Pool of Model Licence Conditions

The following list has been compiled by Bexley’s Responsible Authorities:

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**Admission**
1. Where non-standard timings are to apply, there shall be no admission or readmission to the premises after **:00 hours.
2. There shall be no admission or readmission to the premises after **:00 hours.
3. There shall be no entry or re-entry admission or readmission to the premises after **:00 hours, other than the readmission of patrons who have left the premises for the sole purpose of smoking.
4. Door supervision shall be provided on [****** specify days] and shall be on duty from **:00 hours and shall remain on duty until the premises are closed and all the customers have left.
5. No public access to the premises shall occur through the **** doors. This condition shall not restrict the use of the doors in the event of an emergency.

**Alcohol**
6. No sale of alcohol shall be made unless the designated premises supervisor is in the licensed area of the premises.
7. No sale of alcohol shall be made unless a personal licence holder is present in the licensed area of the premises.
8. Consumption of alcohol shall cease 30 minutes after the time authorised for its sale or supply.
9. Any alcohol supplied for consumption off the premises must be in a sealed container.
10. All individual containers of alcohol (or the outer packaging of multipacks where individual containers are inaccessible) shall be marked with a label showing the name and address of the premises.

**Alcohol at a Restaurant**
11. Alcohol shall only be sold to, and consumed by, persons taking a substantial table meal, [which has been prepared on the premises,] or those waiting to be seated prior to having a table meal.
12. Alcohol shall only be sold at premises that operate as a restaurant:
   (i) where the supply of alcohol is by waiter or waitress service only;
   (ii) which provides food in the form of a substantial table meal, prepared on the premises and consumed at a table using non-disposable crockery;
   (iii) which does not provide any takeaway food service of food or drink for immediate consumptions; and
   (iv) which does not sell or supply alcohol otherwise that for consumption by persons who are seated in the premises and bona fide taking substantial
table meals there and provided always that the consumption of alcohol by such persons is ancillary to taking such table meals.

**Boxing & wrestling**

13. At least 28 days notice of any event involving boxing or wrestling entertainment events shall be provided to the licensing authority and the health and safety enforcing authority.

14. The premises licence holder shall ensure that any requirements made by the licensing authority and the relevant health and safety enforcing authority during the preparation for and the provision of boxing and wrestling entertainment are complied with.

**CCTV**

15. The CCTV system serving the premises shall:
   a) be maintained fully operational and in good working order at all times;
   b) make and retain clear images that include the points of sale of alcohol and facial images of the purchasers of the alcohol; and
   c) show an accurate date and time that the images were made.

16. All CCTV images shall be retained for a period of not less than 31 days in a format that can be viewed on readily available equipment without the need for specialist software.

17. Either
   a). The original CCTV images, or a copy, shall be provided upon demand to any police officer, community support officer or authorised person.
   OR
   b). The original CCTV images, or a copy, shall be provided to any police officer, community support officer or authorised person within 72 hours of a request having been made.

18. No alcohol shall be sold if the CCTV equipment is inoperative for any reason.

**Closing times**

19. The premises shall close to the public 30 minutes after the latest time for the sale/supply of alcohol.

20. The premises shall close to the public 30 minutes after the latest time for the provision of licensable activities.

**Clubs**

21. When the club premises is hired out for a private party, unless operating under the benefit of a Premises Licence or Temporary Event Notice (TEN), the ratio of members to guests shall be in accordance with that permitted by the Clubs rules.

22. The club premises shall only be hired to a full (not honorary) member of the club. That member shall be responsible for the conduct of those attending the event for which the club premises are hired for the duration of the hire period.

23. The supply of alcohol shall be restricted to the ***** room and the ***** room only.

24. Alcohol is not to be supplied in the ***** room or the ***** while children's or youth group activities are being conducted in those rooms.

