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Statement of Licensing Policy

1 Introduction.

Purpose

1.1 This Statement of Licensing policy explains how the Harborough District Council, the “Licensing Authority” will carry out its role under the Licensing Act 2003, during the next three years. During this period the licensing authority will keep the policy under review and may make revisions to the document following consultation with the bodies outlined in paragraph 1.2 below.

It will also:

- be used as a guide by members of the Licensing Authority in their decision making;
- inform applicants about how applications will be viewed and how a licensed premises is likely to be able to operate within the area of the Licensing Authority, albeit that each application will be examined and considered on an individual basis;
- inform residents and businesses about how applications will be viewed and how their needs will be addressed;
- be used to support decisions made by the Licensing Authority when these decisions are challenged in a court of law.

Consultation

1.2 In developing this Statement the Licensing Authority has consulted with the groups set out below, and has taken account of their views.

- the police
- the fire authority
- bodies representing local holders of premises licences
- bodies representing local holders of club premises certificates
- bodies representing local holders of personal licences
- bodies representing businesses and residents in its area
- other groups that the Licensing Authority consider appropriate

1.3 The views of all these bodies listed will be given proper weight when the policy is determined. When undertaking consultation exercises, the Council will also have regard to cost and time.

1.4 For the purpose of the first statement of licensing policy, the above consultation process will involve, insofar as is possible, consulting with current

licence holders and other businesses that will be required to be licensed for the first time under the Licensing Act 2003 before determining its statement.

A list of those bodies, organisations and individuals to be consulted appears at Appendix B

1.5 Licensable Activities

The licensable activities are:

- the sale of alcohol by retail
- the supply of alcohol by or on behalf of a club, or to the order of a member of the club
- the provision of late night refreshment
- the provision of regulated entertainment,

Regulated entertainment requires a licence when it is performed in front of an audience and includes the following:

- a performance of a play
- an exhibition of a film
- an indoor sporting event
- a boxing or wrestling entertainment (indoors and outdoors)
- a performance of live music (not incidental music, i.e. a piano in a restaurant)
- any playing of recorded music
- a performance of dance
- entertainment of a similar description to that falling within the performance of live music, the playing of recorded music and the performance of dance.

1.6 Live Music

The Live music Act 2012 came into force on 1st October 2012.

Its main aim was to relax the licensing burden on those licence holders staging or looking to stage live music at their venue.

It removes the licensing requirements for:

- Amplified live music between 8am and 11pm before audiences of no more than 200 people on premises authorized to sell alcohol for consumption on the premises.

- Amplified live music between 8am and 11pm before audiences of no more than 200 people in workplaces not otherwise licensed under the 2003 Act (or licensed only for the provision of late night refreshment).
- Unamplified live music between 8am and 11pm in all venues.

It is possible to reinstate or impose conditions about live music following a review of a premises license or club premises certificate authorizing premises to supply alcohol for consumption on the premises.

The Live Music Act also removes licensing requirements for the provision of entertainment facilities.

In addition, it has widened the licensing exemption for music integral to a performance of Morris dancing or similar, so that the exemption applies to live or recorded music instead of unamplified live music.

Although the changes to the law and the associated benefits to local musicians and their supporters are to be welcomed there is still a requirement That any music should not be loud enough to cause a nuisance to neighbours.

2 Fundamental Principles Background.

This Statement of Licensing policy is the key document relied upon when delivering the requirements of the Licensing Act 2003. However, all decisions relating to licences will be made on the merits of the individual case, having regard to this policy as part of the decision making process.

Immigration Act 2016

2.1 The Immigration Act amended the 2003 Act and introduced the requirement for immigration safeguards in respect of licensing applications. The intention is to prevent illegal working in premises licensed for the sale of alcohol or late night refreshment. The statutory prevention of crime objective in the 2003 Act includes the prevention of immigration crime and the prevention of illegal working in licensed premises. Licensing authorities work with the Home Office (Immigration Enforcement) as well as the police, in respect of these matters. The Home Secretary (in practice Home Office (Immigration Enforcement)) act as a responsible authority in the licensing regime, which requires Home Office (Immigration Enforcement) to receive premises licence applications (except regulated entertainment only licences), and in some limited circumstances personal licence applications, and permits Home Office (Immigration Enforcement) to make appropriate representations and objections to the grant of a licence. Immigration officers are permitted to enter premises which they have reason to believe are being used to sell alcohol or provide late night refreshment, to investigate whether immigration offences are being committed in connection with the licensable activity.

Entitlement to Work

2.2 Individuals applying for a premises licence for the sale of alcohol or late-night refreshment must be entitled to work in the UK. This includes applications made by more than one individual applicant. An application made by an individual without the

entitlement to work in the UK must be rejected. This applies to applications which include the sale of alcohol and the provisions of late night refreshment but does not include applications which apply to regulated entertainment only. Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. An applicant can do this in two ways.

- By providing with their application copies or scanned copies of the documents which an applicant may provide to demonstrate their entitlement to work in the UK (these copies do not need to be certified) and are published in guidance issued under s182 of the Licensing Act 2003 and listed in Appendix C.
- By providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service.

The Licensing Objectives

2.3 The licensing authority will carry out its functions with a view to promoting the licensing objectives. The licensing objectives, which carry equal importance, are:

- public safety;
- the prevention of crime and disorder;
- the prevention of public nuisance; and
- the protection of children from harm.

2.4 Balance

The licensing authority will also seek to achieve a balance between the requirement to facilitate leisure/entertainment and the needs of residents and other businesses for an acceptable environment and quality of life.

This policy will not undermine the right of any individual to apply for a variety of permissions and to have any such application considered on its individual merits. Nor will it override the right of any person to make representations on an application or seek a review of a license or where provision has been made for them to do so in the Licensing Act 2003.

2.5 Extent of Control

Licensing is about the control of premises and places being used for licensable activities. The conditions attached to various authorisations are focused on relevant matters that are within the control of the license holders and others with relevant authorisations.

Licensing law is not a mechanism for the general control of anti-social behaviour by individuals once they are beyond the control of the individual club or business holding the licence, certificate or authorisation concerned. However, the Licensing Authority expects every holder of a licence, certificate or authorisation to be responsible for minimizing the impact of the activities and anti-social behaviour by their patrons within

the immediate vicinity of their premises and will require licence holders to demonstrate that they have taken appropriate action.

3 Consideration of Cumulative Impact.

3.1 The Licensing Authority recognises that there can be confusion about the difference between “need” and “cumulative impact” of premises on the licensing objectives, for example, on crime and disorder. “Need” concerns the commercial demand for another pub, restaurant or hotel etc. This is not a matter for a licensing authority in discharging the licensing functions or for this statement of licensing policy. “Need” is a matter for planning committees and for the market. On the other hand, the cumulative impact of licensed premises on the promotion of the licensing objectives is a proper matter for the licensing authority and its licensing committee to consider.

3.2 In certain situations, the number, type and density of premises selling alcohol may be associated with serious problems of crime and disorder. Where the impact on surrounding areas of customers taken together may be greater than the usual impact of customers from individual areas the licensing authority may consider that an area has become saturated. In these circumstances, where representations are made from a responsible authority such as the police or interested party, such as local residents or it can be demonstrated from reliable statistics, the licensing authority may consider whether the grant of any further premises licenses or club premises certificates would undermine one of the licensing objectives. If this is the case it may adopt a special saturation policy, which would allow it to refuse new licences because the area in question already saturated with licensed premises.

