

Sample Conditions for Premises Licences and Club Premises Certificates

In line with other North West Local Authorities, Eden District Council has prepared sample conditions that may be used in respect of individual premises in order to promote the four licensing objectives. The conditions are of course not appropriate to all premises.

Our thanks and acknowledgment to Wigan MBC who have promoted and prepared the majority of this document which can be used as a guide by responsible authorities and applicants accordingly.

The document is a "live" document and it is anticipated that changes, alterations and additions will be made as needed.

The sample conditions have been listed under the appropriate licensing objective. However, some conditions may relate to one or more of those objectives.

This is not a definitive list of sample conditions and it may be that other conditions are required for individual premises and applicants may offer any conditions they consider will be appropriate to promote the licensing objectives in the particular circumstances of their individual case.

Readers are recommended to refer to the guidance issued under Section 182 of the Licensing Act 2003 and to Eden District Council's Licensing Policy Document.

General

Please note that conditions attached to licences and certificates should not duplicate existing legislation.

The sample conditions have been prefixed to identify the licensing objective that they seek to address. However, some conditions may apply to one or more of those objectives.

The prefixes are:

CD	Crime and Disorder
PS	Public Safety
PPN	Prevention of public nuisance
PCH	Protection of children from harm

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Sample Conditions Relating to the Prevention of Crime and Disorder

Communications between Licensed Premises & Pubwatch

CD1

A method of communicating with other participating licensed premises by way of text / pager or radio links shall be provided at the premises.

CD2

Any text / pager or radio link provided for communication with the other licensed premises shall be kept in good working order at all times.

CD3

When the premises are open to the public, the communications link with other participating licensed premises shall be switched on and available to and monitored by the Designated Premises Supervisor or a nominated member of staff.

CD4

Every incident of crime or disorder in the premises shall be reported via the text / pager or radio link to other participating licensed premises by the Designated Premises Supervisor or a nominated member of staff.

CD5

The Designated Premises Supervisor, when present, and all members of staff shall ensure that all lawful instructions and/or directions given by the Police are complied with.

Note: where the premises hold a club premises certificate, there is no requirement for a Designated Premises Supervisor.

Door Supervisors

Your attention is drawn to the requirements of the Private Security Industry Act 2001

CD6

Door supervisors shall be provided at the premises door to such a number as the management of the premises consider are sufficient to control the entry of persons to the premises and for the keeping of order in the premises when they are used for licensable activity.

Note: The conditions may have to be amended to include specific reference to times, dates and licensable activities and number of door supervisors dependant upon the representation(s) made by a responsible authority or the content of the operating schedule.

Door Supervisors

Your attention is drawn to the requirements of the Private Security Industry Act 2001

CD7

There shall be employed at the premises not less than (insert number) female door supervisor(s) each of whom is registered with the Security Industry Authority.

Note: The conditions may have to be amended to include specific reference to times, dates and licensable activities and number of door supervisors dependant upon the representation(s) made by a responsible authority or the content of the operating schedule.

CD8

A written record shall be kept on the premises by the Designated Premises Supervisor of every person employed on the premises as a door supervisor in a register kept for that purpose. That record shall contain the following details:

- a) the door supervisor's name, date of birth and home address
- b) his/her Security Industry Authority licence number
- c) the time and date he/she starts and finishes duty
- d) the time of any breaks taken whilst on duty
- e) each entry shall be signed by the door supervisor

That register shall be available for inspection on demand by an Authorised Officer of the Council, the Security Industry Authority or a Police Constable.

Toughened Glasses/Plastic Containers

CD9

No person in possession of a drink in a sealed or unsealed container shall be allowed to enter the premises except for the purposes of delivery.

CD10

No drink shall be sold from a bar or by staff service or consumed in or on the premises other than in a container made from non-splintering plastic, paper or shatterproof glass. (Your attention is drawn to the requirements of the Weights and Measures Act 1985).

CD11

No drink shall be removed from the premises in an unsealed container.

CCTV

CD12

A tamper proof CCTV system shall be installed at the premises in liaison with and to the satisfaction of the Cumbria Police Licensing and Community Safety Officers and shall be used to record during all hours that a licensable activity takes place on the premises.

CD13

A CCTV camera shall be installed at the locations marked, "CCTV CAMERA" on the plan of the premises.

CD14

Where CCTV equipment is fitted, it shall be maintained in good working order in accordance with the manufacturer's instructions.

CD15

A written record shall be kept every time images are recorded by CCTV and shall include details of the recording medium used, the time and date recording commenced and finished. This record shall identify the person responsible for the recording and shall be signed by him/her. Where the recording is on a removable medium (i.e. videotape, compact disc, flash card etc), a secure storage system to store those recording mediums shall be provided.

CD16

The images recorded by the CCTV system shall be retained in unedited form for a period of not less than 31 days.

