

Pool of Model Licence Conditions

The following list has been compiled by Bexley's Responsible Authorities: April 2019

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Admission

1. There shall be no admission to the premises after **:00hours, other than the readmission of patrons who have left the premises for the sole purpose of smoking.
2. Door supervision shall be provided on [***** specify days] and shall be on duty from **:00hours and shall remain on duty until the premises are closed and all customers have left.
3. Customers shall only use the (front / side / rear) entrance doors to enter the premises (after **.00 hours). This condition shall not restrict the use of the doors in the event of an emergency.

Alcohol

4. No sale of alcohol shall be made unless the designated premises supervisor is in the licensed area of the premises.
5. No sale of alcohol shall be made unless a personal licence holder is present in the licensed retail area of the premises.
6. Any alcohol supplied for consumption off the premises must be in a sealed container.
7. 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.
8. No miniature bottles of spirits shall be stocked, displayed or sold from the premises.

Alcohol at a Restaurant

9. Alcohol shall only be sold to, and consumed by, persons taking a substantial table meal, or those waiting to be seated prior to having a table meal.

10. 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.
11. No-one under the age of 18 years will be served, or permitted to consume, alcohol.
12. Alcohol shall only be sold at premises that operate as a restaurant
 - a) where the supply of alcohol is by waiter or waitress service only;
 - b) which provides food in the form of a substantial table meal; and
 - c) which does not provide any takeaway food service of food or drink for immediate consumption

Crime & Disorder

13. In the event that an incident occurs for which the police have been called, the crime scene shall be preserved to enable police to carry out a full forensic investigation.
14. When a pre-booked function is being conducted, a minimum of one personal licence holder shall be present on duty throughout the event.
15. The details of any private function booking shall be recorded and those records retained for a period of 6 months. These records to include the following:
 - a) the full name and address of the person making the booking together with their mobile and home telephone numbers and e-mail address;
 - b) a clear copy of photographic identification of the person making the booking; and
 - c) the nature of the booking and the number of patrons expected.
16. An event-specific risk assessment shall be completed by the DPS and/or Premises Licence Holder prior to any function being held. This assessment shall be recorded and available for inspection immediately by any police, community support or other authorised officer, on demand.

CCTV

17. The CCTV system serving the premises (in accordance with Home Office Guidelines) 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;
 - c) show an accurate date and time that the images were made;
 - d) will include a monitor, visible to the salesperson when serving at the tills, that EITHER

- i) displays the images being recorded by the external cameras,
 - OR
 - ii) displays only the images collected by only one of the exterior cameras.
18. All CCTV images shall be retained for a period of not less than 31 days.
19. The original CCTV images shall be shown immediately upon demand to any police officer, community support officer or authorised person.
20. EITHER
- a) The original CCTV images, or a copy, shall be provided upon demand to any police officer, community support officer or authorised person in a format that can be viewed on readily available equipment without the need for specialist software.
- OR
- b) The original CCTV images, or a copy, shall be provided to any police officer, community support officer or authorised person within 48 hours of a request having been made in a format that can be viewed on readily available equipment without the need for specialist software.
21. No alcohol shall be sold if the CCTV equipment is inoperative for any reason.

Clubs

22. When the club premises is hired out to a full (not honorary) member 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 club's rules.
23. The club premises shall be hired only 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 is hired for the duration of the hire period.
24. The supply of alcohol shall be restricted to the ***** room and the ***** room only.
25. Alcohol is not to be supplied in the ***** room or the ***** while children's or youth group activities are being conducted in those rooms.
26. Any alcohol supplied for consumption off the premises must be made to a member of the club in person.
27. Any alcohol supplied for consumption off the premises must be in a sealed container.

Display of Alcohol

28. 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 6% a.b.v.; and
 - c) all spirits in bottles less than 70cl.
29. At least ** members of staff shall be on duty on the shop floor between **** hours until closing time.
30. The physical location of alcohol displays shall be in an area within sight of staff.

Drugs Control Policy

31. The Designated Premises Supervisor shall EITHER
- a) complete/attend a recognised 'drug awareness' training course within **** weeks / by **** date,
- OR
- b) have completed/attended a recognised 'drug awareness' training course within **** weeks / by **** date.
32. Staff shall be provided with 'drug awareness training', and be briefed on the drugs policy applicable to the premises.
33. 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 0717624021

<http://www.hse.gov.uk/pubns/indg91.pdf>

Late night refreshment

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

Noise & Light

37. 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.
38. 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.
39. 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.
40. After 23:00 hours all windows shall be closed and remain closed.
41. Clear and legible signage shall 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; and
 - d) in the patio area asking customers to keep noise to a minimum.
42. 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.
43. Deliveries to the premises shall only be made between **:** hours and **:** hours on Mondays to Saturdays only. *[Guidance: between 08.00hrs and 20.00 hrs].*
44. Lighting serving the premises and under the control of the Premises Licence Holder shall not cause nuisance to the occupiers of nearby properties.

Outdoor and Smoking Areas

45. When the **** area is used after ****hours a member of staff shall be on duty to monitor compliance with use of the **** area.
46. Waste materials shall not be placed in the external bins during the night hours (23:00 hours to 07:00 hours the following day).
47. 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.
48. The use of the beer garden shall cease at [*****] hours.
49. The [*****] area shall not be used during the night hours (23:00 hours to 07:00 hours the following day).
50. 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.

