undertaken. If not already stated, give relevant details for example the type of activity to be undertaken. If not already stated, give relevant details for example the type of activity to be undertaken.
4. For example the type of activity to be undertaken. If not already stated, give relevant details for example the type of activity to be undertaken.
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8. For example the type of activity to be undertaken. If not already stated, give relevant details for example the type of activity to be undertaken.
9. For example the type of activity to be undertaken. If not already stated, give relevant details for example the type of activity to be undertaken.
10. For example the type of activity to be undertaken. If not already stated, give relevant details for example the type of activity to be undertaken.
11. For example the type of activity to be undertaken. If not already stated, give relevant details for example the type of activity to be undertaken.
12. For example the type of activity to be undertaken. If not already stated, give relevant details for example the type of activity to be undertaken.

Part A

Consent of Individual to being specified as premises supervisor

I ROQUIA ALI ZADA [full name of prospective premises supervisor]

of  GLENION STREET PETERBOROUGH CAMBRIDGESHIRE PE1 5HJ  
[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for ..... Licence Application ..... [type of application]  
Premises Licence

by ..... name of applicant] ABDUL LATIF HUSSANI

relating to a premises licence ... number of existing licence, if any]

for 44 EASTFIELD ROAD

PETERBOROUGH CAMBRIDGESHIRE PE1 4AN  
[name and address of premises to which the application relates] and any premises licence to be granted or varied in respect of this application made by

ABDUL LATIF HUSSANI name of applicant]

concerning the supply of alcohol at 44 EASTFIELD ROAD PETERBOROUGH PE1 4AN  
[name and address of premises to which application relates]

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number 056778 ...insert personal licence number, if any]

Personal licence issuing authority PETERBOROUGH CITY COUNCIL

[insert name and address and telephone number of personal licence issuing authority, if any]

Roquia ..... signed

ROQUIA ALI ZADA name (please print)

14/7/14 ..... dated

Consent of individual or entity specified as transferee

I, Person, hereby give my consent to the transfer of the above described license to the transferee named below.

Transferee: Person  
(Name and address of transferee (written or printed))

Transferee: Person  
(Name and address of transferee (written or printed))

Transferee: Person  
(Name of transferee (written or printed))

Transferee: Person  
(Name and address of transferee (written or printed))

Transferee: Person  
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Transferee: Person  
(Name and address of transferee (written or printed))

### The Operating Schedule Tool Kit.

Your application for a premises licence (or variation of it) must be accompanied by an Operating Schedule. In this, you should set out the times the premises is open and the times licensable activities will be provided. You must also detail how you intend to meet the Licensing Objectives. The measures identified have been presented in the form of a tick box operating schedule for your convenience.

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

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

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

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

<b>Name of Applicant</b> ABDUL LATIF HUSSANI /	<b>Premises Name</b> KIM'S
<b>Address of Applicant</b> <input type="checkbox"/> GLENTON STREET PETERBOROUGH PE1 5HH	<b>Premises Address</b> 44 EASTFIELD ROAD PETERBOROUGH CAMBRIDGESHIRE PE1 4AN