3.3 The Licensing Authority recognises, however, that this policy cannot be absolute and it would continue to consider each application properly on its merit and for licences that are unlikely to add significantly to the problems of saturation would be approved.

3.4 The Licensing Authority in considering whether to introduce a special saturation policy will take the following steps:

- identification of serious and chronic concern from a responsible authority or representatives or residents about nuisance and disorder;
- assessment of the causes;
- where it can be demonstrated that disorder and nuisance is arising as a result of customers of licensed premises, identifying the area from which problems are arising and the boundaries of that area; and
- adopting a special policy, as provided for in this statement, about future licence applications from that area.

3.5 When considering whether to refuse an application because of a special saturation policy, it will be for an objector to a particular application to lay the necessary evidence that the granting of the licence would produce the cumulative impact as described above. The Licensing Authority acknowledges that the impact will be different for premises with different styles and characteristics.

3.6 The Licensing Authority will review any special saturation policy every 3 years in line with a review of this policy statement.

3.7 Any special saturation policy will not be used to:

- remove a licence when representations are received about problems with an existing licensed premises; and
- justifying the rejection of modifications to a licence except where those modifications are directly relevant to the policy.
- adopt quotas or set terminal hours in a particular area that pre-determine the individual merits of any application.

3.8 The Licensing Authority recognises that once away from licensed premises, there is always a risk that a minority of consumers will behave badly and unlawfully. In these circumstances, there are other mechanisms available for addressing such issues, for instance:

- planning controls;
- positive measures to create a safe and clean town centre environment in partnership with local businesses, transport operators and other departments of the local authority;
- the provision of CCTV surveillance in town centres, ample taxi ranks, provision of public conveniences open late at night, street cleaning and litter patrols;
- police enforcement of the normal law concerning disorder and anti-social behaviour including the issuing of fixed penalty notices;
- powers of the local authority to designate parts of the local authority area as places where alcohol may not be consumed publicly;
- prosecution of any personal licence holder or member of staff at premises who is selling alcohol to people who are drunk;
- the confiscation of alcohol from adults and children in designated areas in liaison with the police.
- police powers to close down instantly for up to 24 hours any licensed premises or temporary event on grounds of disorder, the likelihood of disorder or noise emanating from the premises causing a nuisance; and
- the power of the police, other responsible authorities or a local resident or business to seek a review of the licence or certificate in question.

4 Licensing Hours.

4.1 In making decisions that relate to the hours for which a premises is licensed, consideration will be given to the licensing objectives. Each case will be decided on its individual merits.

4.2 In relation to shops and other retail outlets supplying alcohol for consumption off the premises, the general policy will be to allow sales of alcohol at all times that the premises is open for business. Any decision not to allow sales of alcohol at particular times will be based on evidence of the need to prevent crime, disorder and public nuisance. For example, limitation may be appropriate following police representations in the case of isolated shops known to be the focus of disorder and disturbance because youths or young adults gather there. In making decisions in respect of hours, consideration will be given to representations made by concerned members of the public, their representatives, and the police as well as the applicant. This may lead to the imposition of stricter conditions on noise controls in areas having denser residential accommodation.

4.3 In recognition that residents in one area should not be treated less well than others simply because they live in busy central areas of towns or because residential housing is less dense than in other areas, fixed trading hours will not be set for particular geographical areas (Zoning). It is recognised that this may also lead to significant movement of people across boundaries in search of premises opening later. However account will be taken of any guidelines that are adopted in respect of licensing hours. It should be stressed that each case will be decided on its own merits based on whether the licensing objectives can be met.

4.4 It is recognised that varied licensing hours are important to ensure that concentrations of customers leaving licensed premises simultaneously are avoided. In turn this will reduce the potential for disorder at fast food outlets, taxi ranks and other sources of transport.

Local, National and International Occasions

4.5 It should be possible for applicants for premises licences and club premises certificates to anticipate special occasions which occur regularly each year, such as bank holidays, and to include appropriate opening hours in their operating schedules. Additional occasions, which require an extension, may be covered by a temporary event notice. Exceptional events of local, national, or international significance may arise which could not have been anticipated when the application was first made. In these circumstances, the Secretary of State may make a licensing hours order to allow premises to open for specified, generally extended, hours on these special occasions. This avoids the need for large numbers of applications to vary premises licences and club premises certificates. Typical events might include a Royal Wedding or Royal Jubilee for example.

5 Licensing Authority (Responsible Authority Role).

5.1 The Licensing Authority is now included in the list of responsible authorities and in common with other responsible authorities it is for the licensing authority to determine when it considers it appropriate to act in that capacity. The Licensing Authority will not make a representation or apply for a review at the request of another Responsible Authority or other person.

5.2 There are many occasions when the Licensing Authority may decide to make a representation or apply for a review based on evidence and information collated from other Responsible Authorities even though those Responsible Authorities have chosen not to make a representation.

5.3 The Licensing Authority is unlikely to intervene where the basis for the intervention falls within the remit of another Responsible Authority. For example, the police should make representation where the representation are based on concerns about crime and disorder.

5.4 Where the Licensing Authority does not make representations it will ensure that there is a proper separation of responsibilities. The licensing officer preparing papers for a sub-committee hearing will be different to the Licensing Officer making the representations on behalf of the Responsible Authority. The Licensing Officer acting for the Responsible Authority will not be involved in the administrative process of the application or review and will not discuss the merits of the case with those involved in making the determination by the Licensing Authority. Communication between these Licensing Officers in relation the case will remain professional and consistent with communication with other Responsible Authorities.

5.5 The Licensing Officers administering the application will be allowed to conduct negotiations between the Licensing Officer making the representation and the applicant.

6 Promotion of the Licensing Objectives.

6.1 The Licensing Authority is required to carry out its functions so as to promote the licensing objectives. This includes its role in:

- Granting or refusing applications for licences;
- Reviewing licences;
- Imposing conditions;
- Deciding how to integrate its role with other strategies of the council.

6.2 Licence applications should be accompanied by an operating schedule that includes the steps that the licensee proposes to take to promote the licensing objectives. Applicants for licences are urged to discuss their proposals with the responsible authorities prior to submitting an application. This will enable them to seek advice on the production of their operating schedule and may avoid the need for a hearing in response to representations made by the authorities. The relevant authorities are:

- Crime and Disorder – Leicestershire Police
- Public Safety – Leicestershire Police, Leicestershire Fire and Rescue, the Local Authorities Environmental Health Officers with responsibility for Health & Safety and the Local Authorities Building Control Officers

- Public Nuisance – the Local Authorities Environmental Health Officers with responsibility for Pollution Control, and the Technical Officers with responsibility for Street Cleansing
- Protection of Children from Harm – Leicestershire Police and the Leicestershire County Council Social Services Area Child Protection Committee.