- 51.** The following restrictions shall apply to the external area used for smoking only between **:** hrs and close of business:
- a)** clear and legible notices shall be displayed advising customers as to the times and the permitted use of the areas;
 - b)** clear and legible notices shall be displayed advising customers to keep noise to a minimum;
 - c)** no licensable activities to be permitted in the smoking area or the access to the smoking area;
 - d)** the access door to the smoking area to remain locked closed when the smoking area is not in use;
 - e)** tables, chairs, and other furniture not to be permitted in the smoking area;
 - f)** persons under the age of 18 shall not be permitted in the smoking area;
 - g)** the licence holder shall ensure that a member of staff is on duty to monitor compliance with the use of the area;
 - h)** no food, alcohol, drinks containers, bottles or glasses are to be taken into the area when it is in use for smoking;
 - i)** with the exception of Christmas Eve and New Year's Eve NON SEASONAL TIMINGS, use of the smoking area shall cease at **:** hours;
 - j)** a physical barrier shall be erected to prevent customers entering the [***] area;
 - k)** when using the external areas customers are not permitted to obstruct the public highway.
- 52.** 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

- 53.** 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)** a passport;
 - c)** a UK photo driving licence; or
 - d)** a military ID card.
- 54.** Notices advertising that the premises operates a "Challenge 25" scheme shall be displayed in a clear and prominent position at the retail premises entrance(s)/and inside at the premises bar servery area.

55. Gaming machines shall be positioned where their use may be observed and monitored by staff [on duty at the bar serverly].
56. 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.
57. No children shall be allowed on the premises after **. ** hours.
58. No children under the age of ** shall be permitted on the premises unless accompanied by an adult.
59. A till prompt system shall be in operation at the store which will remind the operator to require any customer appearing to that member of staff to be under the age of 25 to produce ID. The sale of that item shall be electronically inhibited if the operator does not electronically confirm that either the customer has ID proving they are aged 18 or over or that the customer appeared to be over the age of 25.
60. An electronic log shall be kept of all refusals, which shall be retained for 12 months from the date of each refusal. The Premises Licence Holder shall ensure that the refusals log is printed, checked, signed and dated on a weekly basis by the Designated Premises Supervisor. The electronic refusals log will be kept and maintained at the premises and will be available for inspection immediately upon demand by any police or community support officer or authorised person.

Public safety

61. 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.
62. No glasses or glass bottles shall be allowed in the public area of the premises after **: ** hours.
63. 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.

Recording Incidents and Challenges

64. 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
 - a) any challenge made in accordance with the “Challenge 25” scheme.
 - 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 and shall sign and date it immediately after the latest entry.

Staff Training

- 65.** 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.

Remote Sales

- 66.** The premises shall not be open to the public and no member of the public shall be permitted to attend the premises at any time for the purchase/collection of alcohol.
- 67.** No company signs or any form of advertising indicating that alcohol is stored at the premises shall be displayed on or around the premises.
- 68.** Alcohol shall not be on view from the exterior of the premises.
- 69.** No unaccompanied children shall be allowed on the premises at any time.
- 70.** During the night hours (23.00 hours to 07.00 on the following day) deliveries to and from the premises shall be kept to a minimum so as to avoid any noise nuisance.
- 71.** There shall be no deliveries or collections to or from the premises between the night hours of 23:00 and 07:00 on the following day.
- 72.** The premises shall operate in accordance with the Challenge 25 scheme. The scheme operates on the basis that, whilst alcohol may be sold to persons aged 18 years and over, at the point of delivery any person who appears under 25 years of age will be asked for a valid form of identification. This challenge will be made by the person making the delivery.
- 73.** The person making the delivery shall carry a copy of a book or other form of record in which they shall record forthwith the date, time and circumstances under which any challenge is made in accordance with Challenge 25. This challenge book, or other form of record, shall be made available for inspection by any police, community support or authorised Council officer upon demand.

- 74.** No spirits shall be sold with an ABV greater than 65%.
- 75.** All sales of alcohol to individuals (rather than businesses) must be paid for at the time of ordering. Payment shall be made by debit or credit card, electronic payment such as PayPal, etc.
- 76.** The delivery of alcohol shall be made only to a residential or business address which the customer uses in a residential or official capacity. The delivery of alcohol shall not be made or completed in a public place (street corner, park, bus stop, etc.)
- 77.** Online sales of alcohol shall be made via the CallValidate age verification system provided by CallCredit, or any similar system that can verify a customer's age to the same degree as the CallValidate system. Similar systems shall include, but not be restricted to, Experian ProvelD, Capita Identity Solutions, GB Group ID3Global LV, and LexisNexis TraceSmart.
- 78.** Alcoholic beverages shall be delivered not less than 24 hours after the order has been placed.
- 79.** Where alcohol is offered for sale and delivery on the internet or over the telephone the following terms shall apply:
 - a)** Orders are only acceptable from customers over the age of 18.
 - b)** A Challenge 25 scheme is operated, ie customers who appear to be under the age of 25 will be required to produce a valid form of identification before the consignment of alcohol is delivered to them.
 - c)** The only acceptable forms of ID are a
 - vi. proof of age card bearing the PASS hologram logo;
 - vii. passport;
 - viii. UK photo driving licence; or
 - ix. a military ID card.
 - d)** Alcohol will not be delivered to any person who is challenged and fails to provide an acceptable form of ID.

In respect of internet orders, the above terms shall be prominently displayed on the website and customers shall be required to accept these terms prior to placing their order. In respect of a telephone order, the person taking the order shall be required to read out the above terms and ask the customer to confirm their acceptance.