## CONDITIONS RELATING TO THE PREVENTION OF CRIME AND DISORDER

### Door Supervisors

	Example measures to meet the licensing Objectives.	Tick if applicable
1.	<p>Door supervisors will be used or employed at all times when a licensable activity is being carried out when considered necessary to:</p> <ul style="list-style-type: none"> <li>• Prevent the admission and ensure the departure from the premises of drunk and disorderly persons, without causing further disorder;</li> <li>• Keep out excluded individuals (subject to court or pub watch bans)</li> <li>• Search and exclude persons suspected of carrying illegal drugs or offensive weapons; or</li> <li>• Maintain an orderly queue outside the venue.</li> </ul>	N/A
2.	<p>The premises licence holder and/or Designated Premises Supervisor shall ensure that the following details for each door supervisor are contemporaneously entered into a bound register kept for that purpose:</p> <ol style="list-style-type: none"> <li>1. Full name</li> <li>2. SIA Certificate number and / or badge number, or registration number of any accreditation scheme recognised by the Licensing Authority (including expiry date of that registration or accreditation)</li> <li>3. The time that they began their duty</li> <li>4. The time they completed their duty</li> <li>5. The full details of any agency through which they have been allocated to work at the premises if appropriate</li> </ol> <p>The register shall be available at all reasonable times to an authorised Licensing Authority Officer or a Police Officer (inc PCSO)</p> <p>The register is to be kept at the premises at all times and shall be so maintained as to enable an authorised officer to establish the particulars of all door staff engaged at the premises during the period of not less than 12 months prior to the request.</p>	N/A
3.	All door staff shall be trained in the requirements of the Challenge 21 / 25 policies, the identification & recognition of drunks and the correct procedures to be followed when refusing service.	N/A
4.	The premises licence holder and / or Designated Premises Supervisor shall employ ( <i>state number</i> ) of door supervisors to ensure a safe, quiet and orderly dispersal of customers from the premises and the immediate vicinity of the premises.	N/A
5.	The premises licence holder and / or Designated Premises Supervisor shall ensure door supervisors are properly briefed and trained to manage queues in a safe and efficient manner.	N/A
6.	The premises licence holder and / or Designated Premises Supervisor shall ensure door supervisors do not allow any drinking vessel, glass or bottle to be taken from the premises.	N/A
7.	All door supervisors employed at the access doors of a licensed premises will wear high visibility clothing and display their SIA badge in an approved manner (ie arm display badge holder) at all times	N/A
8.	The premises licence holder and / or Designated Premises Supervisor shall arrange adequate supervision of any queue, which may form to gain entry to the premises.	N/A
9.	All door staff engaged in searching persons (as a condition of entry) shall be fully trained in the use of their powers to do so.	N/A
10.	Where a licensed premises engages in searching persons, the premises licence holder and / or Designated Premises Supervisor shall ensure that door supervisors of both sexes are on duty.	N/A



11.	Door supervisors shall be used to monitor customers and maintain customers and maintain public order. The monitoring process must include implementation of the premises' proof of age policy. All door supervisors must ensure that identification bearing the customers photograph, date of birth and integral holographic mark or security measure is produced before allowing entry and where it is not, entry shall be refused. Suitable means of identification would include PASS approved proof of age cards, photo-card driving licences and passports.	✓
12.	The premises licence holder / designated premises supervisor, or in their absence another responsible person, to keep an 'Incident report register' in a bound book, in which full details of all incidents are recorded. This shall be completed as soon as possible and in any case no later than the close of business on the day of the incident. The time and date when the report was completed, and by whom, is to form part of the entry. The register is to be kept on the premises at all times and shall be produced to a Police Officer (incl PCSO) or an authorized Licensing Authority Officer when required. The records should be retained for a minimum of 12 months.	✓
13.	Door supervisors shall be on duty at the premises on each trading day from (time ) until (time )	

#### CCTV & Communication

	Example measures to meet the licensing Objectives.	Tick if applicable
14.	The premises licence holder will ensure that a digital CCTV system is fully compliant with the guidance contained in the Information Commissioner's Office (ICO) guidance document ( <a href="http://www.informationcommissioner.gov.uk">www.informationcommissioner.gov.uk</a> ) regarding installation of CCTV is provided at the premises.	✓
15.	The CCTV equipment shall be maintained in good working order and continually record when licensable activity takes place and for a period of a least 2 hours afterwards.	✓
16.	A digital CCTV system shall cover all areas of the premises to which the public have access including any outside areas.	✓
17.	Digital CCTV images shall be retained for a minimum of 28 days and should be produced to a Police Officer (including PCSOs) or Local Authority Officer immediately upon demand.	✓
18.	The CCTV system shall be capable of downloading images to a recognizable viewable format.	✓
19.	At all times the premises are open for business a member of staff shall be present who is capable of operating the digital CCTV system and downloading images at the request of a Police Officer (include PCSO) or Local Authority Officer.	✓
20.	The CCTV system shall be capable of obtaining clear facial recognition images and a clear head and shoulders of every person entering or leaving the premises.	✓
21.	If the CCTV equipment (including any mobile units in use at the premises) breaks down the premises licence holder or the designated premises supervisor shall ensure that they verbally inform both the Police & Licensing Authority as soon as is reasonably practicable. This information should be contemporaneously recorded in the incident report register and shall include the time, date and means this was done and to whom the information was reported. Equipment failures shall be repaired or replaced as soon as is reasonably practicable and without undue delay. The Police and Licensing Authority shall be informed when faults are rectified.	✓