6.3 The Licensing Authority will support the following steps to promote the licensing objectives that are included in operating schedules. It will also consider requests made by responsible authorities that conditions be applied in appropriate circumstances to licences to require the following steps:

Premises Licensed for the Sale of Alcohol

- Requiring proof of age cards in situations where underage drinking is considered a problem (The Authority would suggest as best practice, the proof of age could be in the form of a passport, photographic driving licence, or a proof of age card complying with the Proof of Age Standard Scheme (PASS) launched in January 2003 by the British Retail Consortium)
- The provision, qualifications, training and identification of staff to control admission and to control the public inside the premises
- Setting of a capacity limit
- Prohibiting the sale of alcohol in bottles for consumption on the premises to prevent their use as weapons
- Prohibiting alcohol in open containers being taken from premises
- Requiring drinking vessels to be plastic or toughened glass
- Prohibiting irresponsible drinks promotions (e.g. Happy Hours)
- Requiring CCTV in appropriate circumstances at positions agreed by the Police and the control, use and availability of tapes and other digital means of recording
- The fixing of Crime Prevention Notices including drugs related offences.
- Requiring the provision of text pagers to connect premises supervisors to the police and National Pubwatch Schemes in premises located in town and city centres
- Steps to prevent noise, disturbance and anti-social behaviour from people arriving and leaving the premises
- Where licensed activities encroach onto the public highway or similar public areas, conditions be applied to prevent and remove litter.
- Packaging and Promotion of Alcoholic Drinks - The Licensing Authority supports the Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks. It will seek to ensure that premises licensed for the sale of alcohol comply with the code.

Conditions relating to Public Safety (including fire safety)

- Arrangements for disabled people
- Provision and maintenance of escape routes
- Safety checks
- Curtains, hangings, decoration and upholstery (including Temporary Decorations and Displays)
- Limits on accommodation numbers
- Fire Action Notices
- Outbreaks of Fire
- Loss of Water
- Access for Emergency vehicles
- First Aid
- Lighting
- Temporary Electrical Installations
- Ventilation
- Indoor Sports Entertainments, a number of specific conditions are suggested

Premises Licensed for Regulated Entertainment

- Setting of a capacity limit
- The provision of staff to control admission and to control the public inside the premises
- Appropriate measures to prevent nuisance from the premises including sound insulation, and noise limiting devices.
- The exclusion of children from unsuitable entertainment and films with age restriction classifications.

Cinemas and Theatres

- Appropriate measures to promote public safety in respect of the nature of these venues including:
- The number of attendants
- Standing and sitting in gangways
- Drinks, drinking times and drinking areas
- Balcony fronts
- Special effects
- Scenery
- Safety curtains

- Ceilings including safety and structural integrity
- Seating arrangements and numbers

Dance Venues

- Appropriate measures to prevent drugs misuse
- The introduction of a policy on searches of customers on admission
- Appropriate measures to prevent overcrowding in parts of the premises
- The provision of air conditioning and ventilation
- Making drinking water freely available at drinking fountains, or in freely available plastic containers, to help prevent dehydration and overheating.
- Appropriate measures to combat overheating
- The use of special initiatives such as the Safer Clubbing Guide

Public Nuisance

- Limitation on hours of operation where necessary to prevent nuisance and disturbance
- Measures to reduce noise and vibration emissions from premises
- Measures to prevent noxious smells
- Measures to reduce light pollution

6.4 A guide on how to write an operating schedule to meet the requirements of the responsible authorities is available from the Licensing Authority or can be downloaded from the Licensing Authority's web-site at: www.harborough.gov.uk

7 Children.

General

7.1 The licensing authority will carry out its responsibilities so as to promote the licensing objective of protection of children from harm. In doing so it will take into account representations made by the Social Services Authority on each application.

7.2 Licences will be sought from a wide variety of premises including theatres, cinemas, restaurants, concert halls, cafes, late night take-aways, pubs, bars and nightclubs. It is not possible for a licensing policy to anticipate every situation where children are at risk.

7.3 The licensing authority will not therefore impose general conditions that apply to all premises, but will consider how the licensing objectives can be best promoted in each particular case.

7.4 The licensing authority will not seek to limit the access of children to licensed premises unless it is necessary to protect children from harm. The following areas may give rise to particular concern in respect of children:

- Where entertainment or services of an adult or sexual nature are commonly provided.
- Where there have been convictions of members of the current staff at the premises for serving alcohol to minors or from a reputable source that underage drinking is a problem.
- Where there has been a known association with drug taking or dealing.
- Where there is a strong element of gambling on the premises (but not, for example, the simple presence of a small number of cash prize gaming machines).
- Where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises.
- Children allowed to enter a Public House unaccompanied by an adult.

7.5 Conditions will not be imposed that require that children must be admitted to premises. This will remain a matter for the discretion of the licensee.

7.6 The range of options available to limit the access of children to licensed premises that may be imposed by the licensing authority include:

- Limitations on the hours where children may be present;
- Age limitations (can only apply below the age of 18);
- Limitations or exclusions when certain activities are taking place;
- Limitations on the parts of premises to which children might be given access;
- Requirements for an accompanying adult;
- In exceptional cases, full exclusion of people under 18 from the premises when any licensable activities are taking place.

7.7 The licensing authority will expect an operating schedule to take account of the fitness and suitability of adult staff supervising children. This will include information on how applicants have ensured that such people are suitable, trained and supervised and how complaints are responded to.

Children and Cinemas

7.8 Licensees will be expected to prevent children from viewing films that are unsuitable because of the age classification of the film that has been imposed by the British Board of Film Classification or other film classification board approved by the licensing authority. Children will not be permitted to view un-certificated films.

Children and Public Entertainment

7.9 The licensing authority will expect that where a significant number of unaccompanied children will be present during a public entertainment event, for example, performances especially for children, the licensee will ensure that an adequate number of adult staff are present to control the access, egress and safety in and around the premises. The minimum number of staff required will be one for every 50 children or

part thereof. The licensee should make an assessment of whether additional staff are required, taking into account the number of children to be present, the type of entertainment, the age of the children, the characteristics of the premises and any other relevant factor.

7.10 Licensees will be expected to ensure that where children as performers, suitable specific provisions shall be made to safeguard them from harm.

8 Early Morning Restriction Orders (EMRO).

8.1 A Licensing Authority can introduce an EMRO in a particular area if they are satisfied it is appropriate for the promotion of the licensing objectives. An EMRO can restrict sales of alcohol in the whole or part of the Licensing Authority

area for any specified period between 12 midnight and 6am. If an EMRO is introduced it would apply to premises licences, club premises certificates and temporary event notices that operate within the specified EMRO period.

8.2 The introduction of an EMRO could be suggested by the public or the Police. A Licensing Authority is required to advertise any proposal to make an EMRO and demonstrate that they have evidence to justify doing so, as well as considering any representations.

8.3 The Licensing Authority will review the need for EMROs at least every five years in line with the review of the policy to see if circumstances have changed and any are needed, however, the Licensing Authority would consider an EMRO at any time if circumstances changed and evidence supported this course of action.

9 Late Night Levy.

9.1 A late night levy enables Licensing Authorities to raise a contribution from late-opening alcohol supplies towards policing the night-time economy. It is a power that Licensing Authorities can choose whether or not to exercise.

9.2 The levy must cover the whole of the Licensing Authority's area. The Licensing Authority will choose the period during which the levy applies every night, between midnight and 6am., and decide what exemptions and reductions should apply.

9.3 The Licensing Authority should discuss the need for a levy with the relevant Police and Crime Commissioner and the relevant Chief Officer of Police. The Licensing Authority will then decide whether to move to the next stage in the process and consult on its proposal to introduce a late night levy.