Capacity Limits

CD17

The maximum number of persons allowed in these premises shall be **(insert the numbers, areas and occasions on which the capacity condition applies)**.

Proof of Age Schemes

CD18

There shall be in place for the premises a written admissions policy to prevent the sale or supply of alcohol to persons under 18 years of age. That policy shall require any person who appears to be under the age of 18 years to produce a recognised proof of age card accredited under the Proof of Age Standards Scheme (PASS), a citizen card supported by the Home Office, a photo driving licence, a passport or official HM Forces or EU ID card bearing photo and date of birth.

Proof of Age Schemes

CD19

A notice or notices shall be displayed in and at the entrance to the premises where they can be clearly seen and read and shall indicate that it is unlawful for persons under 18 to purchase alcohol or for any person to purchase alcohol on behalf of a person under 18 years of age.

CD20

Spare

Crime Prevention Notices

CD21

There shall be displayed on the premises notice(s) to warn members of the public visiting the premises of the incidence of crime, which may affect them. The notice(s) shall be displayed and securely fixed and clearly visible to members of the public.

Trading Hours and Licensed Activities Signs

CD22

There shall be displayed at the entrance to the premises a sign, which is clearly visible to members of the public visiting those premises containing details of the trading hours under the premises licence, the licensable activities permitted on those premises and any maximum occupancy level set for the premises. **(See also CD17).**

CD23

Where the premises licence has restrictions relating to the admission of children, a sign detailing those restrictions shall be displayed at the entrance to the premises where it is clearly visible to members of the public visiting those premises.

Large Capacity Venues Used Exclusively or Primarily for the "Vertical" Consumption of Alcohol (HVVDs)

CD24

There shall be provided at the premises tables in the ratio of 1: (insert number) customers and seats in the ratio of 1: (insert number) customers.

Search Policy (Drugs and Weapons)

CD25

There shall be in force for the premises a Drugs search policy for prospective customers which shall be developed in liaison with and to the satisfaction of Cumbria Police Licensing officer for the area concerned.

CD26

There shall be displayed throughout the premises a notice informing prospective customers of the search policy. The notice shall be securely fixed and visible to members of the public.

Pub and Club Watch Schemes

CD27

The licence holder and/or the designated premises supervisor or a person nominated by them shall actively participate and be a member of a Pubwatch scheme for the area within which the premises is located.

CD28

Pubwatch posters and a list of currently banned persons will be displayed throughout the premises, posters should be securely fixed and visible to members of the public. Photographs will be made available to employees and displayed in line with the Pubwatch constitution.

CD29

Incidents of crime and disorder which occur on or near to the premises which, cause concern to DPS or other employees of the venue will be recorded in writing and reported to the Pubwatch committee in line with the Pubwatch constitution.

Sample Conditions Relating to Public Safety

Evacuation of Disabled Persons

PS1

When disabled persons are present on the premises there shall be in place arrangements for their safe evacuation in the case of an emergency or other reason. Details of those arrangements shall be recorded in writing and all staff employed on the premises shall be aware of those arrangements.

PS2

All disabled persons on the premises shall be made aware of the evacuation arrangements.

Alterations to the Premises

PS3

All parts of the premises shall at all times be kept free from defect and no changes, alterations of any kind to the surface finish or coverings including furniture and flooring on any part of the premises shall be made without the prior approval of the Council.

Escape Routes

PS 4 & 5 Spare

PS6

All exits and escape routes to those exits (including external escape routes) from the premises shall be provided with slip resistant even surfaces and shall be maintained in good repair, correct working order and kept free from all obstructions when the public are on the premises. External escape routes shall also be kept free from ice and snow.

PS7

The nosings on all steps and landings shall be maintained so that they are clearly visible by painting them in contrasting colours or other similar means.

PS8

All doors or gates both inside and outside the premises which are on an escape route shall be fitted only with approved fasteners and shall at all times be properly maintained, free from obstruction and be capable of being opened easily and fully so that they do not restrict the public leaving the premises and shall open in the direction of the escape route.

Escape Routes

PS9

Where a door on an escape route opens against the direction of exit travel, it shall be locked in the open position by a tamper-proof fastening when the public uses the premises and there shall be a clearly visible notice in capital letters which contains the following words, "THIS DOOR SHALL BE KEPT LOCKED IN THE OPEN POSITION WHEN THE PREMISES ARE OCCUPIED" displayed in a clearly visible position next to the door.

PS10

All exit doors and gates from premises or enclosure(s) surrounding it shall be capable of being opened by any person without the use of a key, card, code or other similar means and be kept free from all fastening devices when the premises are open to the public.

PS11

All exit routes and doors on such routes shall be checked on every occasion before the premises is used for purposes of a licensable activity and at regular occasions when the premises are open to the public to ensure that they are free from defect, obstruction, trip hazards and surfaces are not slippery. A record of such inspections, any defects discovered and the remedial action taken shall be made in writing in a logbook kept for that purpose. That logbook shall be made available for inspection on demand to an Authorised Officer of the Council, a Fire Officer or a Police Constable.