22.	Any radio equipment supplied for use by the local Pubwatch or any other organisation will be maintained in good working order. During the times door supervisors are employed any such radio will be held by the door supervisor managing the main access door to the premises.	N/A
23.	The premises will be incorporated in to the Nightsafe / Pubwatch (or any future similar organisation) that operates within the Peterborough area.	N/A
24.	The radio equipment shall be kept in working order at all times	N/A
25.	The radio equipment shall be made available and be monitored by the designated premises supervisor or a responsible member of staff at all times that the premises are open to the public.	N/A
26.	The CCTV system covering any dedicated smoking area shall be fully operational and regularly monitored.	✓
27.	Any Police instruction / direction received via the radio scheme shall be complied with whenever given.	N/A
28.	All instances of crime or disorder are to be reported via the radio equipment by the designated premises supervisor or a responsible member of staff to an agreed Police contact point.	N/A
29.	The premises licence holder must provide contact details for any security personnel employed at the premises to an authorised officer of the Local Authority or a Police Officer (inc PCSO) upon request.	✓
30.	Notices advising that CCTV has been installed on the premises shall be posted up so that they are clearly visible to the public within the licensed premises.	✓
31.	An authorised person will be available at all times on the premises to show CCTV images immediately or to an authorised officer on demand.	✓
32.	CCTV images will be clear and comprehensible.	✓
33.	Any new/existing CCTV system in place will be cleared for use by the Police/Licensing Authority.	

### Glassware & Bottles

	Example measures to meet the licensing Objectives.	Tick if applicable
34.	All drinks shall be served in plastic/paper/toughened glass or polycarbonate containers.	N/A
35.	All drinks shall be served in plastic/paper/toughened glass or polycarbonate containers for customers using the following specified areas inside & outside the premises (enter specified areas below )	N/A
36.	All drinks shall be served in plastic/paper/toughened glass or polycarbonate containers during the following events or occasions (enter specified events below)	N/A
37.	Except for the sale of a bottle of wine for consumption with a substantial meal in a designated area of the premises, no bottles containing beverages of any kind, whether open or sealed, shall be given to customers on the premises whether at the bar or by staff service away from the bar.	N/A
38.	No drinks shall be available for consumption from glass bottles.	N/A
39.	Where glass bottles are used, they will be retained or disposed of on the premises.	N/A

40.	No customers carrying open or sealed bottles, cans or other receptacles containing alcoholic liquor shall be admitted to the premises at any time that the premises are open to the public..	✓
41.	The collection of glasses and bottles shall be undertaken at regular intervals to ensure there is no build up of empties in and around the premises.	N/A
42.	The contents of any bottled beverage shall be decanted into a plastic or polycarbonate receptacle before service to any customer.	N/A
43.	Staff shall show due-diligence in preventing bottles and glasses being taken away from the premises.	N/A

### Restrictions on Drinking Areas

	Example measures to meet the licensing Objectives.	Tick if applicable
44.	The premises licence holder and/or designated premises supervisor shall ensure that any outside area included in the licence will be controlled in a safe and effective manner to the same standard operated within the premises building and will pay special attention to the impact that the use of the outside area has on the surrounding community.	✓
45.	No alcohol shall be consumed on the premises.	

### Capacity Limits

	Example measures to meet the licensing Objectives	Tick if applicable
46.	The maximum occupancy of the licensed premises is restricted at any one time to:.....(specify number here).	N/A
47.	Door Supervisors are to be used or employed to ensure that the capacity limit is enforced.	N/A

### Proof of Age

	Example measures to meet the licensing Objectives	Tick if applicable
48.	Any person selling or supplying alcoholic drink under the authority of a personal licence holder must ask for a photo ID proof of age where they have reason to suspect that the individual may be under 21 years of age.	✓
49.	A alcohol refusals register will be kept at the premises and kept an maintained by all staff. The register will contain the date and time of the potential sale, what product was refused and a brief description of the person and the name and signature of the person who refused the sale.	✓
50.	Written staff training records will be documented and updated on a monthly basis. These training records will be produced to an authorised officer on demand.	✓

### Drinks Promotions

	Example measures to meet the licensing Objectives	Tick if applicable
51.	The British Beer and Pub Associations Guidelines on On-Trade Promotions shall be adopted and complied with.	✓

### Prohibited Substances

	Example measures to meet the licensing Objectives	Tick if applicable
52.	The premises licence holder or nominated person shall provide a written drugs policy detailing the actions to be undertaken to minimize the opportunity to use or supply illegal substances within the premises.	✓