10 Integrating strategies.

10.1 The Licensing Authority will seek to achieve integration with the following strategies and will consult with the appropriate organisations to achieve this.

- Crime Reduction Partnership
- Planning including adopted Local Plan in relation to Town Centre Strategies
- Building Control
- Transport
- Tourism
- Cultural Strategy
- Employment
- Promotion of Race Equality

10.2 Statements of policy should provide clear indications of how the licensing authority will secure the proper integration with local crime prevention, planning, transport, tourism and cultural strategies.

10.3 Conditions attached to premises licences and club premises certificates should reflect local crime prevention strategies. For example, the provision of closed circuit television cameras/other digital means of recording in or on certain premises at positions to be agreed by the police and the use, management and availability of tapes.

10.4 Protocols agreed between the local police and other licensing enforcement officers should provide for them to report to local authority transport committees so that those committees may have regard to the need to disperse people from town and city centres swiftly and safely to avoid concentrations which produce disorder and disturbance.

10.5 The Licensing Authorities will also arrange that their licensing committees receive reports on the needs of the local tourist economy and the cultural strategy for the area to ensure that these are reflected in their considerations.

10.6 The Licensing Authorities will also ensure that their licensing committees keep abreast of the employment situation in the area and the need for new investment and employment where appropriate.

11 Licensing and Planning.

11.1 The Licensing Authority will see to it that planning and licensing regimes will be properly separated to avoid duplication and inefficiency. Licensing applications will not be a re-run of any planning application and licensing decisions will not cut across decisions taken by the Planning Committee or permission granted on appeal.

Disabled Access

11.2 The guidance supporting the Act advises that conditions relating to disabled access should not be attached to licences, as this would duplicate existing statutory requirements. The Licensing Authority therefore takes this opportunity to remind operators of premises of their duties under the Equality Act 2010.

12 Duplication.

12.1 The Licensing Authority will avoid duplication with other regulatory regimes (e.g. Health and Safety at Work Act) insofar as attaching conditions to premises' licences and club premises certificates.

12.2 Conditions will only be attached where they are "necessary" for the promotion of the licensing objectives. If matters are already provided for in other legislation they cannot be considered necessary in the context of licensing law.

12.3 To ensure clarity of enforcement roles appropriate liaison with other enforcing authorities will take place and, where considered appropriate, joint inspections by enforcement agencies will be arranged.

13 Standardised Conditions.

13.1 This authority will only attach to premises licences and club premises certificates those conditions that are tailored to the individual style and characteristics of the premises and the events concerned and where they are necessary for the achievement of one or more of the four licensing conditions.

13.2 However to aid administration and for the benefit of applicants, attached to this Statement of Licensing Policy, but not forming part of the Policy at Appendix D are pools of conditions from which the authority may draw upon appropriate and proportionate to cover particular circumstances.

13.3 A number of conditions are mandatory and are required to be applied to licences. These relate to the requirement for a Designated Premises Supervisor where alcohol is to be sold, preventing under age admission to age restricted films and the requirement that door supervisors are registered with the Security Industry Authority. These are set out in Sections 19, 20 and 21 of the Act.

13.4 The Policing and Crime Act 2009 introduced further Mandatory Conditions which will be imposed on all Premises Licences. These relate to irresponsible drinks promotions, free tap water, the dispensing of alcohol into the mouth, age verification and the availability of small measures for beers, wines and spirits.

14 Live Music, Dancing and Theatre.

14.1 The Licensing Authority will ensure that when it considers licences for entertainment involving live music, dancing and theatre it will act so as to promote the licensing objective of preventing public nuisance.

14.2 The Licensing Authority recognises that there is a need to encourage and promote live music, dancing and theatre because of the wider cultural benefits to communities. The potential for limited disturbance will therefore be balanced against these wider benefits.

15 Personal Licences.

Individuals applying for a personal licence must be entitled to work in the UK. The Immigration Act 2016 amended the Licensing Act 2003, with effect from April 6 2017. Applications made by someone who is not entitled to work in the UK must be rejected.

Licences must not be issued to people who are illegally present in the UK, who are not permitted to work, or who are permitted to work but are subject to a condition that prohibits them from doing work relating to the carrying on of a licensable activity.

In order to carry out this duty, licensing authorities must be satisfied that an applicant has the right to work in the UK. They require applicants to submit an identification document, to show that they have permission to be in the UK and to undertake work in a licensable activity.

In order to discharge this duty, from 6th April 2017, licensing authorities must be satisfied that an applicant has the right to work in the UK. They require applicants to submit an identification document, to show that they have permission to be in the UK and to undertake work in a licensable activity. They require applicants to submit an identification document, to show that they have permission to be in the UK and to undertake work in a licensable activity (Appendix C).

In order to discharge this duty, from 6th April 2017, licensing authorities must be satisfied that an applicant has the right to work in the UK and require applicants to submit copies of one of the documents listed in Appendix C . As an alternative to providing a copy of original documents, applicants may demonstrate their right to work by providing their 'share code' to the Licensing Authority, enabling the Authority to carry out a check with the Home Office.

The Licensing Authority recognises the important role that personal licence holders have to play in the promotion of the licensing objectives at premises selling alcohol. For this reason personal licence holders are required to have prescribed training and not have relevant convictions that would indicate their unsuitability.

The Policing and Crime Act 2017 gives licensing authorities the power to revoke or suspend personal licences, with effect from 6 April 2017. When a licensing authority has granted a personal licence and becomes aware that the licence holder has been convicted of a relevant offence or foreign offence or been required to pay an immigration penalty, a licensing authority may revoke the licence or suspend it for a period of up to six months. This applies to convictions received and civil immigration penalties which a person has been required to pay at any time before or after the licence was granted, as long as the conviction was received after 6 April 2017, or the requirement to pay the civil penalty arose after 6 April 2017.

Every sale of alcohol at licensed premises is required to be authorised by a personal licence holder. Because of the importance of their role, the Licensing Authority considers it to be good practice for personal licence holders to have significant operational involvement in the sale of alcohol rather than to undertake a remote, periodic authorisation of other staff. In practical terms this would mean authorisation on at least a daily basis, and to be available on the premises throughout most of the day to deal with circumstances requiring their expertise and authority.

Applicants for personal licences who are ordinarily resident in a licensing authority's area are required to make the application to that licensing authority.

When applying for a personal licence, the Licensing Authority would expect applicants to produce an up to date Disclosure Barring Service certificate. All applicants would also be expected to make a clear statement as to whether or not they have been convicted outside England and Wales of a relevant offence or an equivalent foreign offence. In accordance with the Secretary of State's advice the Licensing Authority will normally refuse applications where the Police have issued an objection notice unless there are, in the opinion of the Licensing Authority, exceptional and compelling reasons which justify granting the application. Changes during lifetime of licence The holder of a Personal licence is required by the 2003 Act to notify the licensing authority of any changes to a holder's name or address. These changes should be recorded by the licensing authority.

15.1 Changes during lifetime of licence

The holder of a Personal licence is required by the 2003 Act to notify the licensing authority of any changes to a holder's name or address. These changes should be recorded by the licensing authority.

16 Temporary Event Notices.

16.1 Standard Temporary Event Notice (TEN) on the Licensing Authority notifying it of the event. The TEN must be served on the Licensing Authority and a copy served on the police and Environmental Health, as responsible Authorities no later than ten working days before the event is to begin. To avoid confusion, the ten working days does not include weekends, public holidays, the day of receipt of the TEN and the day of the event itself.