25. Any alcohol supplied for consumption off the premises must be made to a member of the club in person.

26. Any alcohol supplied for consumption off the premises must be in a sealed container.
Display of Alcohol
27. The following alcoholic beverages shall be placed behind a staffed counter:
   a) mixed alcoholic beverages under 10% a.b.v.
   b) beers or ciders over 5.5% a.b.v.; and
   c) all spirits in bottles less than 70cl.
28. At least ** members of staff shall be on duty on the shop floor between **** hours until closing time.
29. The physical location of alcohol displays shall be in an area within sight of staff as identified on the plan of the premises annexed to the licence.

Drugs Control Policy
30. The Designated Premises Supervisor shall complete/attend a recognised ‘drug awareness’ training course [within **** weeks/by **** date, or the DPS shall have completed/attended such training].
31. Staff shall be provided with ‘drug awareness training’, and be briefed on the drugs policy applicable to the premises.
32. The Premises Licence holder shall draw up and implement a premises specific drugs policy in line with the requirements of Section 8 of the Misuse of Drugs Act 1971. The policy shall be reviewed as necessary but at least annually. A record shall be kept that a review of the policy has been made.

Guidance
The following may be of assistance to those drawing up and implementing a premises specific drugs policy:

Drug awareness training may take the form of an e-learning course such as that available via http://www.cple-learning.co.uk/courses/14/Drugs-Awareness-

Managing Violence in Licensed and Retail Premises:
HSE: Violence Toolkit
http://www.hse.gov.uk/violence/toolkit/index.htm

Drug Misuse at Work – a guide for employers
HSE: INDG91 (rev2) ISBN 0 7176 2402 1
http://www.hse.gov.uk/pubns/indg91.pdf

Late night refreshment
33. The provision of late night refreshment shall be restricted to the supply of hot beverages only.
34. The provision of late night refreshment shall be restricted to consumption on the premises only.
35. After [ **:00 hours] the provision of late night refreshment shall restricted to the supply of hot beverages only.

Noise & Light
36. Where amplified or unamplified music and / or vocal performance is to be provided at any time during the night hours (23:00 hours to 07:00 hours the following day), noise from the provision of regulated entertainment shall be inaudible at the façade of nearby residential properties.
37. Live music shall be provided by no more than two (2) performers on any day.
38. Provision of live bands shall be limited to ** occasions in any week/month/year and shall be provided by no more than ** performers.
39. During the night hours (23:00 hours to 07:00 hours the following day): all articles and materials (including waste) shall be stored within the [****], and no such articles or materials shall be moved to outbuildings, external bins, gardens, access routes, or public areas.

40. All external doors (except those that have to be kept locked open for public safety reasons) shall be kept closed when amplified or unamplified music or vocal performance is being provided.

41. After 23:00 hours all windows shall be closed and remain closed.

42. Clear and legible signage shall at all times be prominently displayed;
   a) at all exit doors reminding patrons to leave quietly.
   b) advising customers as to the times and the permitted use of the [****] areas.
   c) by all exits from the premises asking patrons to leave quietly.
   d) in the patio area asking customers to keep noise to a minimum.

43. No deliveries or removals involving the use of the rear access road shall take place between the hours of 23:00 hours and 07:00 hours the following day.

44. Deliveries to the premises shall only be made between **:** hours and **:** hours on Mondays to Saturdays only.

Guidance: 08.00hrs and 20.00 hrs respectively

45. Lighting serving the premises and under the control of the Licence holder shall not cause nuisance to the occupiers of nearby properties.

**Outdoor and Smoking Areas**

46. The following area(s) shall not be used after **:** hours Sunday to Thursday, or after **:** hours on Fridays or Saturdays, and all customers shall vacate these areas by *** hours.

47. When the **** area is used after **** hours a member of staff shall be on duty to monitor compliance with use of the **** area.

48. No customers shall be permitted to take food, alcohol, drinks containers, bottles or glasses into the **** area between **** hours and the **** hours/the terminal hour for licensable activities.

49. The use of the beer garden shall cease at 23:00 hours.

50. Waste materials shall not be placed in the external bins during the night hours (23:00 hours to 07:00 hours the following day).

51. The [*****] area shall not be used during the night hours (23:00 hours to 07:00 hours the following day).

52. No loudspeakers/music shall be played in the [*****] area or adjoining [***] area after **:** hours Sundays to Thursdays and 23:00 hours on Fridays and Saturdays.