PS12

The method of opening any exit door or gate from the premises or enclosure(s) surrounding it shall be clearly displayed immediately above or below the fastening in white block lettering on a green background in letters not less than 50 mm high.

PS13

Where any automatic self-closing fire-resisting doors activated by a fire alarm or fire detection system are fitted within the premises they shall not be prevented from closing by any device and shall be marked to both sides of the doors so that they are clearly visible and positioned at or about eye level with the words "AUTOMATIC FIRE DOOR KEEP CLEAR" in block letters not less than 50mm high when the premises are open to the public.

PS14

Where a fire-resisting door is fitted within the premises and that door is required to be kept closed at all times then the door shall be clearly marked on both sides with a sign bearing the words "FIRE DOOR KEEP CLOSED" in block letters not less than 50mm high and clearly visible when the premises are open to the public.

PS15

Where a roller shutter or folding gate is used on any escape route, that shutter or gate shall be locked in the open position when the premises are open to the public.

PS16

Any door or gate in the premises which is not an exit door or gate shall have a sign bearing the word "PRIVATE" in block letters not less than 50 mm high.

Escape Routes

PS17

Any chain, padlock or any other device used to lock an exit door when the premises are not in use shall be numbered and shall be removed and stored on a storage hook bearing the same number when the premises are open to the public.

PS18

The furniture or seating in premises shall be arranged so that it does not obstruct any exit, route to any exit or to any facility within the premises.

PS19

Where seats are arranged for a closely seated audience, the seating and gangways shall be fixed and arranged to allow free unobstructed access to exits, routes to exits and the facilities provided in the premises.

Note: Reference for seating arrangements can be found in:

1) "Guide to Fire Precautions in Existing Places of Entertainment and Like Premises" ISBN 0-11-340907-9 and 2) "Code of Practice for Places of Assembly" BS5588 Part 6 1991 (available from the Stationery Office and all good book sellers).

Safety Checks

PS20

Before the premises are opened for the purposes authorised by the licence an inspection shall be carried out to ensure that the premises are safe for use. Details of the inspection, defects discovered and remedial action taken shall be recorded in writing in a logbook kept for that purpose. That logbook shall be made available for inspection on demand to an Authorised Officer of the Council, a Fire Officer or a Police Constable.

Curtains, Hangings, Decorations, Upholstery, Carpets, Walls and Ceilings

PS21

The premises shall be maintained so that the following fire retardancy standards are complied with:

- (i) All upholstered seating meets on a continuous basis the pass criteria for smouldering ignition source 1 and crib ignition source 5 when tested in accordance with section 5 of BS 5852:1990.
- (ii) All repairs or refurbishment of existing seating or upholstery shall include the removal of untreated polyurethane foam and its replacement by fillings which conform to the Furniture and Furnishings (Safety) Regulations 1988 (as amended).
- (iii) Carpets – B.S.4790 low radius of spread.

Curtains, Hangings, Decorations, Upholstery, Carpets, Walls and Ceilings

- (iv) Walls and Ceilings – Circulation areas, Building Regulations. Class O General Areas, B.S.476 Class1.
- (v) All artificial foliage, floral decorations or any other decoration provided on the premises shall be of inherently flameproof material.

PS22

Where any furnishing or fitting in the premises including wall, floor and ceiling linings, requires further periodic treatment to maintain the surface spread of flame qualities, they shall be treated in accordance with the manufacturers specifications. When such treatment is carried out, a written record shall be made in the logbook kept for that purpose and a certificate showing the treatment has been carried out shall be obtained and retained for inspection by the Fire Authority.

PS23

No curtain, hanging or any other decoration shall be positioned so as to obstruct any exit, sign or fire fighting equipment. Curtains covering doorways should be divided down the middle and so hung that the lower edge of the curtain does not touch the floor. They should not obstruct notices, exit signs, fire fighting equipment etc.

Control of Occupancy Limits

S24

At all times when the premises are used for the purpose of the *licence/or certificate, the licence holder, a club official, manager or designated premises supervisor who is responsible for the management of the premises shall at all times be aware of the number of persons on the premises and shall if requested to do so give that information to an Authorised Officer of the Council, a Fire Officer or a Police Constable. (*delete as appropriate). (See also CD17)

Fire Action Notices

PS25

Printed notices shall be prominently displayed in the premises detailing the essential steps that must be taken if a fire is discovered or the fire alarm goes off or other emergency arises and how to call the Fire Service.

Outbreaks of Fire

PS26

A person who is nominated for the purpose of taking control in the event of a fire, fire alarm, emergency or event which may effect the safety of persons attending the premises shall be on and in charge of the premises at all times when any licensable activity is being provided.