16.2 Late Temporary Event Notice (LATE TEN) on the Licensing Authority notifying it of the event. The TEN must be served on the Licensing Authority and a copy served on the Police and Environmental Health, as Responsible Authorities no later than five working days before the first of the event and no earlier than nine working days before the first day of the event. The Licensing Authority would therefore suggest as best practice that a temporary event notice is served between one and two months ahead of the event taking place.

16.3 The maximum number of person allowed on the premises at the same time during the temporary is 499. If alcohol is to be supplied, all supplies must be carried by

or under the authority of the person serving the TEN, and that person need not hold a personal licence

16.4 Only the Police and Environmental Health may object to the staging of temporary event. If they believe that any of the four licensing objectives will be undermined by the event they will issue an 'Objection Notice.'

16.5 Where an Objection Notice is received in relation to a standard TEN, a licensing sub-committee will be held to determine the notice within even working day of the objection notice being issued. A hearing may not be necessary if an agreement can be reached beforehand. Where an Objection Notice is received in relation to a LATE TEN, the event will automatically be refused authorisation. There is not right to appeal in this instance.

16.6 The Act provides that only the Licensing Authority can impose conditions (from the existing conditions on the premises licence or club certificate) to a TEN. The licensing Authority can only do so:

If the Police or Environmental Health have objected to the TEN. If the objection has not been withdrawn.

17 Related Policies.

17.1 Street Trading Policy

Harborough District Council administers a Street Trading Consent Scheme. Various areas within in the district a deemed consent areas in which traders require consent.

17.2 Those street traders who provide hot food between 23:00 and 05:00 hours and alcohol require a premises licence under the Licensing Act 2003.

Street traders equipped with a mobile catering vehicle may apply for a premises licence to supply late night refreshments but as part of the application process will be required to provide the details of the area in which they want to trade. This trading area will be quite well refined within the broader landscape and will act as the 'premises' area. The applicant will also be required to provide a description including photographs of their mobile catering vehicle. To make a change to the vehicle or the premises trading area a licence holder will be required to submit a fresh premises licence application.

18 Sex Establishment Venues (SEV).

18.1 A licence will not normally be granted except in exceptional circumstances and this will be referred to the Licensing Committee for determination

19 Delegation of Functions.

19.1 The following will be determined by either the Licensing Committee of one of its sub-committees:

- Application for a personal Licence where there are relevant unspent convictions.
- The review of the premises or licence or club premises certificate.
- Decision to object when the Local Authority is the consultee and not the relevant authority considering the application.
- Determination of a Police objection to a temporary event notice.
- Determination of an Environmental Health Objection to a temporary event notice.

The following will be determined by either the Licensing Committee of one of its sub-committees where a relevant representation has been made:

- Application for a personal licence.
- Application for a premises licence or club premises certificate.
- Application for provisional statement.
- Application for variation to a premises licence or club premises certificate.
- Application to vary a designated premises supervisor.
- Application for transfer for a premises licence.
- Application for an interim authority.

20 Representations.

Subject to the type of application representations may be made by a Responsible Authority or other persons (as defined by the Licensing Act 2003).

Any representation must be in writing, and the Licensing Authority has a representation form available on the Council web site or that can be requested via the licensing section. Any person (including members of the public) needs to be aware that their personal details will be made available to the applicant.

The Licensing Authority is not able to accept anonymous representations. Representations must include your full name, address, and contact information (telephone number and email address).

Any representation, which is received other than from a Responsible Authority, will in the first instance be determined as to whether it is relevant, i.e., based upon one or more of the four licensing objectives.

Relevant representations are representations that;

- Are about the likely effect of the premises licence on the promotion of the licensing objectives.
- Which have not been withdrawn and are not, in the opinion of the Licensing Authority, frivolous or vexatious.

If relevant representations are received about an application, the Licensing Authority will hold a hearing to consider them unless the Licensing Authority, the applicant and everyone who has submitted a representation agree that the hearing is unnecessary. Applicants and those making representation should seek, in advance of the meeting, to try and reach an agreement.

21 Enforcement.

The Licensing Authority will carry out its responsibilities for enforcement so as to promote each of the four licensing objectives. The Licensing Authority will develop and review enforcement protocols in agreement with the police. Enforcement activities will be targeted in terms of risk and so as best to promote the licensing objectives. In addition, account will be taken of the general enforcement policy of the Licensing Authority, which aims to ensure that enforcement is open, fair, reasonable and proportionate.

Enforcement activities will include operations designed to:

- Ensure compliance with conditions attached to licences, operating schedules, requirements specified in this Statement of Policy, and the requirements of the Licensing Act itself.
- Protect public safety
- Prevent nuisance
- Prevent crime and disorder
- Protect children from harm
- Identify unlicensed activities
- Respond to complaints and representations from relevant individuals and responsible authorities
- Prevent the sale of alcohol to minors
- Prevent the sale of alcohol to people who are drunk
- Identify the keeping of smuggled goods
- Prevent drug abuse.

21.1 Annual Fees - Suspension for Non-Payment of Fees

The 2003 Act requires a licensing authority to suspend a premises licence or club premises certificate if the annual fee is not paid when it is due. Once suspended, no licensable activities can be carried out at the premises or Club until such time as the annual fee has been paid. The suspension is lifted immediately once the outstanding fee is paid, and licensable activities may resume. If the annual fee has not been paid by the due date the licence holder will be notified and given notice of the date that the suspension will take effect.

21.2 Reviews

At any stage, following the grant of a premises licence or club premises certificate, a responsible authority, or any other person, may ask the licensing authority to review the licence or certificate because of a matter arising at the premises in connection with any of the four licensing objectives. This acts an incentive for premises to effectively self-regulate.

On receipt of a relevant representation to carry out a review, licensing authority has a range of options available to it and may take any of the following steps:

- modify the conditions of the premises licence (which includes adding new conditions or any alteration or omission of an existing condition), for example, by reducing the hours of opening or by requiring door supervisors at particular times.
- exclude a licensable activity from the scope of the licence, for example, to exclude the performance of live music or playing of recorded music (where it is not within the incidental live and recorded music exemption).
- remove the designated premises supervisor.
- suspend the licence for a period not exceeding three months.
- revoke the licence

22 Appeals.

Applicant and those making representations in respect of applications and reviews to the licensing authority have the right of appeal to the Magistrates Court against the Licensing Authority's decisions. Further information on how to appeal can be obtained by contacting Leicester Magistrates Court, The Court House, 15 Pocklington Walk, Leicester LE1 6BT.

23 Fees.

Following amendments that came into force in October 2012 the Licensing Act 2003 requires a Licensing Authority to suspend a premises license or club premise certificate if the annual fee is not paid when it due.

24 Period of Validity and Review.

This statement of licensing policy will come into force on **Date TBC** and will be valid for five years, subject to review.

The policy will be kept under review during that period and if necessary amendments made.

