

OPERATING SCHEDULE – CONDITIONS OFFERED BY THE APPLICANT

Doorstaff

Security Industry Authority (SIA) registered door supervisors will be employed at the premises from 21:00 on Friday and Saturday nights at a ratio of 2 for the first 150 customers and an additional 1 for every 75 customers thereafter.

At any other time when alcohol is offered for sale at the premises, the DPS will risk assess the need for Door Supervisors depending on the type and size of event planned. Should it be felt that there is a need for Door Supervisors there shall be a minimum of 2 who will be SIA registered.

The following details for each door supervisor will be contemporaneously entered into a register kept for that purpose:

- (i) Full name
- (ii) SIA licence/badge number, and registration number of any accreditation scheme recognised by the Licensing Authority (including expiry date of that registration or accreditation)
- (iii) The date and time they began their duty
- (iv) The date and time they completed their duty
- (v) The full details of any agency through which they have been allocated to work at the premises if appropriate

The register shall be available for inspection and copying at all reasonable times by an authorised officer of a responsible authority. The register shall be kept at the premises at all times and be so maintained as to enable an authorised officer to establish the particulars of all door supervisors engaged at the premises during the period of not less than 12 months prior to the request.

CCTV

The premises shall install operate and maintain a comprehensive digital colour CCTV. All public areas of the licensed premises including entry and exit points will be covered, including any outside areas under the control of the premises licence holder.

The system must record clear images permitting the identification of individuals, and in particular enable facial recognition images (a clear head and shoulder image) of every person entering and leaving in any light condition.

The CCTV system will continually record whilst the premises are open for licensable activities and during all times when customers remain on the premises.

All equipment must have a constant and accurate time and date generation.

All recordings will be stored for a minimum period of 14 days with date and time stamping.

Viewable copies of recordings will be provided on request to the Police or local authority officers as soon as is reasonably practicable and in accordance with the Data Protection Act 2018 (or any replacement legislation) a staff member from the premises who is conversant with the operation of the CCTV system, shall be on the premises at all times when the premises are open. This staff member must be able to provide an authorised officer of a responsible authority, copies of recent CCTV images or data with absolute minimum of delay when requested in accordance with the Data Protection Act 2018 (or any replacement legislation).

The CCTV system will be capable of downloading images to a recognisable viewable format.

There will be security measures in place to ensure the integrity of the system to prevent the tampering with, and deletion of, images.

Event Space

All drinks served in the outside event space will be served in polycarbonate containers.

The outside event space shall be supervised at all times it is open for the sale of alcohol.

Except for the sale of a bottle of wine/champagne, no bottles containing beverages of any kind, whether open or sealed, shall be given to customers for consumption in the outside event area.

Other

We will conduct a suitable fire risk assessment at the premises and implement the necessary control measures. Exit doors from the premises will be regularly checked to ensure they function satisfactorily. All fire doors are maintained unobstructed and effectively self-closing and will not be held open other than with approved devices. Upholstered seating is fire retardant and complies with current fire regulations. Furniture and temporary decorations are located so as not to obstruct exits, fire safety signs or fire-fighting equipment. Fire safety signs are adequately illuminated. Notices dealing the actions to be taken in the event of a fire will be prominently displayed and maintained in good condition.

Access is provided for the emergency vehicles and kept clear at all times. Fire drill and emergency light testing will be conducted regularly and records kept to be available on request.

There are adequate arrangements within the premises for disabled guests. Adequate and appropriate first aid equipment will be available on the premises. At least one trained First Aider will be on duty when the public are present in the premises.

Noise or vibration from the premises will be maintained at a level that will not be audible at the facade of any noise neighbouring noise sensitive premises. The main entrance to the premises has an effective lobby to minimise the breakout of noise. Disposal of bottles into waste receptacles will not be permitted to take place between the hours of 23:00 and 07:00 to minimise disturbance to nearby premises. Ventilation and extract systems will be maintained so as to prevent noxious smells causing any nuisance to the public or nearby premises. The waste receptacle building and all waste bins will be kept clean and maintained so as to prevent noxious smells causing any nuisance to the public or nearby premises. The premises will have a waste collection contract with a reputable local company.

The premises will operate a proof of age policy that has been agreed by the Police. There will be in place a written age verification policy in relation to the sale or supply of alcohol, which will specify a Challenge 25 proof of age requirement. This means that staff working at the premises must ask individuals who appear to be under 25 years of age, attempting to purchase alcohol, to produce identification. The only acceptable identification documents will be:

- A photo driving licence
- A passport
- An identification card carrying the PASS hologram

Unless such identification is produced the sale of alcohol must be refused.

This policy will include documented steps taken to prevent adults from purchasing alcohol for or on behalf of children under 18.