That person shall be responsible for calling the Fire Service in the event of any fire and that person shall also be responsible for meeting the Fire Service and advising them of the location of the fire.

PS27

Any outbreak of fire of any kind shall be reported to the Fire Service immediately and a written record shall be made in a logbook kept for that purpose.

Loss of Water

PS28

Where the water supply to any hydrant, hose reel, sprinkler, drencher or any other fire extinguishing installation is cut off or restricted the Fire Service shall be notified immediately.

Access for Emergency Vehicles

PS29

Clear and unobstructed access shall be available to the premises for use by the emergency services and emergency service vehicles at all times.

First Aid

PS30

There shall be maintained on the premises at all times an adequate and appropriate supply of first aid equipment and materials.

PS31

At all times when the public are present, at least one person who holds a current recognised first aid certificate or award shall be present on the premises. Where more than one such person is present their duties shall be clearly defined.

Lighting

PS32

When the public, members or guests are present, the lighting levels in all parts of the premises shall be capable of providing sufficient illumination for the public, members or guests to leave the premises safely and there shall be at least one person who is nominated to switch on the house lights in an emergency situation. (Note where the premises are a theatre or cinema, a complete or substantially complete blackout may be permitted for production reasons provided that the exit signs shall be kept lit at all times).

PS33

All fire instruction signs shall be illuminated so that they can be easily read at all times when the public, members or guests are present on the premises.

PS34

The controls for the emergency lighting shall be protected from unauthorised use and accidental operation and the system designed so that the emergency lighting cannot be altered.

PS35

Every battery which is used to power an emergency light or exit sign shall be maintained in a fully charged condition at all times.

PS36

On every occasion before the public, members or guests are admitted to the premises an inspection of all normal and emergency lighting shall take place. A record shall be kept in a logbook of those tests and any faults discovered together with a record of the work carried out to repair those faults. All faults discovered shall be repaired immediately or if that cannot be done then as soon as is possible and the reason for the delay shall be entered in the logbook. (See also PS71)

Temporary Electrical Installations

PS37

No temporary electrical wiring or distribution system shall be installed in the premises unless, the installation is carried out by a suitably qualified and competent person. The premises licence holder or Club Premises Certificate holder shall obtain a certificate from that person that the installation is fit for purpose and complies with British Standard 7671 and where applicable, British Standard 7909. A copy of that certificate shall be produced by the Premises Licence Holder or the Club Premises Certificate Holder if requested to do so by an Authorised officer of the Council or an Officer of the Cumbria Fire and Rescue Service.

Temporary Electrical Installations

PS38

Where any temporary electrical wiring or distribution system has been installed in any premises by a person who is not competent to do so, the premises licence holder or Club Premises Certificate holder installation shall have the installation inspected and certified in writing by a suitably qualified and competent person that it is fit for purpose and complies with British Standard 7671 and where applicable, British Standard 7909. A copy of that certificate shall be produced by the Premises Licence Holder or the Club Premises Certificate Holder if requested to do so by an Authorised officer of the Council or an Officer of the Cumbria Fire and Rescue Service.

PS39

A written notice has been served on the Council not less than ten days before any work commences unless this is not possible due to time constraints. In such cases written notice shall be served as soon as is practicable.

Sanitary Accommodation

PS40

The premises shall be provided with adequate and accessible lavatory accommodation which shall at all times when the premises are in use be kept clean, ventilated, disinfected and supplied with hot and cold water, soap, toilet tissue, hand drying and sanitary towel disposal facilities as appropriate.

Sports Entertainment

PS41

A Registered Medical Practitioner shall be present at any sports entertainment involving boxing, wrestling, judo, karate or other sports entertainment of a similar nature.

PS42

Where the entertainment requires the provision of a ring, it shall be installed by a competent person who shall ensure that it is properly constructed and supported and all materials used in its construction are non-combustible. The Premises Licence Holder or the Club Premises Certificate Holder shall obtain a certificate from that competent person that the ring has been correctly constructed is fit for use and is constructed of non-combustible material. The Premises Licence Holder or the Club Premises Certificate Holder shall produce that certificate if required to do so to an Authorised officer of the Council or Cumbria Fire and Rescue Service. (See also PS19 – seating arrangements)

PS43

No member of the public shall be allowed to be seated or to enter an area within 2.5 metres of the outermost edge of the playing area of the sport.

Sports Entertainment

PS44

Where the entertainment relates to the provision of water sports, there shall be present an adequate number of staff who are trained in rescue, life saving and resuscitation. Such staff shall be positioned and remain adjacent to the water at all times the premises are used for entertainment and be readily identifiable to the public by means of conspicuous clothing or other marking system which is visible under all lighting conditions. **(See the recommendations in the joint Health and Safety Commission and Sports Council publication “Managing Health and Safety in Swimming Pools”).**

Special Effects

Notification of specification to be notified to the Council 5 working days prior to event

PS45

No smoking or naked flames shall be permitted on any part of the stage during any entertainment unless that use has been notified to the Council and is provided in accordance any guidance given by Cumbria Fire and Rescue Service.