Appendix A

Delegation of functions

Matter to be dealt with	Full Cttee	Sub Committee	Officers (Environmental Services Manager)
Application for personal Licence		If a police objection	If no objection made
Application for personal licence with unspent convictions		All cases	
Application for premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application for provisional statement		If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor		If a police objection	All other cases
Request to be removed as designated premises supervisor			All cases
Application for transfer of premises licence		If a police objection	All other cases
Applications for Interim Authorities		If a police objection	All other cases
Application to review premises licence/club premises certificate		All cases	
Decision on whether a complaint is irrelevant frivolous vexatious etc			All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application		All cases	
Determination of a police objection to a temporary event notice		All cases	

Appendix B

List of Consultees

	Contact Details
Police	The Chief Officer of Police The Licensing Section Mansfield House 74 Belgrave Gate Leicester LE1 3GG
Fire	The Chief Fire Officer Leicestershire Fire and Rescue Anstey Firth Leicester Road Glenfield Leicester LE3 8HD
Protection of Children	County Council Social Services Department.
Illegal Sales and Labelling	County Council Trading Standards
Pollution and Nuisance	Chartered Institute of Environmental Health
Public Safety	Chartered Institute of Environmental Health Institute Building Control Officers (Leicestershire Group)
Representatives of Licensees – Premises Licences and Club Licences	Relevant Breweries Licensing Solicitors BII (British Institute of Innkeeping) BBPA (British Beer and Pub Association) Midland Counties Brewers' and Licensed Retailers' Association BEDA (Bar Entertainment and Dance Association) ALMR (Association of Licensed Multiple Retailers) BRC (The British Retail Consortium) Society of Entertainment Licensing Practitioners
Representatives of Licensees – Personal Licences	Local Licensed Vitualers Associations BII (British Institute of Innkeeping) Trade Unions
Licensed Vitualers	Local Licensed Vitualers Associations
Licensed Retailers	The Association of the Licensed Multiple Retailers (ALMR)

Clubs (Sport etc)	Existing Club Registration Certificates (HDC)
Accident and Emergency Units	Kettering General Hospital, Leicester Royal Infirmary, Rugby St Cross, Rugby, George Eliot Hospital, College Street, Nuneaton Market Harborough Cottage Hospital Lutterworth Cottage Hospital
Transport Undertakings	Arriva
	Representatives of the Local Taxi Trade
	British Rail
Representatives of Business and Residents	Chairs of Parish Councils and Parish Meetings and Lutterworth Town Council Chambers of Trade
Crime and Disorder Partnership	Harborough District Community Safety Partnership
Pub Watch Scheme	National Pubwatch Scheme 17 Chace Avenue Potters Bar Hertfordshire EN6 5LX Tel: 0207930 5826/01707 650095
Tourism matters	HDC Planning Policy Dept
Local MP's	Edward Garnier Alberto Costa Alan Duncan
Sustainable Development	HDC Planning Department
Consumer Organisation	CAMRA
Representatives of Village and Church Halls	Rural Community Council
Entertainers	Equity
Late Night Refreshment Providers	Individual Local Outlets within Harborough District and Multiple Outlet Companies
Corporate Impact	Harborough District Council Internal Licensing Group

Appendix C

Immigration Act 2016 - Entitlement to Work Identification Documentation.

- Applicants may be asked to demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They can do this by providing with their application, copies or scanned copies of the documents listed below (which do not need to be certified). The documents that demonstrate an entitlement to work in the licensing regime are based on existing prescribed document lists for checks undertaken by employers. They are set out in the following regulations: The Immigration (Restrictions on Employment) Order 2007 and the Immigration (Restrictions on Employment) (Codes of Practice and Amendment) Order 2014.
- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of an European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
 - A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity .
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relating to the carrying on of a licensable activity.
- A current Residence Card issued by the Home Office to a person who is not a national of an European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, less than 6 months old, issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of an European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office, such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number. Reasonable evidence that a person who is not a national of an European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:- evidence of the applicant's own identity – such as a passport, evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - a) working e.g. employment contract, wage slips, letter from the employer,

- b) self-employed e.g. contracts, invoices, or audited accounts with a bank,
- c) studying e.g. letter from the school, college or university and evidence of sufficient funds, or
- d) self-sufficient e.g. bank statements. Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK.

This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form. Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:- any page containing the holder's personal details including nationality; any page containing the holder's photograph; any page containing the holder's signature; any page containing the date of expiry; and any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work. If the document is not a passport, a copy of the whole document should be provided.

- Home Office online right to work checking service as an alternative to providing a copy of original documents, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service. To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their share code, provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work> which, along with the applicant's date of birth, will allow the licensing authority to carry out the check. In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copies of documents as set out above. The applicants right to work will be checked as part of their licensing application and this could involve us checking their immigration status with the Home Office. We may otherwise share information with the Home Office. Their licence application will not be determined until they have complied with this guidance.

Appendix D

Licensing Act 2003 – Pool of Model Conditions

The non-mandatory conditions listed in this “pool of model conditions” shall not be regarded as “standard conditions” and are not to be automatically imposed on all premises licences or club premises certificates. They are designed to provide a range of possible conditions which may be added to premises licences or club premises certificates via the applicants operating schedule or, through the proper consultation/review process. The addition of conditions is dependent on the individual circumstances and any conditions attached must be appropriate and proportionate to the application received.

Conditions must necessary for the promotion of one or more of the four licensing objectives which underpin the Licensing Act 2003, namely:

1. Prevention of Crime and Disorder
2. Public Safety
3. Prevention of Public Nuisance
4. Protection of Children from Harm

The wording of the conditions may need to be modified to suit a particular premises and/or situation. This is not an exhaustive or exclusive list of conditions; additional conditions may be drafted and attached to such licences and certificates by, the applicant in question, any responsible authority, interested party, or the Licensing Authority where appropriate.

The majority of conditions refer to the ‘premises licence holder’ however, in some circumstances, it may be more appropriate for the designated premises supervisor to be responsible for complying with the condition. In these circumstances, the conditions can be amended to read ‘the designated premises supervisor or ‘a competent person nominated by the designated premises supervisor’.

The Live Music Act 2012 has deregulated certain types of live and recorded music between 08.00 and 23.00 for which further details are available upon request for Harborough Districts Councils Licensing Team

Non-Mandatory conditions

Crime and Disorder Sale of Alcohol

1. No sale of alcohol shall be made unless the designated premises supervisor or a personal licence holder is present on the premises.
2. The premises licence holder shall join the Retail Radio scheme or any similar scheme operating in the area and ensure that: (a) The communication equipment is kept in working order at all times. If the communication equipment breaks then the Police shall be notified and the equipment shall be repaired within a reasonable time period; (b) The communication equipment shall be activated, made available to and

monitored by the designated premises supervisor or a responsible member of staff at all times that the premises are open to the public; (c) Any police instructions/directions are complied with whenever given; and (d) All instances of crime and disorder are reported via the communication equipment by the designated premises supervisor or a responsible member of staff to an agreed police contact point.

3. The Designated Premises Supervisor shall hold the certificate in National Course of Designated Premises Supervisor.

Door Supervisors

4. The premises licence holder shall employ a minimum of SIA licensed door supervisors for every [100] customers or part thereof to deal with any likely contingency from [start time].

5. A minimum of [x] SIA licensed door supervisor shall be on duty at the premises [at all times whilst it is open to the public/after xx.xx/until the last admission time for the public].

6. At least [x] SIA licensed door supervisors shall be on duty at the entrance of the premises at [all times whilst it is open to the public/until the last admission time for the public].

