

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 Department of Culture, Media and Sport (DCMS) have identified in their Guidance a pool of model conditions, which are relevant to each of the four licensing objectives. This pool does not include every possible measure and it is not an exhaustive list. There may be other measures that need to be included for certain premises or licensable activities. 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.

Name of Applicant	Premises Name
Address of Applicant	Premises Address

CONDITIONS RELATING TO THE PREVENTION OF CRIME AND DISORDER

Door Supervisors

	Example measures to meet the licensing Objectives.	Tick if applicable
1.	I will use or employ door supervisors at all times when a licensable activity is being carried out and I consider them necessary to: <ul style="list-style-type: none"> Prevent the admission and ensure the departure from the premises of drunk and disorderly persons, without causing further disorder; Keep out excluded individuals (subject to court or pub watch bans) Search and exclude persons suspected of carrying illegal drugs or offensive weapons; or Maintain an orderly queue outside the venue. 	
2.	I will ensure that any Door Supervisors used are registered by the Security Industry Authority. (<i>N.b. This is a mandatory condition where Door Supervisors are employed or used on a licensed premises</i>)	
3.	I will use or employ at least two door supervisors on each floor or tier, in addition to those located in any access/egress point; during the whole of the time any licensable activity takes place.	
4.	I will make sure that a female supervisor will be available if searches are to be conducted on female customers.	
5.	I will make sure that where there are 5 or more door supervisors, at least one of these will be female.	

CCTV & Communication

	Example measures to meet the licensing Objectives.	Tick if applicable
6.	I will provide a means of two way communication to report incidents between the premises and the local police or CCTV monitoring centre.	
7.	I will install Video/CCTV equipment inside/outside the premises and ensure that it is maintained in working order.	
8.	I will set Video/CCTV equipment to record from the time that the premises open to the public until the premises close and all members of the public have left.	
9.	I will ensure that any cameras covering the exterior of the premises are left to record for the duration of the tape and for a period not less than (please specify). (<i>Where members of the public congregate outside the premises after they are closed</i>)	
10.	I will ensure that monitoring tapes are retained for at least twenty eight days and are produced to an authorised officer on demand.	
11.	I will put up notices advising that CCTV has been installed on the premises so that they are clearly visible to the public within the licensed premises.	

Bottles and Glasses

	Example measures to meet the licensing Objectives.	Tick if applicable
12.	I will ensure that drinks are only available for consumption from plastic vessels or toughened glass.	
13.	I will ensure that no drinks are available for consumption from glass bottles	
14.	Where glass bottles are used, they will be retained or disposed of on the premises.	
15.	No customers will be admitted, or permitted to leave when carrying open or sealed bottles or glasses	

Restrictions on Drinking Areas

	Example measures to meet the licensing Objectives.	Tick if applicable
16.	I will ensure that the consumption of alcohol is restricted to the areas identified on the plan attached to the operating schedule.	

Capacity Limits

	Example measures to meet the licensing Objectives	Tick if applicable
17.	I will ensure that the maximum occupancy of the licensed premises is restricted at any one time to:.....(specify number here)	
18.	I will provide Door Supervisors to ensure that the capacity limit is enforced.	

Proof of Age Cards

	Example measures to meet the licensing Objectives	Tick if applicable
19.	I will ensure that any person selling or supplying alcoholic drink under the authority of a personal licence holder asks for a photo ID proof of age where they have reason to suspect that the individual may be under 18 years of age.	

Drinks Promotions

	Example measures to meet the licensing Objectives	Tick if applicable
20.	I will adopt and comply with the British Beer and Pub Associations Guidelines on On-Trade Promotions.	

Prohibited Substances

	Example measures to meet the licensing Objectives	Tick if applicable
21.	I will implement a policy agreed by the Police and local authority (<i>for more information on this you can refer to the "Safer Clubbing Guide"</i>)	
22.	I will ensure that a secure deposit box is kept on the premises for the retention of confiscated items and ensure that the Police are advised of any items which require safe disposal.	

Notices

	Example measures to meet the licensing Objectives	Tick if applicable
23.	I shall ensure that public information notices about crime and disorder issues are displayed at the requested of the Council or the Suffolk Constabulary. (<i>e.g. Customer Code of Conduct</i>)	
24.	I will display any restrictions on the admittance of individuals according to age (<i>e.g. Children</i>) on or immediately outside the premises.	
25.	I will display any conditions of entry to the premises in the vicinity of any entrance to the premises.	

Crime Prevention Schemes

	Example measures to meet the licensing Objectives	Tick if applicable
26.	I shall participate in the local pubwatch/nightsafe scheme operating in the Borough/District	

Striptease, lap dancing and similar entertainment

	Example measures to meet the licensing Objectives	Tick if applicable
27.	I will ensure that 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.	
28.	I will ensure that there is no audience participation in regulated entertainment which includes striptease, lap dancing or similar entertainment.	
29.	I will ensure that the route between the dressing room and performance area is either restricted or supervised at all times.	