PS46

No explosive, liquefied petroleum gas or any other highly flammable materials shall be used or stored on the premises unless notified to the Council and is used in accordance any guidance given by Cumbria Fire and Rescue Service.

PS47

No pyrotechnics including fireworks shall be used or stored at the premises unless notified to the Council and they are used in accordance with any guidance given by Cumbria Fire and Rescue Service.

PS48

No dry ice machines or cryogenic fog, smoke machines or fog generators shall be used at the premises unless notified to the Council and is used in accordance any guidance given by Cumbria Fire and Rescue Service.

PS49

Lasers shall not be used on the premises unless notified to the Council. They should only be used in accordance with the requirements for the safe use of lasers as set down in the HSE Guide, The Radiation of Safety Lasers Used for Display Purposes (HS (G) 95) and BS 60825: Safety of Laser products British Standard 4803: part 3.

PS50

Strobe lighting shall not be used on the premises unless notified to the Council. A notice which can be clearly seen and easily read by the public warning that strobe lights are in use in the premises shall be displayed at each entrance to the premises.

**Conditions which are generally specific to Theatres, Cinemas, Concert Halls
and Similar Places (Promotion Of Public Safety)**

Premises used for closely seated audiences

Attendants

PS51

In any closely seated auditorium, there shall be in attendance the number of attendants as set out in the table below and those attendants shall be instructed as to their essential responsibilities in the event of a fire or other emergency and details of such instructions shall be recorded in a logbook kept for that purpose. Account shall be taken of the attendance of disabled persons and children.

Number of Members of an Audience present on a floor	Number of attendants
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1 to 100	1
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101 to 250	2
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Plus one additional attendant for each additional 250 or part of 250 members of the audience present.

Except where most of the audience are aged below 16 years when the number of attendants shall be on the lower floor, for

1 to 50	1
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51 to 100	2
-----------	---

Plus one additional attendant for each additional 100 or part of 100 members of the audience present and on any floor above the lower floor,

1 to 25	1
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26 to 50	2
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Plus one additional attendant for each additional 50 or part of 50 members of the audience present.

Sitting and Standing in Gangways etc

PS52

No person shall sit on any floor within the premises. **(Exceptions to this requirement may be written into the condition).**

PS53

No standing or waiting shall be permitted in (any area) or (except in the following areas*). **(*Specify the area(s), if any, in which standing or waiting is permitted.)**

PS54

In no circumstances shall any person be allowed to:

- (a) sit in any gangway
- (b) stand or sit in front of any exit; or
- (c) stand or sit on any staircase including any landing

Balcony Fronts

PS55

No item of clothing or any other objects shall be placed over balcony rails or on upon balcony fronts.

Safety Curtain

PS56

A safety curtain shall be provided which shall be of robust construction, made of non-combustible materials or inherently or durably treated flame-retardant fabric and shall be able to withstand damage caused by scenery, properties or falling debris. It shall:

- (a) be of sufficient strength and stiffness to resist the pressure of air likely to be caused by fire in the stage area without distorting to an extent which would cause its withdrawal from its retaining guides;
- (b) provide an adequate seal against the passage of smoke between the stage area and the audience;
- (c) be able to withstand the effects of fire for a sufficient period of time to allow the complete evacuation of the building; and
- (d) be capable of closing within 30 seconds.

Safety Curtain

PS57

The curtain shall have the words "Safety Curtain" displayed on it in a conspicuous position where it is clearly visible to the audience from all parts of the auditorium.

PS58

The curtain and curtain guides shall be protected by a manually released drencher system arranged to spray the stage face of the curtain with water and to keep the curtain and its guides cool in the event of fire. There shall be provided a clearly indicated duplicated hand release gear to lower the curtain and operate the curtain drencher system one of which shall be situated on the stage side of the curtain and the other on the audience side in a position where it is easily accessible to the fire service and authorised staff.

Alternatively

PS59

A curtain shall be provided between the stage and the audience, which shall be of robust construction, made of non-combustible materials or inherently or durably treated flame-retardant fabric and shall be able to withstand damage caused by scenery, properties or falling debris. It shall: -

- (a) provide an adequate seal against the passage of smoke between the stage area and the audience;
- (b) be able to withstand the effects of fire for a sufficient period of time to allow the complete evacuation of the building; and
- (c) be capable of closing within 30 seconds.

PS60

The curtain shall have the words "Safety Curtain" displayed on it in a conspicuous position where it is clearly visible to the audience from all parts of the auditorium.