7. If door supervisors are required to undertake body searches then at least one female supervisor shall be available to undertake the body searches of female customers.

8. Where door supervisors are required the premises licence holder shall keep records showing the names of the supervisor, their SIA badge number and expiry date, and the date/time that they were employed.

9. No public access to the premises shall occur through the [specify doors]. This condition shall not restrict the use of the doors in the event of an emergency.

10. There shall be no entry or re-entry, other than staff members, to the premises after xx.xx.

11. Patrons may be allowed re-entry where they have left the premises for a cigarette.

Bottle Bans

12. No glass bottles containing beverages of any kind, whether open or sealed, shall be given to customers on the premises whether at the bar or by staff serving away from the bar.

13. No customers carrying open or sealed bottles shall be admitted to the premises at any time that the premises are open to the public.

14. The premises licence holder shall ensure that no customers shall take glasses or open bottles from the premises other than into the outside area shown and edged

[red] on the plan forming part of the premises licence. Plastic containers and toughened glass

15. The premises licence holder shall ensure that only plastic or toughened glass containers will be used for the supply of beverages. Restrictions on drinking areas.

16. The premises licence holder shall ensure that no alcoholic drinks are consumed in the area marked (in red) on the plan (numbered...../attached to the premises licence).

Crime prevention notices

17. The premises licence holder shall ensure that suitable notices are displayed warning customers of the prevalence of crime which may target them, for example, pick pockets or bag snatchers, the need to guard their property and warning against leaving property unattended.

Signage

18. The premises licence holder shall ensure that a sign, indicating the hours during which licensable activities are permitted to take place, is displayed in, on or immediately outside the premises in a position where the notice can be conveniently read by members of the public.

19. The premises licence holder shall ensure that a sign, detailing any restrictions on the admission of children, is displayed on or immediately outside the premises in a position where the notice can be conveniently read by members of the public.

Drugs

20. The designated premises supervisor shall complete a recognised 'drug awareness' training course [within x weeks/ by x date].

21. Staff shall be provided with 'drug awareness training', and be briefed on the drugs policy applicable to the premises.

CCTV

22. CCTV shall be installed to specifications and in locations agreed with the Leicestershire Constabulary Crime Reduction Officer and maintained in accordance with the Information Commissioner's CCTV Code of Practice. The CCTV shall record during all times that the premises are open for any licensable activity. All images are to be held for a minimum of 28 days. All recordings are to be held in a secure holding facility. If a tape system is used, tapes are to be replaced every 6 months with new ones. This is to be recorded in an incident book for the premises. All images held are to be available immediately on request by any of the Responsible Authorities.

23. 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 to the public. This staff member must be able to show the Police or Licensing Officer recent data or footage with the absolute minimum of delay when requested to do so.

24. An incident log shall be kept on the premises, and made available on request to the Police or Licensing Officer, which will record the following: (a) All crimes reported to the premises; (b) All ejections of patrons; (c) Any complaints received; (d) Any incidents of disorder; (e) All seizures of drugs or offensive weapons; (f) Any faults in the CCTV system; (g) Any refusal of the sale of alcohol; (h) Any visit by a responsible authority or emergency service.

Public Safety Disabled People

25. The premises licence holder shall ensure that, when disabled people are present, adequate arrangements exist to enable their safe evacuation in the event of an emergency and that disabled people on the premises are made aware of those arrangements.

First Aid

26. The premises licence holder shall ensure that an adequate and appropriate supply of first aid equipment and materials is available on the premises and at least one suitably trained first aider shall be on duty when the public are present and if more than one suitably trained first aider that their respective duties are clearly defined.

Lighting

27. The premises licence holder shall ensure that, in the absence of adequate daylight, the lighting in any area accessible to the public, members or guests shall be fully operational when the public, members or guests are present.

Indoor Sports Entertainments

28. At least 28 day's notice of any event involving boxing or wrestling entertainment events shall be provided to the Licensing Authority and Environmental Health.

29. The premises licence holder shall ensure that: (a) An appropriately qualified medical practitioner is present throughout the sports entertainment involving boxing, wrestling, judo, karate or other sports entertainment of a similar nature; (b) Where a ring is involved it is constructed and supported by a competent person and inspected by a competent authority and any material used to form the skirt around the ring is flame retardant; (c) At any wrestling or other entertainment of a similar, nature members of the public do not occupy any seat within 2.5 metres of the ring; (d) At water sports entertainment, staff are adequately trained in rescue and life safety procedure and stationed and remain within the vicinity of the water at all material times. or The premises licence holder shall ensure that any requirements made by the Licensing Authority and Environmental Health during the preparation for and the provision of boxing and wrestling entertainment are complied with.

Special Effects

30. Any special effects or mechanical installation should be arranged and stored so as to minimise any risk to the safety of the audience, performers and staff. The following special effects will only be used on 10 days prior notice being given to the Licensing Authority and Environmental Health where consent has not been

previously been given: • dry ice machines and cryogenic fog • smoke machines and fog generators • pyrotechnics including fireworks • real flame • fire arms • motor vehicles • strobe lighting • lasers • explosives and highly flammable substances
These special effects must only be used on the provision of a suitable and sufficient risk assessment and prior notification to the Licensing Authority and Environmental Health.

Drinks

31. No drinks shall be sold to or be consumed by a closely seated audience except in plastic and paper containers.

Balcony Fronts

32. The premises licence holder shall make all reasonable endeavours to ensure clothing or other objects shall not be placed over balcony rails or upon balcony fronts. Signs shall be displayed informing customers that clothing or other objects shall not be placed over balcony rails.

Ceilings

33. All ceilings in those parts of the premises to which the audience are admitted shall be inspected by a suitably qualified person at least once in every five years and a certificate concerning the conditions of the ceilings shall be forwarded to the Licensing Authority.

Pre-Inspection for new premises

34. The Health and Safety Department shall be notified 28 days prior to trading in order to make a visit to the premises so that an assessment of the adequacy of the control measures in relation to public safety can be made.

Prevention of Public Nuisance Where appropriate, the following conditions will relate to a single source e.g. a village pub rather than multiple sources e.g. the whole of the High Street in a town.

Noise

35. The internal LAeq 15 min and the Leq 15 min for the 63Hz frequency centred octave band shall not be increased within nearby residential properties (measured with windows at the dwellings either open or closed) as a result of noise emissions from regulated entertainment at the licensed premises.

36. The premises licence holder shall ensure that the settings of the noise limiting device will not be altered unless approval is first confirmed in writing by the Local Authority's Authorised Officer.

37. Noise generated by amplified music, during the provision of regulated entertainment, shall be controlled by a noise limiting device set at a level determined by the Local Authority's Authorised Officer, such level being confirmed in writing to the premises licence holder. or A noise limiting device shall be installed, fitted and maintained in such a manner so as to control all sources of amplified music at the

premises during the provision of regulated entertainment. The noise limiting device shall be set at a limit determined by the Local Authority's Authorised Officer, such level being confirmed in writing to the premises licence holder.

38. All [external doors / windows] must be kept closed, other than for access and egress, in all rooms when [regulated entertainment is/events involving amplified music or speech are] taking place. Acoustically-treated ventilation or air conditioning may be required in warm weather. and The premises licence holder shall undertake a risk assessment before regulated entertainment is provided during warm weather to ascertain if acoustically-treated ventilation or air conditioning is required. If it is so required, the premises licence holder shall take steps to ensure that it is provided.

