

# **South Holland District Council**

## **Licensing Act 2003**

### **Recommended Licence Conditions**

#### **Introduction**

This document provides guidance for applicants on measures they may wish to consider when submitting an application with a view to ensuring the effective promotion of the four licensing objectives. Not all conditions will be suitable for all premises and applicants should assess which conditions are appropriate to the individual premises.

It should be noted that the conditions included in this document are neither exclusive nor exhaustive and applicants, responsible authorities, or other persons may also propose alternative conditions.

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## 1. CCTV

- A CCTV system shall be installed, recording and maintained in working order and operated at the premises to the satisfaction of Lincolnshire Police, specifically:
  - a) There shall be a minimum of one high resolution colour camera, fitted in a weatherproof housing, for external coverage of the entrance.
  - b) There shall be a minimum of one high-resolution colour camera fitted to each public entrance/exit. To provide a quality head and shoulder image for facial recognition/identification purposes of all persons entering the premises.
  - c) There shall be sufficient cameras able to cope with the normal operating illumination to reasonably cover all licensed public areas.
  - d) Recordings must be kept for a minimum of 31 days and endorsed with the accurate, correct time/date (BST/GMT adjusted).
  - e) Police and/or authorised Licensing Officers shall be able on attendance to view immediate playback of any incident without the necessity for download.
  - f) Recordings of incidents at the premises must be provided to the police following lawful request.
  - g) A member of staff shall be on the premises at all times they are open to the public who is capable of operating the CCTV system and providing recordings on request. When this is not possible recordings shall be provided within 24 hours of the original request.
  - h) Recording equipment shall be housed in a secure room/cabinet where access and operation is strictly limited to authorised persons.
  - i) All equipment shall have constant time/date generation, which must be checked for accuracy on a daily basis.
  - j) The CCTV system should be maintained and checked every 12 months, with the installing company, or if this is not possible another reputable company, producing a letter of compliance.
  - k) In the event of a system malfunction, the Designated Premises Supervisor or the Premises Licence Holder must immediately record details of this malfunction in the premises refusals/incident book. Arrangements for its repair must be made without delay.

## 2. Alcohol delivery services

- A prominent sign shall be displayed on the website advising customers that they are required to confirm that they are over 18 and that a date of birth shall be required.
- The delivery of alcohol will only be delivered to a fixed address and not a public space, and to the person who has placed the order or to another nominated person by them. This will be recorded as part of the initial order.
- Identification will be requested at the point of delivery if the purchaser appears under the age of 25.

## 3. Drinks in unsealed containers

- Patrons shall not be allowed to enter or leave the curtilage of the premises whilst in the possession of any alcohol drink in unsealed containers. For the purpose of clarity, this means any alcohol leaving the premises includes leaving for any reason whether temporarily or otherwise. The only exemption being consumption in an outside area of the premises provided for that purpose.

## 4. Door Supervisors

- There shall be a minimum of [insert number] SIA registered door supervisors on duty from [insert time] until [insert time] where the premises is to be open to the Public.

- There shall be provided and kept at the premises a bound and sequentially numbered book or electronic record to record details of every person employed on the premises as a door supervisor. The record shall contain the following details:
  - a) The door supervisor's name;
  - b) Their Security Industry Authority Licence Number;
  - c) The time and date he/she/they commenced and concluded their duty;
  - d) The door supervisors shall sign each entry.
  - e) The log to be inspected weekly and signed by a member of the management team.
  - f) The log to be retained for a period of no less than 12 months and made available to Lincolnshire police for inspection upon request.

## 5. Drugs policy

- A written drugs policy shall be in place and operating at the premises. It shall be formulated in conjunction with and to the satisfaction of Lincolnshire Police. It must detail the actions taken to minimise the opportunity to use or supply illegal substances within the premises and the contents of the said policy shall be adhered to. It will allow the use of the itemising machine to swab the premises for drug use. This policy will be reviewed every 12 months or following a drug-related incident, whichever comes sooner. The policy must be available for inspection upon request by an authorised officer of a responsible authority.

## 6. Incident record *(see also refusals record)*

- An incident record shall be kept at the premises (either electronically or in writing) in which details of crime and/or disorder relating to the premises shall be recorded. The incident record shall be retained for a period of 12 months from date of completion and contain the following details:
  - a) Time, date and location of incident;
  - b) Nature of the incident;
  - c) Names, addresses and contact details of persons involved if known or description if it is impractical to gain these details;
  - d) The result of the incident;
  - e) Action taken to prevent further such incidents; and
  - f) Each entry signed by the DPS or other responsible person employed at the premises and so authorised by the DPS.

## 7. Noise nuisance

- All external windows and doors must be kept shut at all times regulated entertainment is being provided / after [insert hours]. Doors may be opened for normal entrance and egress of people but must be shut immediately thereafter.
- Clear and legible notices must be prominently displayed at all exits requesting customers to respect local residents and leave the area quietly.
- Notices shall be placed at all exits from the premises in a place where they can be seen and easily read by the public, advising customers to leave the premises and the area quietly and to not congregate outside the premises.
- 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.
- Any external areas used for any purpose other than smoking shall cease to be so used at a stipulated time.

## **8. Proof of age policy**

- The premises shall operate the 'Challenge 25' Proof of Age Policy to prevent the sale or supply of alcohol to persons under 18 years of age. The policy shall require any person who appears to be under the age of 25 years to produce one of the following forms of identification:
  - a) A recognised proof of age card accredited under the British Retail Consortiums Proof of Age Standards Scheme (PASS);
  - b) Photo driving licence;
  - c) Passport.
- Notices shall be prominently displayed advising customers of the "Challenge 25" policy
- All point of sale staff shall undergo training in the challenge 25 proof of age scheme and all other relevant policies with a record kept of the date of training, signed by the member of staff and the trainer. Each entry shall be retained for a period of 12 months from date of completion. This record shall be made available for inspection by Lincolnshire Police Officers or other relevant authority

## **9. Refusals record**

- A refusals record shall be kept at the premises (either electronically or in writing) in which details of any alcohol refusals relating to the premises shall be recorded. The refusal record shall be retained for a period of 12 months from date of completion and contain the following details:
  - a) Time, date and location of refusal;
  - b) Reason for refusal;
  - c) Result of the refusal;
  - d) Each entry signed by the DPS or other responsible person employed at the premises and so authorised by the DPS.

## **10. Right to work checks**

- Right to work checks shall be conducted on all potential employees prior to their employment in any capacity at the venue. The conduct of those checks shall be done in accordance with the Home Office Code of Practice for employers as current at that time.

Retained written records of these checks to contain the following information:

- a) date of the checks;
- b) identity of the individual (full name, date of birth and country of origin);
- c) documents checked and identifying marks;
- d) result of the check; and
- e) date for recheck if required according to the individual's status.

## **11. Public Space Protection Order**

Where the premises lies within, or is in close proximity to, any area covered by a Public Space Protection Order which restricts street drinking applicants should refer to this Council Statement of Licensing Policy or seek guidance from Lincolnshire Police.