Ceilings

PS61

All ceilings in those parts of the premises to which the audience are admitted should be inspected by a person who is suitably qualified and competent to do so. The Premises Licence Holder shall obtain from the competent person a certificate as to the condition of the ceiling and the date by which a further such inspection shall take place. The Premises Licence Holder shall forward a copy of that certificate to the Licensing Authority within seven days of completion of the inspection. Such inspections shall take place at intervals of not less than five years.

Note: It may be that only ceilings in specific areas within premises require inspection and certification. In those cases details of the specific ceilings should be incorporated into the condition.

Seating

PS62

Where the audience is seated around tables, the seating need not be fixed but both tables and chairs shall be arranged so that gangways are clearly identifiable and unobstructed.

PS63

Where less than 250 temporary seats are to be used, then unless the seats are in boxes which cannot accommodate more than eight persons or in other areas which have been approved, chairs or single seats shall be secured together in lengths of not less than four seats and not more than twelve seats.

PS64

Where more than 250 temporary seats are to be used, then unless the seats are in boxes which cannot accommodate more than eight persons or in other areas which have been approved, chairs or single seats shall:

- a) be secured together in lengths of not less than four seats and not more than twelve seats;
- b) the end seats of each row shall be fixed to the floor; or
- c) fixed to floor bars which shall not be more than 25mm in height and have a cambered surface.

Premises Used for Film Exhibitions

Attendants at premises where there is not in place a system of communications with staff

PS65

Where there is not in place in the premises a system of alerting staff, there shall be in attendance the number of attendants as set out in the table below and those attendants shall be instructed as to their essential responsibilities in the event of a fire or other emergency and account shall be taken of the attendance of disabled persons and children. Details of such instructions shall be recorded in a logbook kept for that purpose.

Number of members of an audience present on the premises	Minimum number of attendants required to be on duty on the premises
1 to 250	2
Plus one additional attendant for each additional 250 (or part thereof)	
Where there are more than 150 members of the audience in any auditorium or on any floor	At least one attendant shall be present in any auditorium or on any floor.

Attendants at Premises Where There is in Place a System for Communications with Staff

PS66

Where there is in place in the premises a system for alerting staff, there shall be in attendance the number of attendants as set out in the table below and those attendants shall be instructed as to their essential responsibilities in the event of a fire or other emergency and account shall be taken of the attendance of disabled persons and children. Details of such instructions shall be recorded in a logbook kept for that purpose.

Number of members of an audience present on the premises.	Minimum number of attendants required to be on duty.	Minimum number of other staff on the premises who are able to assist in the event of an emergency.
1 to 500	Two	One
501 to 1000	Three	Two
1001 to 1500	Four	Four
1501 to 2000	Five	Five
Over 2000	Five plus one for each additional 500 (or part thereof) of persons on the premises.	Five plus one for each additional 500 (or part thereof) of persons on the premises.

For the purposes of part (a) of this condition, staff shall not be considered as being available to assist in the event of an emergency if they are: -

- (i) the holder of the premises licence or the manager on duty at the premises; or
 - (ii) a member of staff whose normal duties or responsibilities are likely to significantly affect or delay his response in an emergency situation; or
 - (iii) a member of staff whose usual location when on duty is more than 60 metres from the location to which he is required to go on being alerted to an emergency situation.
- (c) Attendants shall, as far as is reasonably practicable, be evenly distributed throughout all parts of the premises to which the public have access and keep under observation all parts of the premises to which the public have access.
- (d) The staff alerting system shall be maintained in good working order at all times and checks shall be carried out on the system not less than once per month to check its efficiency. A record of such checks shall be recorded in a logbook kept for that purpose.

Audience Under 16 Years

PS67

Where the audience in any floor, tier or auditorium consists mainly of unaccompanied persons under 16 years of age there shall be in attendance the number of adult attendants as set out in the table below and those attendants shall be instructed as to their essential responsibilities in the event of a fire or other emergency and account shall be taken of the attendance of disabled persons and children. Details of such instructions shall be recorded in a logbook kept for that purpose.

Number of members of an audience present on the premises (or in any auditorium, cinema unit, or on any floor or tier).

Minimum number of attendants on duty on the premises (or in any auditorium, or on any floor or tier).

1 to 50

1

Plus one additional attendant for each additional 50 or part of 50 members of the audience present. Plus, one additional attendant where the audience is above the lowest floor of the premises

Note: it may also be necessary to include a requirement for an attendant to be in the vicinity of the exit(s) from the premises, floor, auditorium etc.

Minimum Lighting

PS68

The level of lighting in any auditorium during the showing of films shall be maintained at a level which complies with the standards set out in BS CP 1007 (Maintained lighting for cinemas).

Note: Where this standard is not considered to be satisfactory, the appropriate amendment should be made to the condition.

Flammable Films

PS69

No flammable film shall be allowed on the premises unless notified to the Licensing Authority and it is used or stored in accordance with any guidance from the Cumbria Fire and Rescue Service.