Litter and Waste

	Example measures to meet the licensing Objectives	Tick if applicable
30.	I will be responsible for the disposal of waste on the frontage of the premises and make provision for the emptying of litter bins in the vicinity of the premises	

Lighting

	Example measures to meet the licensing Objectives	Tick if applicable
31.	I will ensure that lighting is provided outside the premises (and in my private car park) during the hours of darkness when any licensable activity takes place on the premises.	

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 Fire Precautions (workplace) Regulations 1997 (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

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

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 9 (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.

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

Escape Routes

	Example measures to meet the licensing Objectives	Tick if applicable
32.	I will make sure that escape routes and exits, including external exits, are maintained to ensure that they are not obstructed, in good order with non-slippery and even surfaces, free of trip hazards and clearly identified.	
33.	I will make sure that where chairs and tables are provided, internal gangways are kept unobstructed.	
34.	I will make sure that all exit doors are easily openable and do not require the use of a key, card, code or similar means	
35.	I will make sure that doors at such exits are regularly checked to ensure that they function satisfactorily and a record of the check is kept.	
36.	I will make sure that any removable security fastenings are removed whenever the premises are open to the public or occupied by staff.	
37.	I will make sure that all fire doors are maintained effectively self-closing and not held open other than by approved devices (<i>for example, electromagnetic releases operated by smoke detectors</i>).	
38.	I will make sure that fire resisting doors to ducts, service shafts, and cupboards are kept locked shut.	
39.	I will make sure that the 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
40.	Safety checks are carried out before the admission of the public or club members and guests; and details of such checks are kept in a Log-book.	

Curtains, Hangings, Decorations and Upholstery

	Example measures to meet the licensing Objectives	Tick if applicable
41.	I will make sure that Hangings, curtains and temporary decorations are maintained in a flame-retardant condition.	
42.	I will make sure that any upholstered seating meets 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.	
43.	I will make sure that Hangings, curtains and temporary decorations are arranged so as not to obstruct exits, fire safety signs or fire-fighting equipment.	
44.	I will make sure that Temporary decorations are not used without prior notification to the licensing authority/fire authority.	

Fire Action Notices

	Example measures to meet the licensing Objectives	Tick if applicable
45.	I will make sure that notices detailing the action to be taken in the event of fire or other emergencies, including how the fire brigade should be summoned, are prominently displayed and protected from damage and deterioration.	

Outbreaks of Fire

	Example measures to meet the licensing Objectives	Tick if applicable
46.	The fire brigade will be called at once to any outbreak of fire, however slight, and the details recorded in a Fire Log-book.	

Loss of Water

	Example measures to meet the licensing Objectives	Tick if applicable
47.	I will notify the local Fire Control Centre 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
48.	Access for emergency vehicles is kept clear and free from obstruction	

Disabled People

	Example measures to meet the licensing Objectives	Tick if applicable
49.	I will make sure that when disabled people are present, adequate arrangements exist to enable their safe evacuation in the event of an emergency, and that patrons are made aware of these arrangements;	

First Aid

	Example measures to meet the licensing Objectives	Tick if applicable
50.	I will make sure that adequate and appropriate supply of first aid equipment and materials is available on the premises	
51.	I will make sure that at least (please specify) trained first aider(s) will be on duty when the public are present	
52.	If more than one first aider is present, I will make sure that their respective duties are clearly defined	

Lighting

	Example measures to meet the licensing Objectives	Tick if applicable
53.	In the absence of adequate daylight, I will make sure that the lighting in any area accessible to the public is fully operational;	
54.	I will make sure that Fire safety signs are adequately illuminated;	
55.	I will not alter Emergency lighting without prior notification to the Licensing Authority	
56.	I will make sure that Emergency lighting batteries are fully charged before admission of the public;	
57.	In the event of failure of normal lighting, where the emergency lighting battery has a capacity of one hour, I will make sure that evacuation of the premises is possible within 20 minutes;	
58.	Where the emergency lighting battery has a capacity of three hours, I will make sure that evacuation of the premises is possible within one hour;	

Temporary Electrical Installations

	Example measures to meet the licensing Objectives	Tick if applicable
59.	I will not provide temporary electrical wiring and distribution systems 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>	
60.	I will make sure that any temporary electrical wiring and distribution systems comply with the recommendations of BS 7671 or where applicable BS 7909.	
61.	I will make sure that where temporary electrical wiring and distribution systems have not been installed by a competent person, they are inspected and certified by a competent person before they are put to use.	