53.	The premises licence holder or nominated person shall ensure that records are maintained detailing the time and date of substance misuse training, the people who received the training and the name of the person delivering the training. The records will be available for inspection by an authorised officer at all reasonable times. The records will be retained for at least 12 months.	✓
54.	The premises licence holder or nominated person shall deliver a structured programme at regular intervals to all staff that deal with persons who are in possession of / or incapacitated through the use of drugs or the combined effect of drugs and alcohol.	✓
55.	A policy will be formulated in consultation with the Police Licensing Team with respect to door staff who search customers as a condition of entry. This policy will include an agreed procedure for the handling and retention of any article seized.	N/A
56.	The premises licence holder or nominated person shall ensure that where a drug safe is available on the premises to deposit finds there will be a clear policy for the handling and packaging of seized items. NB : For premises with a suitable 'drug safe' the items secured within that safe are <b>not</b> considered as being in their possession.	✓
57.	The premises licence holder or nominated person shall ensure that a clearly visible notice is displayed advising those attending the premises that the Police will be informed if anyone is found in possession of controlled substances or weapons.	✓

#### Notices

	Example measures to meet the licensing Objectives	Tick if applicable
58.	Public information notices about crime and disorder issues shall be displayed at the request of the Council or the Cambridgeshire Constabulary. (e.g. <i>Customer Code of Conduct</i> )	N/A
59.	Notices relating to any restrictions on the admittance of individuals according to age (e.g. <i>Children</i> ) shall be displayed on or immediately outside the premises.	✓
60.	Any conditions of entry to the premises shall be displayed in the vicinity of any entrance to the premises.	✓

#### Crime Prevention Schemes

	Example measures to meet the licensing Objectives	Tick if applicable
61.	Any grills and / or alarms installed at the licensed premises shall be maintained in working order and regularly serviced by a suitably qualified person.	✓

#### Striptease, lap dancing and similar entertainment

	Example measures to meet the licensing Objectives	Tick if applicable
62.	Access to the dressing room is restricted at all times whilst the regulated entertainment takes place, until such time as the performers have vacated the premises.	N/A
63.	There shall be no audience participation in regulated entertainment which includes striptease, lap dancing or similar entertainment.	N/A
64.	The route between the dressing room and performance area shall be restricted and / or supervised at all times.	N/A
65.	The external aspect of the premises will not enable the activities carried on within the premises to be seen from outside. In order to achieve this, all windows will be screened and an internal lobby provided.	N/A

66.	The licensee must not display outside the premises or in any other area, photographs or other images including flyposting or other promotional leaflets which indicate and/or suggest that striptease or similar dancing takes place on the premises.	N/A
67.	Any person who can be observed from outside the premises must be properly and decently dressed.	N/A
68.	No person under 18 years of age shall be permitted within the premises at any time and a notice shall be clearly displayed at the entrance to the premises stating 'No persons under 18 will be admitted' in a prominent position so that it can be easily read by persons entering the premises.	✓
69.	No performer / entertainer shall be less than 18 years old.	N/A
70.	There shall be a notice displayed at the entrance to the premises in a prominent position explaining conditions of entry.	N/A
71.	On entry to the premises the customer will be made aware of the rules of the club concerning their conduct on the premises. Failure to adhere to these rules will result in their being removed from the premises.	N/A
72.	When dancing on the stage, there may be no more than two dancers at any one time. There is to be no interaction between the dancers during these performances. Dancers for stage performances are to be topless only. At no other time will dancers/entertainers perform together.	N/A
73.	There shall be no physical contact between the entertainers/dancers and the audience, except for the receipt of payment in the hand or garter.	N/A
74.	Dancers / entertainers shall only perform topless dancing at the tables or in the booths, not in the open bar area. Performances of full striptease dancing shall only be performed in booths.	N/A
75.	Dancers / entertainers shall re-clothe immediately at the end of the performance. Dancers / entertainers who are not performing shall not appear in any public area wearing less than a G string for males, and a G string / bikini bottom and top for females.	N/A
76.	At all times the licensee / employees shall adhere to the operational guidelines supplied with the Public Entertainment License application. No alterations shall be made to the operational guidelines without the written consent of the Peterborough City Council.	N/A
77.	The licensee shall undertake to provide and submit for approval to Peterborough City Council an operating schedule that when approved shall form part of these conditions of operation. Such schedule shall provide information in relation to:- operating practices, conduct, safety and environmental practices.	N/A