Chill Room

PS70

Where the regulated entertainment at the premises comprises mainly of fast dance music and the capacity of the premises exceeds (INSERT NUMBER). A "chill room" or "quiet area" shall be provided at the premises and shall have a free and easily accessible supply of drinking water and shall be supervised by a qualified First Aider.

Periodic Tests and Safety Certificates

PS71

Emergency Lighting will be tested in accordance with BS 5266 Part 1, 1999 Emergency Lighting. The results of the tests will be recorded in a logbook. A satisfactory NICEIC (or equivalent) inspection report will be provided annually* to the Licensing Authority.

PS72

The fire alarm detection system will be tested in accordance with BS 5839 Part 1 2002 Fire Detection and Fire Alarm Systems for buildings. The results of the tests will be recorded in a log book. A satisfactory inspection report will be provided annually* to the Licensing Authority.

PS73

The electrical installation will be inspected and a satisfactory NICEIC (or equivalent) inspection report will be provided annually* to the Licensing Authority.

PS74

Any gas boiler, calorifier or other gas appliance will be tested on a regular basis and a satisfactory CORGI (or equivalent) inspection report will be provided annually* to the Licensing Authority.

PS75

Where retractable seating is installed, this will be regularly inspected and a satisfactory inspection report will be provided annually* to the Licensing Authority.

NB Ceilings – see PS61

Temporary Electrical Installations – see PS36

* or state recommended period

Fire Fighting Equipment and Procedures

PS76

Fire fighting equipment shall be provided throughout the premises at suitable locations and be appropriate to the risk to comply with BS 5306 Part 8, Selection and Installation of Portable Fire Extinguishers.

PS77

The extinguishers shall be hung on a wall bracket with the handle or carrying device approximately 1.1 metres from the floor.

PS78

Firefighting equipment shall be examined regularly by the manufacturer or other competent person and maintained and tested in accordance with BS 5306 Part 3, 2000.

PS79

All members of staff will be familiar with the operation of the firefighting equipment.

PS80

All staff shall be instructed and trained to ensure that they understand the fire precaution measures in the building and the procedure and action to be taken in the event of fire.

PS81

Practice fire drills shall be carried out at least once per year or at such additional times as required to train new staff. A competent person will conduct the drills by operating the fire alarm so that staff can rehearse their specific task or duties.

PS 82

All training and instruction shall be recorded in a log book.

Sample Conditions Relating to the Prevention of Public Nuisance

Hours of Opening

PPN1

The licensed premises/club premises or the parts of the licensed premises/club premises edged in red on the attached plan of the premises may be open to the public/members of the club and their guests between the hours of (insert hours) on the following days (insert days).

Note: This condition will have to be re-drafted where the permitted hours are different on different days.

PPN2

The licensable activity/club qualifying activity namely (specify activity) is permitted to take place on the licensed premises/club premises in those parts of the plan edged in (specify colour) on the attached plan of the premises between the hours of (insert hours) on the following days (insert days).

Noise and Vibration

PPN3

No nuisance shall be caused by noise coming from the premises or by vibration transmitted through the structure of the premises.

PPN4

All external doors and windows shall be kept closed when regulated entertainment is being provided except in the event of an emergency.

PPN5

The noise level from the premises whilst being used for public entertainments purposes, shall not cause nuisance to noise sensitive dwellings in the vicinity.

PPN6

The licence holder or his representative shall conduct regular assessments of the noise coming from the premises on every occasion the premises are used for regulated entertainment and shall take steps to reduce the level of noise where it is likely to cause a disturbance to local residents. A written record shall be made of those assessments in a log book kept for that purpose and shall include, the time and date of the checks, the person making them and the results including any remedial action.

PPN7

There shall be placed a dispersal policy / warden scheme in place to assist dispersal of clientele from the area in a swift, efficient and safe manner. Notices will be displayed at all exits from the premises in a place where they can be seen and easily read by the public, (or member and their guests) requiring customers to leave the premises and the area quietly.

Note: This may also include a reference to vehicles.

Noise and Vibration

PPN8

Refuse such as bottles shall be disposed of from the premises at a time when it is not likely to cause a disturbance to residents in the vicinity of the premises.

Offensive Smells

PPN9

There shall be no emission from the premises of any offensive smells, which are likely to cause a nuisance.

PPN10

Where there are any offensive smells created on the premises, provision shall be made for such smells to be vented from the premises so that they do not cause a nuisance to nearby premises.

Waste Materials

PPN11

There shall be provided at the premises containers for the storage and disposal of waste foods and other refuse from the premises. Those containers shall be constructed, maintained and located so that access to them by vermin and unauthorised persons is prevented and arrangements shall be made for the regular lawful disposal of their contents.

