

General – all four licensing objectives

Appointment of a Designated Premises Supervisor (DPS) to oversee all licensable activities.

Staff training on licensing law, responsible alcohol sales, safeguarding, and conflict management.

Maintenance of an incident and refusal log for alcohol sales.

Clear operating procedures for events, including crowd management and emergency planning.

Regular liaison with responsible authorities such as the police, environmental health, and local council.

Implementation of appropriate security, stewarding, and CCTV systems across the premises where licensable activities occur.

Display of clear signage regarding behavior expectations, alcohol policies, and safety rules.

A designated management contact available during events to respond quickly to any issues.

The prevention of crime and disorder

Installation and maintenance of a CCTV system covering key public areas, entrances, bars, and service points, with recordings retained for a minimum of 28 days.

Employment of SIA-licensed security staff or trained stewards during larger events where appropriate.

Staff trained to identify and refuse service to intoxicated individuals.

Use of a Challenge 25 age verification policy for alcohol sales.

Maintenance of an incident and refusal register available for inspection by authorities.

Cooperation with local police and adherence to any advice regarding event management or security arrangements.

Immediate reporting of serious incidents to the police.

Public safety

Compliance with all relevant health and safety legislation, fire regulations, and risk assessment requirements.

Preparation of event management plans and risk assessments for larger events.

Clearly marked emergency exits and evacuation procedures.

Provision of appropriate first aid facilities and trained first aiders on site during events.

Regular inspection and maintenance of electrical equipment, structures, and spectator areas.

Adequate stewarding to manage crowds safely and monitor spectator areas.

Safe capacity limits established and monitored during events.

Clear signage directing patrons around the venue.

The prevention of public nuisance

Monitoring and management of noise levels, particularly from music or amplified announcements.

Use of event scheduling and finish times appropriate to the local area.

Encouraging patrons to leave the premises quietly through signage and steward guidance.

Management of vehicle movements and parking to prevent obstruction or excessive noise.

Waste disposal procedures to ensure litter is controlled and removed promptly.

Contact details available for local residents to raise concerns where necessary.

The protection of children from harm

Adoption of a Challenge 25 policy to prevent underage alcohol sales.

Staff training on age verification procedures and safeguarding awareness.

Children permitted on site only when accompanied by a responsible adult unless part of an organised event.

Restricting children from bar areas where appropriate.

Refusal of alcohol service to anyone suspected of purchasing alcohol on behalf of a minor.

Display of clear signage regarding age restrictions.

Immediate reporting of any safeguarding concerns to the relevant authorities.