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
61.	<p>I will make sure that the following systems are maintained and inspected by suitably qualified professional persons in accordance with any British Standards and at intervals recommended in national guidance, and will keep the records of such inspections available for inspection by authorised officers on request:</p> <ul style="list-style-type: none"> 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
62.	I will make sure that I have valid public liability insurance in force and that a copy of the schedule is available for inspection by an authorised officer on request.	

Indoor Sports Entertainments

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

Alterations to the premises

	Example measures to meet the licensing Objectives	Tick if applicable
67.	<p>I will not alter the premises 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.</p> <p><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.

	Example measures to meet the licensing Objectives	Tick if applicable
68.	I will make sure that the use of special effects or mechanical installation is arranged and stored so as to minimise any risk to the safety of the audience, performers and staff;	
69.	I will give prior notification to the Licensing and/or Fire Authority when I intend to use any of the following special effects: <ul style="list-style-type: none"> • Dry ice machines and cryogenic fog; • Smoke machines and fog generators; • Foam cannon/snow machine; • Pyrotechnics, including fireworks; • Real flame; • Firearms; • Motor vehicles; • Strobe lighting; • Explosives and highly flammable substances; • Lasers; (see HSE Guide <i>The Radiation Safety of lasers for display purposes [HS(G)95]</i> and BS EN 60825; Safety of laser products) 	

General

	Example measures to meet the licensing Objectives	Tick if applicable
70.	I will make free drinking water available at all times the premises is open to the public;	
71.	I will provide a chill out which is cooler and quieter than the dancing areas;	
72.	I will provide a "hot line" to a local taxi firm	
73.	I will provide sufficient seating to accommodate (enter proportion here ...) of the maximum capacity of the premises.	
74.	I will make sure that staff on the premises 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	
75.	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
76.	I will make sure that attendants are not 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;		
77.	I will make sure that attendants will be readily identifiable to the audience;		
78.	I will not use the premises for a closely seated audience except in accordance with seating plans. A copy of the plan will be displayed at the premises;		

79.	I will make sure that no article are attached to the back of any seats which reduce the clear width of seatways or cause a tripping hazard or obstruction;	
80.	I will keep a 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
81.	I will make sure that sitting on floors is not permitted except where authorised in the premises licence;	
82.	I will make sure that waiting or standing is not permitted except in areas designated in the premises licence;	
83.	I will make sure that 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;	

Balcony Fronts

	Example measures to meet the licensing Objectives	Tick if applicable
84.	I will make sure that clothing or other objects are not placed over balcony rails or upon balcony fronts.	

Scenery

	Example measures to meet the licensing Objectives	Tick if applicable
85.	I shall make sure that all scenery is maintained fire retardant	

Safety Curtain

	Example measures to meet the licensing Objectives	Tick if applicable
86.	I will make sure that the safety curtain is 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.	
87.	I will make sure that any curtains provided between the stage and the auditorium are heavyweight and of non-combustible material or inherently 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
88.	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
89.	I will make sure that all seats in the auditorium are, except in boxes accommodating not more than 8 persons, 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										
90.	The following number of attendants will be 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> </tr> </thead> <tbody> <tr> <td>1-250</td> <td>Two</td> </tr> <tr> <td>Each additional 250 members of the audience present (or part thereof)</td> <td>One additional attendant</td> </tr> <tr> <td colspan="2">Where there are more than 150 members of an audience in any auditorium or on any floor</td> </tr> <tr> <td colspan="2">At least one attendant shall be present in any auditorium or on any floor</td> </tr> </tbody> </table>		Number of members of the audience present on the premises	Minimum number of attendants required to be on duty	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	
Number of members of the audience present on the premises	Minimum number of attendants required to be on duty											
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												

Attendants – premises with a staff alerting system

	Example measures to meet the licensing Objectives	Tick if applicable															
91.	I will make sure that 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
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															
92.	I will make sure that the staff alerting system is maintained in working order;																
93.	I will make sure that attendants are wherever possible evenly distributed throughout all parts of the premises to which the public have access;																
94.	I will not consider the following persons available to assist in the event of an emergency: (i) the holder of the premises licence or manager of the premises; (ii) a member of staff whose normal duties are likely to affect or delay his response in an emergency situation; (iii) a member of staff whose usual location when on duty is more than 60 metres from the location he would be required to go to on being alerted to an emergency situation;																

Flammable films

	Example measures to meet the licensing Objectives	Tick if applicable
95.	I will make sure that 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
96.	I will make sure that the level of lighting in the auditorium is 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
97.	I will make sure that where tables and chairs are provided, clear gangways to exits are maintained;	
98.	I will not use portable heating appliances on the premises;	
99.	I will not use any appliances utilising cylinders or containers of gas on the premises;	
100.	I will not use any paraffin or other mineral oil in any lamp, stove or other appliance 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