39. The lobby doors at the premises shall be kept closed except for access and egress during the provision of regulated entertainment. Door staff, where employed, shall ensure that the doors are maintained closed as far as possible when regulated entertainment is taking place.

40. Prominent, clear notices shall be displayed at [all exits / in the beer garden] requesting customers to respect the needs of local residents and leave the premises and the area quietly.

41. The premises licence holder shall monitor the activity of persons leaving the premises [after xx:xx/are closed to the public] and remind them of their public responsibilities where necessary.

Lighting

42. Internal and external lighting provided for the purpose of customer and staff safety and for the security of the premises shall be positioned so as not to cause nuisance to neighbouring or adjoining properties.

43. Lighting associated with regulated entertainment shall be positioned so as not to cause nuisance to neighbouring or adjoining properties.

44. Lighting provided externally to promote advertising of the premises or activities associated with the premises shall be of an intensity such as not to cause nuisance to neighbouring or adjoining properties.

Noxious smells

45. Suitable ventilation and extraction systems shall be provided to eliminate noxious odours. Such systems shall be maintained on a regular basis.

Litter and waste

46. Disposal of waste bottles into external receptacles where the noise will be audible to neighbouring properties must not occur between 11pm and 8am.

Conditions Relating to Potentially Large or Multiple Sites

47. Noise propagation tests shall be undertaken and completed to the satisfaction of the Local Authority's Authorised Officer for all outdoor events where amplified music is employed. The sound systems shall be configured and operated in a similar

manner as intended for the event. The sound sources used for the test shall be similar in character to the music likely to be produced during the event. Appropriate control limits at the sound mixer position and adjustments to sound amplification equipment as a result of the testing shall be agreed to the satisfaction of the Local Authority's Authorised Officer.

48. The premises licence holder shall not permit noise emanating from the licensed site to unreasonably disturb the persons in the neighbourhood and in any event, shall undertake an agreed noise monitoring scheme to ensure that the music noise levels shall not exceed the higher of 55LAeq, 15 min free-field for an Leq 15 min free-field equal to the background (LA90) plus 15dB(A) should not be exceeded at agreed residential properties. These levels may however be amended in the situation of significant climatic effects, in agreement with the Local Authority's Authorised Officer.

49. The premises licence holder shall undertake an agreed noise monitoring scheme to ensure that between 11 p.m. and 7 a.m. noise from the event site, which [includes the car parks and campsites] shall not exceed an 8 hour LAeq of 45 dB at 1 metre from the façade of noise sensitive residential properties. The premises licence holder shall comply with any noise control requirements made during the event by the Local Authority's Authorised Officer.

Additional Site Specific Conditions

50. No member of the public shall be allowed to come within three metres of an operational loudspeaker providing regulated entertainment.

51. The [doors / windows] at [specify] shall be fitted with [double /secondary] glazing in order to improve the sound attenuation of the premises.

52. A [sound trap lobby / acoustic door / automatic door closer] shall be installed to [describe the location].

53. [Openings / specify] in the external fabric of the premises must be acoustically sealed to the satisfaction of the Local Authority's Authorised Officer.

54. An alarm shall be fitted to [all external windows / fire doors] which alerts staff when [they are / it is] opened without authorisation.

55. The specification, location and orientation of all permanently fixed speakers shall be agreed with the Licensing Authority's Authorised Officer.

56. The [garden/patio] must not be used by customers, except to have a cigarette, between the hours of xx.xx and yy.yy. or The [garden/patio] must not be used by no more than [x] customers between the hours of xx.xx and yy.yy.

57. The premises licence holder shall instruct staff to not cause unnecessary noise to nearby residents when leaving the premises.

58. The premises licence holder shall nominate a representative to receive and respond to complaints throughout the duration of any regulated entertainment. If

necessary, a telephone number shall be provided for nearby residents to contact in respect of complaints about noise.

59. Regulated entertainment shall only commence on the basis that the work to [specify area] is completed and a sound insulation test is carried out by an appropriately qualified consultant and confirmation of the satisfactory results agreed in writing by the Licensing Authority's Authorised Officer.

60. Regulated entertainment consisting of live bands shall be limited to x occasions in any [week/month/year] and shall be provided by no more than x performers.

61. The pavement from the building line to the kerb edge immediately outside the premises, including gutter/channel at its junction with the kerb edge, shall be swept and/or washed, and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements.

62. A public refuse bin shall be installed outside the premises subject to any necessary planning permission or listed building permission.

63. The shop front and pavement areas shall be cleaned at the close of business each day.

64. Persons permitted to leave temporarily leave and then re-enter the premises shall not be permitted to take drinks or glass containers with them.

65. The premises licence holder shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff so as to ensure that there is no public nuisance or obstruction to the public highway.

Protection of Children from Harm

66. No child under the age of xx, unaccompanied by an adult, shall be allowed in a premises after xx.xx to which the public have access after that time.

67. The premises licence holder must ensure that 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 5 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.

68. In cases of an event involving a significant number of unaccompanied children, the premises licence holder shall have a child protection policy in place to carry out suitable checks on staff before they take up employment.

69. A Challenge [21/25/or any other suitable age] policy shall be operated at the premises at all times. All staff shall require identification of all customers who appear to be less than [21/25/ or any other suitable age] years old and wish to purchase alcohol. Acceptable proof of age will be a PASS approved proof of age card, UK passport or a UK photographic driving licence. No other form of identification shall be accepted unless agreed with the Licensing Authority or Leicestershire Constabulary.

70. Challenge [21/25/ or any other suitable age] materials shall be displayed at the premises, including at the point of sale of alcohol, to inform customers of the operation of the scheme.

71. Training will be provided for all staff before they are allowed to sell alcohol and will include Challenge [21/25/ or any other suitable age], proof of age, management conflict and refusals records. The training will be documented. The Premises Licence Holder or Designated Premises Supervisor will check that the training has been understood. The training will be repeated at least every 6 months. Records of training will be provided to Responsible Authorities and the Licensing Authority on request.

72. The Premises Licence Holder shall operate and maintain an up-to-date record of refused sales of alcohol, indicating the date, time, reason for refusal and person refusing. The record shall be reviewed at least once a month by the Designated Premises Supervisor or premises licence holder. The person carrying out the review shall look for patterns and inconsistencies that may indicate that an individual is not complying with the system or that additional support is required at certain times of the day. The reviewer shall sign and date the record once checked and record any action taken as a result of the review. This information shall be made available upon request to the Licensing Authority and any other Responsible Authorities. or If a premises has an Electronic Point of Sale system with a programme which will determine age-restricted products then upon scanning an age-restricted product, the sales assistant shall evidence the individual's age by means of asking for identification. The system shall record all challenges made, which will be checked and monitored by the Designated Premises Supervisor monthly. The record shall be reviewed at least once a month by the Designated Premises Supervisor or premises licence holder. The person carrying out the review shall look for patterns and inconsistencies that may indicate that an individual is not complying with the system or that additional support is required at certain times of the day. The reviewer shall sign and date the record once checked and record any action taken as a result of the review. This information will be made available upon request to the Licensing Authority and any other Responsible Authority.

73. 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.

74. No alcohol shall be sold unless the container bears a label identifying the store from which it was sold.