

# Sample Conditions for Premises Licences and Club Premises Certificates



In line with other North West Local Authorities, the Licensing Authority of South Lakeland 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, Annexes D, E, F, G, H, and J and the publications listed there that may assist you and to the 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

## Contents

Subject	Page No
Access for emergency vehicles	12
Age restrictions - cinemas	25/26
Age restrictions - general	25
Age restrictions - theatres	26
Alterations to the premises	8
Attendants (cinemas)	19/20
Attendants (closely seated audiences)	15/16
Balcony fronts	17
Capacity limits	5
CCTV	5
Children in performances	27
Ceilings	18
Chill room	21
Communications between Licensed Premises and the Council's Central Watch	3
Control of occupancy limits	11
Crime Prevention notices	6
Curtains, hangings, decorations, carpets, walls and ceilings	10/11
Door Supervisors	3/4/5
Escape routes	8/9/10
Evacuation of disabled persons	8
Fire action notices	11
First Aid	12
Flammable film	21
Hours of opening	22
Large capacity venues used exclusively for the 'vertical' consumption of alcohol (HVVDs)	6
Lighting	12/13
Light pollution	24
Loss of water	12
Minimum lighting	21
Noise	22/23
Offensive smells	23
Outbreaks of fire	11/12
Performances especially for children	26
Portman Group code of practice on the naming, packaging and promotion of alcoholic drinks	27
Proof of Age Schemes/cards	5/6/28
Pub and Club Watch schemes	7
Safety checks	10
Safety curtain	17/18
Sanitary accommodation	14
Search policy (drugs and weapons)	7
Seating	18/19
Sitting and standing in gangways etc.	16
Smells	23
Special effects	15
Sports Entertainment	14
Temporary electrical installations	13/14
Toughened glasses/Plastic containers	4
Trading hours and licensed activities signs	6
Vibration	22/23
Waste materials	23

## Sample Conditions Relating to the Prevention of Crime and Disorder

### Communications Between Licensed Premises

#### 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 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

There 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.*

**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) or citizen card if a proof of age card is not available a photo driving licence or passport.

**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**

Persons who appear to be under the age of 18 years shall be required to produce proof of age by way of a recognised proof of age card accredited under the Proof of Age Standards Scheme (PASS) or Citizen card if a proof of age card is not available a photo driving licence or passport.

<b>Crime Prevention Notices</b>
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**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.

<b>Trading Hours and Licensed Activities Signs</b>
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**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.

<b>Large Capacity Venues Used Exclusively or Primarily for the "Vertical" Consumption of Alcohol (HVVDs)</b>
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**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 the 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 Pub and Club watch scheme for the area within which the premises is located.

#### **CD28**

Barwatch 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 Barwatch 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 Barwatch committee in line with the Barwatch 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

#### PS6

All exits and escape routes to those exits (including external escape routes) from the premises shall be provided with non-slip 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.



**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 "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.

**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: Where such seating is provided, reference must be made to the publication, "Guide to Fire Precautions in Existing Places of Entertainment and Like Premises" ISBN 0-11-340907-9 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.

- (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.

### Control of Occupancy Limits

**PS24**

At all times when the premises are used for the purpose of the \*licence/or club premises 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 person. (\*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 guiding them to 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 emergency lighting 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.

### **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.

**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 Licensing Authority 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 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.

**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.

**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**

**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 Licensing Authority 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 Licensing Authority 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 Licensing Authority 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 Licensing Authority and is used in accordance any guidance given by Cumbria Fire and Rescue Service.

**PS49**

Lasers shall only be used on the premises 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**

No strobe light shall be used in premises unless a notice which can be clearly seen and easily read by the public warning that strobe lights are in use in the premises is 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.

<b>Number of Members of an Audience present on a floor</b>	<b>Number of attendants</b>
1 to 100	1
101 to 250	2
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
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
26 to 50	2
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:

- I. sit in any gangway
- II. stand or sit in front of any exit; or
- III. 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.

#### **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.
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- (b) 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.

<b>Number of members of an audience present on the premises (or in any auditorium, cinema unit, or on any floor or tier).</b>	<b>Minimum number of attendants on duty on the premises (or in any auditorium, or on any floor or tier).</b>
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 log book. A satisfactory NICEIC (or equivalent) inspection report will be provided annually \* to the Licensing Authority.

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.

#### 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 & 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**

Fire fighting 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 fire fighting 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.

**PS82**

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 exceed (insert limit) measured at any point (insert location).

**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.*

**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.

#### **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

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 all children 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.

**Proof of Age cards**

Please see conditions CD18, CD19 and CD20