PPN12

Where the premises provide food to the public for consumption on or off the premises there shall be provided at or near the exits, sufficient waste bins to enable the disposal of waste food, food containers, wrappings etc.

PPN13

Where the premises provide food for consumption off the premises, the public area immediately surrounding the premises shall be cleared of waste food, food containers, wrapping etc. at the end of trading on each day. Such refuse shall be placed in a container designed for the storage and disposal of refuse and waste foods which shall be constructed, maintained and located so that access to it by vermin and unauthorised persons is prevented and arrangements shall be made for the regular lawful disposal of their contents.

Light Pollution

PPN14

No light from or on the premises and any other light under the control of the premises shall be provided where that light causes a nuisance to any nearby premises.

Sample Conditions Relating to the Protection of Children from Harm

Age Restrictions - General

PCH1

No person under the age of 18 years shall be permitted on the premises when they are being used for the purposes of the supply of alcohol and/or the provision of regulated entertainment.

PCH 2

No person under the age of 12 years, unless they are accompanied by a person over 18 years, shall be permitted on the premises at any time between 10.00 p.m. and 7.00 a.m.* when the premises are being used for the purposes of a licensable activity other than the supply of alcohol. (* insert appropriate times)

PCH 3

No person under the age of (specify age) shall be permitted on the premises between the hours of (specify hours, days).

Age Restrictions - Cinemas

PCH 4

The admission of children to a film exhibition shall be restricted in accordance with Section 20 of the Licensing Act 2003.

PCH5

The film classification body for the purposes of this licence shall be the British Board of Film Classification.

PCH6

Where any film has not been classified by the film Classification body then such film shall be submitted to the Licensing authority not less than 28 days before it is proposed to show it to enable the Authority to classify it and attach such age restrictions as it considers appropriate.

PCH7

No film exhibition shall be shown at the premises unless it has been classified by the British Board of Film Classification or by the Licensing Authority and only the following classifications shall be applied:

U - Universal = Suitable for audiences aged four years and over

PG - Parental Guidance = Some scenes may be unsuitable for young children

Age Restrictions - Cinemas

12A - Passed only for viewing by persons aged 12 years or older or persons younger than

12 - When accompanied by an adult

15 - Passed only for viewing by persons aged 15 years and over

18 - Passed only for viewing by persons aged 18 years and over

PCH8

Immediately before each exhibition at the premises of a film passed by the British Board of Film Classification there shall be exhibited on screen for at least five seconds in such a manner as to be easily read by all persons in the auditorium a reproduction of the certificate of the Board or, as regards a trailer advertising a film, of the statement approved by the Board indicating the classification of the film.

PCH9

Where a programme includes a film recommended by the Licensing Authority as falling into the 12A, 15 or 18 category no person appearing to be under the age of 12 and unaccompanied, or under 15 or 18 as appropriate, shall be admitted to any part of the programme; and the licence holder shall display in a conspicuous position a notice in the following terms:

PERSONS UNDER THE AGE OF (INSERT APPROPRIATE AGE) CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME.

Where films of different categories form part of the same programme, the notice shall refer to the oldest age restriction. This condition shall 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.

Age Restrictions - Theatres

PCH10

Where the performance of a play is to be provided at the premises which contains material of an adult nature, no person under the age of **[Insert age]** shall be admitted to those premises.

Performances Especially for Children

PCH11

Where unaccompanied children are present on the premises then if those children are on a floor or tier which is above the ground floor of the premises no standing shall be allowed at any time during a performance.

Children in performances

A child is a person under the age of 16 years

PCH12

The backstage facilities shall be large enough to accommodate safely the number of children taking part in any performance.

PCH13

All persons involved in any way in the production of that performance or in the chaperoning of the children or in relation to safety shall be fully trained in all procedures relating to fires or any other emergency before the children are allowed on the premises. Details of such training shall be recorded in writing in a logbook kept for that purpose.

PCH14

Where any premises are to be used for any performance which includes the participation of children, such children shall at all times when they are on the premises remain under the supervision of an adult.

PCH15

Where any premises are to be used for any performance which includes the participation of children, a written list shall be kept of these children whilst on the premises. That list shall contain the full name, address, telephone number and details an adult contact for each child, a record of the time at which each child entered the premises and the time at which each child left the premises. That list shall be retained in the possession of a responsible adult at all times when children are on the premises and shall be immediately available to a member of the emergency services following any evacuation of the premise as a result of a fire, emergency or for any other reason.

The Portman Group Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks

PCH16

The Premises licence and the designated premises supervisor shall at all times comply with the Portman Group Code of Practice and with the requirements or recommendations of any Portman Group Retailer Alert Bulletin.

PCH17

(Where any premises is used for the supply of alcohol on behalf of a club or to the order of members of a club). The Committee shall at all times comply with the Portman Group Code of Practice and with the requirements or recommendations of any Portman Group Retailer Alert Bulletin.