53. The following restrictions shall apply to the external area used for smoking during the night time hours (23.00 hours to 07.00 hours the next day);
   a) a physical barrier shall be erected to prevent customers entering the [***] area.
   b) Clear and legible notices shall be displayed advising customers as to the times and the permitted use of the areas.
   c) Clear and legible notices shall be displayed advising customers to keep noise to a minimum.
   d) No licensable activities to be permitted in the smoking area or the access to the smoking area
   e) The access door to the smoking area to remain locked when the smoking area is not in use;
   f) Tables, chairs, and other furniture not to be permitted in the smoking area;
54. The authorised use of the [****] area shall cease at **:00 hours on Sundays to Thursdays and at 23:00 hours on Fridays and Saturdays except for smoking only.

Protection of children from harm

55. The age verification policy operated at the premises shall be "Challenge 25". This means that whilst alcohol may be sold to persons aged 18 years or over, any person who appears under 25 years of age shall be required to provide proof of age using an acceptable form of ID. The only forms of ID that may be accepted shall be a:
   a) proof of age card bearing the PASS hologram logo;
   b) passport;
   c) UK photo driving licence; or
   d) Military ID card.

56. Notices advertising that the premises operates a "Challenge 25" scheme shall be displayed in a clear and prominent position at the premises entrance(s) and inside the premises bar servery area.

57. Where a customer aged 18 years or over indicates that they are purchasing alcohol for a 16 or 17 year old to drink with their meal, the 16 or 17 year old shall also be required to produce a valid proof of age.

58. Gaming machines shall be positioned where their use may be observed and monitored by staff [on duty at the bar servery]

59. Signs shall be displayed inside and outside of the premises warning adults that it is an offence to buy alcohol on behalf of anyone under the age of 18.

60. No children shall be allowed on the premises after **. ** hours

61. No children under the age of ** shall be permitted on the premises unless accompanied by an adult.

Public safety

62. All drinks shall be served in polycarbonate containers. This will necessitate the decanting of glass bottles into polycarbonate containers as and when necessary. Polycarbonate containers must be marked in accordance with any weights and measures requirements.

63. No glasses or glass bottles shall be allowed in the public area of the premises after **:** hours

64. The number of persons accommodated at any one time at the premises shall not exceed *****

65. A “clear glazing” policy above *.m, measured from the internal floor level, shall be kept at the premises so that staff have an unobstructed view of the area outside of the premises [through [specify windows, glazing, or vision panels as necessary]]. The exception to this shall be the display of notices required by law to be in that location and any required as a condition of this licence to be in that location.
67. Gas cylinders used for patio heaters must not be used or stored within the premises.

**Recording Incidents and Challenges**

68. A book, or other form of record, a version of which must be in English, shall be kept in which shall be recorded the date, time and circumstances of the following:
   a) any challenge made in accordance with the "Challenge 25" scheme, and
   b) any disorder, ejection or other relevant incident that occurs on the premises.

   This book, or record, shall be kept on the premises at all times they are open and shall be made available for inspection immediately upon demand by any police or community support officer or authorised person. The Designated Premises Supervisor shall frequently check the book to ensure all staff are using it.

**Staff Training**

69. All staff whose responsibilities include the retail sale of alcohol shall receive training on induction [and [every **** months thereafter] [**** times per year] on:
   a) the terms, conditions and restrictions of the Premises Licence;
   b) the prevention of unlawful sales of alcohol, and the likely consequence of making an unlawful sale, which shall include:
      i. the operation of the "Challenge 25" scheme;
      ii. types of acceptable ID;
      iii. the method of recording challenges;
      iv. refusing sales of alcohol to persons who appear to be drunk; and
      v. preventing proxy sales
   c) the operation of the CCTV equipment; and
   d) drug awareness, which shall include training on the drugs policy applicable to the premises.

   Such training shall be recorded, a version of which must be kept in English, and these records shall, on request, be made available to any police or community support officer or authorised person immediately upon demand.