#### Litter and Waste

	Example measures to meet the licensing Objectives	Tick if applicable
78.	The premises licence holder shall be responsible for prevention and disposal of waste on the frontage of the premises and make provision for the emptying of litter bins in the vicinity of the premises.	✓
79.	The premise license holder shall not participate or encourage flyposting of events or the venue and any leaflet distribution shall be managed in such a way as to prevent litter.	✓

#### Lighting

	Example measures to meet the licensing Objectives	Tick if applicable
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80.	Lighting shall be provided outside the premises (and in the private car park) during the hours of darkness when any licensable activity takes place on the premises.	✓
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**Additional/alternative measures to meet the prevention of crime and disorder licensing objective:**

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

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

## CONDITIONS RELATING TO PUBLIC SAFETY

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

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

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

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

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

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

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

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

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

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

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

The following British Standards should also be considered:

BS 5588 Part 6 (regarding places of assembly)

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

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

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

BS 5266 (emergency lighting systems)

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

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

### Fire Risk Assessment

	Example measures to meet the licensing Objectives	Tick if applicable
81.	A fire risk assessment required under the Regulatory Reform (Fire Safety) Order 2005 (as amended) will be completed and be available for inspection by an authorised officer.	
82.	If it is proposed to play music (other than background music) a suitable cut out device, wired into the fire alarm system, should be installed so that in the event of the fire alarm sounding the music will be automatically shut down. Once installed this cut out relay must be tested on a weekly basis in conjunction with the fire alarm test	

### Occupancy / Capacity Limits

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

### Safety Checks

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

### Curtains, Hangings, Decorations and Upholstery

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



### Fire Action Notices

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

### Outbreaks of Fire

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

### Loss of Water

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

### Access for Emergency Vehicles

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

### Disabled People

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

### First Aid

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

### Lighting

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

110.	Where the emergency lighting battery has a capacity of three hours, evacuation of the premises shall be possible within one hour.	
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### Temporary Electrical Installations

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

### Safety Certificates

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

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

### Public Liability Insurance

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

### Indoor Sports Entertainments

	Example measures to meet the licensing Objectives	Tick if applicable
79.	An appropriately qualified medical practitioner shall be present throughout a sports entertainment involving boxing, wrestling, judo, karate or other sports entertainment of a similar nature.	
80.	Where a ring is used it shall be constructed and installed by a competent person and inspected by a competent authority. Any material used to form the skirt will be fire-retardant.	
81.	At any wrestling or similar entertainment, members of the public shall not occupy any seats within 2.5 metres of the ring.	
82.	At water sports entertainments, staff trained in rescue and life saving procedures shall be stationed within the vicinity of the water at all times (see also <i>Managing Health and Safety in Swimming Pools</i> issued jointly by the Health and Safety Commission and Sport England).	

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

#### Alterations to the premises

	<b>Example measures to meet the licensing Objectives</b>	<b>Tick if applicable</b>
90.	<p>The premises shall not be altered in such a way as to make it impossible to comply with an existing licence condition, without first seeking a variation of the premises licence.  <i>(N.B This will enable you to propose the amendment of any conditions that you would not be able to comply with upon completion of works)</i></p>	

#### Special Effects

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

	<b>Example measures to meet the licensing Objectives</b>	<b>Tick if applicable</b>
91.	Where special effects or mechanical installation are used they shall be arranged and stored so as to minimise any risk to the safety of the audience, performers and staff.	
92.	<p>Prior notification of 28 days shall be given to the Licensing, Health &amp; safety and/or Fire Authority in relation to the use of any of the following special effects:</p> <ul style="list-style-type: none"> <li>• Dry ice machines and cryogenic fog.</li> <li>• Smoke machines and fog generators.</li> <li>• Foam cannon/snow machine.</li> <li>• Pyrotechnics, including fireworks.</li> <li>• Real flame.</li> <li>• Firearms.</li> <li>• Motor vehicles.</li> <li>• Strobe lighting.</li> <li>• Explosives and highly flammable substances.</li> <li>• Lasers; <i>(see HSE Guide The Radiation Safety of lasers for display purposes [HS(G)95] and BS EN 60825; Safety of laser products)</i></li> </ul>	