	Example measures to meet the licensing Objectives	Tick if applicable
101.	I will make sure that Noise or vibration is not noticeable at the façade of any noise sensitive premises;	
102.	I will make sure that doors and windows are kept closed (except for ingress and egress) to reduce noise nuisance from the premises;	
103.	I will install and use a noise limiters on amplification equipment in accordance with guidance from the Council's Environmental Health Officers;	
104.	I will display prominent, clear and legible notices at all exits requesting patrons to respect the needs of local residents and to leave the premises and the area quietly;	
105.	I will seek approval from the Licensing Authority (by means of a variation application) prior to the use of explosives, pyrotechnics and fireworks of a similar nature which could cause disturbance in surrounding areas (see 69);	
106.	I will make sure that the placing of bottles into receptacles outside the premises takes place at times that will minimise disturbance to nearby properties;	
107.	I will make sure that during the final hour of opening the music is discernibly quieter;	
108.	I will not permit the playing of live or recorded music in garden areas of the premises after (please specify time here);	
109.	I will make sure that any request by an authorised officer of the Council in relation to reducing noise levels is complied with.	
110.	I will ensure that any ventilation system has suitable sound attenuation.	
111.	I will nominate a person to be responsible for monitoring noise levels and instruct that person 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>	
112.	I will ensure that no amplified sound (including public announcements) in connection with the event continues beyond the permitted hours of the entertainment. <i>(Note: this may be more relevant at an outdoor event)</i>	

Noxious smells

	Example measures to meet the licensing Objectives	Tick if applicable
113.	I will 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.	
114.	Ensure that receptacles for waste are emptied regularly to minimise nuisance smells.	

Light pollution

	Example measures to meet the licensing Objectives	Tick if applicable
115.	I will ensure that flashing or particularly bright lights on or outside the licensed premises do not cause a nuisance to nearby properties, whilst balancing the need for lighting in the interests of prevention of crime and disorder.	

Litter

	Example measures to meet the licensing Objectives	Tick if applicable
116.	I will provide adequate and suitable (lidded) receptacles to receive and store refuse from the premises/site	
117.	I will make sure that receptacles for refuse storage are maintained in a clean condition.	
118.	I will make sure litter is regularly cleared from the vicinity of the premises	
119.	I will provide for the removal, within 24 hours of the finish of the event, of: <ul style="list-style-type: none">• All refuse (including litter picking across the site).• Off site litter within one mile of the site along access and egress routes to the event <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:

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

CONDITIONS RELATING TO THE PROTECTION OF CHILDREN FROM HARM

General

	Example measures to meet the licensing Objectives	Tick if applicable
120.	I will comply with Retailer Alert Bulletins issued by Portman Group <i>Note: This condition may be appropriate for licensed premises selling alcohol products in a manner that may appeal to or attract minors.</i>	
121.	A crime prevention policy agreed by the police and local authority will be in place;	
122.	I will implement a proof of age policy agreed by the police and local authority; <i>Note: Proof of age cards are dealt with in the pool of conditions relating to the crime and disorder objective. However, it may be appropriate to consider the production of proof of age cards to ensure that appropriate checks can be made where the presence of children is restricted by age at certain time.</i>	

Cinemas

	Example measures to meet the licensing Objectives	Tick if applicable
123.	I will not exhibit any film unless - a) It has received a "U", "PG", "12A", "15" or "18" certificate from the British Board of Film Classification; or b) It is a current newsreel which has not been submitted to the British Board of Film Classification	
124.	Where films are classified by the film classification body, (British Board of Film Classification) I will make sure that children (persons under 18) are only 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; 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;	
125.	I will make sure that, immediately before each exhibition of a film classified by the BBFC, there is a reproduction of the certificate of the Board for at least five seconds so as to be easily read by all persons in the auditorium or, as regards a trailer advertising a film, a statement approved by the Board indicating the classification of that film;	
126.	Where the Licensing Authority has made a recommendation on the restriction of admission of children to a film, I will make sure that notices are displayed both inside and outside the premises so that persons are aware of the classification;	
127.	I will make sure that a representation or written statement of the terms of any certificate given by the British Board of Film Classification is 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.	

128.	<p>Where the admission to film performances is restricted by age, I will display a notice to the effect below:</p> <p>PERSONS UNDER THE AGE OF (INSERT APPROPRIATE AGE) CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME</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
129.	<p>I will not permit children under the age of 18 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>	
130.	<p>I will require that children under the age of 12 are 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>	
131.	<p>I will exclude children under the age of 18 from the premises</p> <p><i>Note: If this condition is appropriate, the operating schedule does not need to detail steps that will be taken to promote the protection of children from harm. Otherwise, where entry is to be permitted, the operating schedule should outline steps to protect children from harm while on the premises.</i></p>	

Age Restrictions - Specific

	Example measures to meet the licensing Objectives	Tick if applicable
132.	<p>I will apply age restrictions 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"> • <i>The hours of day during which age restrictions should and should not apply eg 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> • <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> • <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> 	