## General

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

## THEATRES, CINEMAS, CONCERT HALLS & SIMILAR PLACES

### Premises used for closely seated audiences

#### Attendants

	Example measures to meet the Licensing Objectives	Tick if applicable	
98.	The number of attendants on each floor in a closely seated auditorium will be as set out below:-		
	Members of the audience present on a floor		Minimum number of attendants required to be present on that floor
	1-100		One
	101 – 250		Two
	251 – 500		Three
	501 – 750		Four
	751 – 1000		Five
	Each additional 250 persons (or part thereof)		One
99.	Attendants shall not be engaged in any duties that would hinder the prompt discharge of their duties in the event of an emergency or entail their absence from the auditorium where they are on duty.		
100.	Attendants will be readily identifiable to the audience.		
101.	The premises shall not be used for a closely seated audience except in accordance with seating plans. A copy of the plan will be displayed at the premises.		
102.	No articles shall be attached to the back of any seats which reduce the clear width of seatways or cause a tripping hazard or obstruction.		
103.	Any copy of any certificate relating to the design, construction and loading of any temporary seating available so that it can be shown to any authorised person on request.		

#### Gangways

	Example measures to meet the licensing Objectives	Tick if applicable
104.	Sitting on floors shall not be permitted except where authorised in the premises licence.	
105.	Waiting or standing shall not be permitted except in areas designated in the premises licence.	

106.	In no circumstances is anyone permitted to:- (i) sit in any gangway. (ii) stand or sit in front of an exit, or (iii) stand or sit on any staircase including any landings.	
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### Balcony Fronts

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

### Scenery

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

### Safety Curtain

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

### Ceilings

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

### Seating

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

## PREMISES USED FOR FILM EXHIBITIONS

### Attendants – premises without a staff alerting system

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

	At least one attendant shall be present in any auditorium or on any floor	
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#### Attendants – premises with a staff alerting system

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

#### Flammable films

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

#### Lighting

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

#### CONDITIONS RELATING TO PUBLIC SAFETY (Late night refreshment)

	Example measures to meet the licensing Objectives	Tick if applicable
119.	Where tables and chairs are provided, clear gangways to exits are maintained.	
120.	Portable heating appliances shall not be used on the premises.	
121.	Appliances utilising cylinders or containers of gas shall not be used on the premises.	
122.	Paraffin or other mineral oil in any lamp, stove or other appliance shall not be used on the premises except for cooking purposes.	

#### Additional or alternative measures to meet the Public Safety objective

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

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

## CONDITIONS RELATING TO THE PREVENTION OF PUBLIC NUISANCE

### Noise and vibration

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

### Noxious smells

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



### Light pollution

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

### Litter

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

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

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

[Faint, illegible text and table structure visible through the page, likely from the reverse side or a bleed-through from another page.]

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

[Large empty rectangular box for providing alternative control measure wording.]

## CONDITIONS RELATING TO THE PROTECTION OF CHILDREN FROM HARM

### General

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

### Cinemas

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

153.	<p>Where the admission to film performances is restricted by age, a notice shall be displayed to the effect below:</p> <p><b>PERSONS UNDER THE AGE OF (INSERT APPROPRIATE AGE) CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME</b></p> <p>Where the films of different categories form part of the same programme, the notice shall refer to the oldest age restriction.</p> <p><i>Note: This condition does not apply to members of staff under the relevant age while on-duty provided that the prior written consent of the person's parent or legal guardian has first been obtained.</i></p>	
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#### Access for children to licensed premises generally

	Example measures to meet the licensing Objectives	Tick if applicable
154.	<p>No children under the age of 18 are to access the premises</p> <p><i>Note: the above condition may be appropriate where the premises are used for gambling or any activity or entertainment (whether regulated entertainment or not) of a clearly adult or sexual nature. Applicants wishing to allow access for children to premises where these associations may be relevant should address in their operating plan their reasons and explain the steps that they intend to take to protect children from harm.</i></p>	
155.	<p>Children under the age of 12 require to be accompanied by adults after 11pm in the evening.</p> <p><i>Note: The above condition may be appropriate for any premises NOT serving alcohol for consumption on the premises, but where the public are allowed on the premises after 11pm in the evening. Applicants wishing to allow access to premises to unaccompanied children under the age of 12 after 11pm should address in their operating plan their reasons and explain the steps that they intend to take to protect children from harm.</i></p>	

#### Age Restrictions - Specific

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

### Performances especially for children

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

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

### Children in performances

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

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

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

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

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

Name:

Signature:

A handwritten signature in black ink, consisting of a stylized 'G' followed by a horizontal line.

Date:



Date: 28/10/2014  
 Scale: 1:5,000m  
 Name: Location Plan  
 Title: Kim's Newsagents, 44 Eastfield Road  
 Dept: Governance



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