

Licensing Act 2003

Model Licence Conditions

These model licence conditions have been prepared to assist members when placing conditions on a licence following a representation. Members may only place conditions on a licence following a representation and any conditions placed on a licence must relate to the representation.

Door Supervisors

1. Door supervisors shall wear clothing that can be clearly and easily identified on CCTV.
2. There shall be a minimum of (*number*) door supervisors on (*days*), (*number*) shall be to control entrance to the premises and (*number*) to control order within the premises.
3. (*Number*) door supervisors of a suitable gender mix, shall be employed from (*number*) hours on any day when the premises are open for the sale of alcohol past (*number*) hours.
4. A register/log containing the names, badge number, dates & times of duty security staff and any incidents that occur shall be kept and made available to the Police and Licensing Authority.

CCTV

5. CCTV shall be installed to Home Office Guidance standards and maintained in a good working condition and recordings shall be kept for 31 days and shall be made available to police and authorised Officers from Brent Council upon request. This must comply with the Data Protection Act including signage.
6. CCTV camera shall be installed to cover the entrance of the premises and further cameras installed to cover the (*name area*).
7. A member of staff trained in the use of the CCTV system shall be available at the premise at all times that the premises are open to the public.
8. The CCTV system shall display on any recordings the correct date and time of the recording.
9. The CCTV system shall be capable of obtaining clear facial recognition images and a clear head and shoulder image of every person entering or leaving the premises.

10. The Licence holder /DPS/Manager shall inspect and test that the CCTV is operational and working correctly on a weekly basis. A signed and dated record of the CCTV examination and any findings shall be kept on the premises and made available to the police and authorised officers of the Local Authority on request.
11. SIA Security shall wear clothing that can be clearly and easily identified on CCTV

Bottles and Glasses

12. Customers shall not be permitted to take any drink containers outside the premises as defined on the plan submitted to and approved by the Licensing Authority.
13. No drinks shall be served other than in plastic or toughened glasses
14. Customers carrying open or sealed bottles or glasses shall not be admitted to the premises.

Proof Of Age

15. A sign stating “No proof of age – No sale” shall be displayed at the point of sale.
16. A “Challenge 21” policy shall be adopted and adhered to at all times.
17. A “Challenge 25” policy shall be adopted and adhered to at all times.
18. A refusal book detailing date and time of the refused sale and the name of the person refusing the sale shall be kept and maintained and made available for inspection at the premises.

Drugs & Weapons

19. A secure facility to store controlled drugs and weapons prior to collection shall be available at all times.
20. The police shall be informed of all drugs and weapons seized from customers as soon as reasonably practical after the seizure.
21. A comprehensive record of all seized drugs and weapons shall be kept and made available to police and licensing officers for 12 months from the date of seizure.

22. Notices clearly explaining the licensee's drugs and weapons policy shall be displayed at the entrance and at suitable places throughout the premises.
23. When notice has been given the licensee shall allow free and unimpeded access to police officers with drug sampling equipment and/or "sniffer" dogs, to test customers for drug use and possession.
24. Toilets shall be checked every (number) hour(s) for the use of drugs and other illegal activities.
25. A toilet check list shall be displayed on the wall in all toilets. Staff shall use these checklists to record their name and certify the time of the check. Checklists are to be replaced daily and old checklists must be retained and made available for inspection by the Police and authorised officers from Brent Council.

High Strength Beers & Lagers

26. No high strength beers, lagers, and ciders above 6.0% ABV shall be stocked.
27. No high strength beers, lagers, and ciders above 6.0% ABV shall be stocked or sold to any person(s) for consumption **off** the premises.
28. No single cans of beers, lagers and ciders above 6.0% ABV shall be stocked or sold at the premises
29. No miniature bottles of wine or spirits in units less than 35cl shall be stocked or sold at the premise unless packaged as part of a seasonal gift set.

General

30. The licensee shall keep an incident book which shall be made available to the Police and Licensing Authority.
31. Notices explaining the licensee's policy on admission and searching shall be placed at each entrance.
32. Signs alerting customers to theft shall be displayed.
33. The licensee shall ensure all public areas within (5) metres of the premises are cleared of litter arising from the premises daily.
34. No alcohol shall be available for any customer when the premises are open primarily for use by persons under the age of 18.

35. Substantial food and non-intoxicating beverages shall be available during the whole of licensed hours in all parts of the premises where intoxicants are provided.
36. Alcohol shall only be provided as an accompaniment to a main meal.
37. The supply of alcohol at the premises shall only be to a person seated taking a table meal there and for the consumption by such a person as ancillary to their meal.
38. The supply/sale of alcohol shall be by waiter or waitress service only.
39. The supply/sale of alcohol for consumption **on** the premises shall be by waiter or waitress service only.
40. Customers must not be allowed to sit, stand or be served from the bar area or any other staff area used for the preparation of alcoholic beverages.
41. Signs must be displayed at suitable points along the bar reading 'Service is by waiter/waitress service only. Customers are not permitted to sit, stand or be served from the bar'.
42. A clear and unobstructed view into the premises shall be maintained at all times.
43. An incident log shall be kept at the premises, and made available for inspection on request to an authorised officer of Brent Council or the Police, which will record the following:
 - (a) all crimes reported to the venue
 - (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 or searching equipment or scanning equipment
 - (g) any refusal of the sale of alcohol
 - (h) any visit by a relevant authority or emergency service.
44. A copy of the premises licence summary including the hours which licensable activities are permitted shall be visible from the outside of each entrance to the premises.
45. A suitable intruder alarm complete with panic button shall be fitted and maintained.
46. No entry or re-entry shall be permitted after (time) hours.
47. The outside drinking areas shall cease at (number) hours.

48. Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall be limited to (number) persons at any one time.
49. After (number) hours smoking areas shall be limited to (number) persons and each area shall be suitably supervised.
50. A personal licence holder shall be present on the premises and supervise the sale of alcohol throughout the permitted hours for the sale of alcohol.
51. Outside of the hours authorised for the sale of alcohol, all alcohol within the trading area is to be secured behind locked grills, locked screens or locked cabinet doors so as to prevent access to the alcohol by customers or staff.
52. All alcohol must be kept behind the counter/bar area at all times with the exception of alcohol which has already been purchased/sold/supplied to the public or alcohol which is in storage rooms on the premises.
53. The premises shall be staffed by a minimum of (number) persons after (number) hours.
54. No 'Off' sale deliveries of alcohol will be permitted
55. The following crime prevention measures shall be implemented:
 - A time delay safe with deposit slot and anti fishing mechanisms must be used at the counter till area
 - Regular robbery awareness and cash minimisation training shall be given to all staff.

Risk Assessments

56. The Licensee shall undertake a risk assessment agreed by the Police and Licensing Authority of any significant promotion or event, using the Metropolitan Police Service Promotion/Event Risk Assessment Form or an equivalent and provide a copy to the Metropolitan Police and Brent Council's Licensing Unit not less than 14 days before the event is due to take place.
57. Where an event has taken place the licensee shall complete a Debrief Risk Assessment Form and submit this to the Metropolitan Police and Brent Council's Licensing Unit within 3 days of the conclusion of the event.
58. The DPS shall ensure that a risk assessment is undertaken of any promotion or event using Metropolitan Police Service (MPS) promotion/Event Risk Assessment or an equivalent and provide a copy

to the Metropolitan Police Service (MPS) and the licensing authority not less than 14 days before the event is due to take place.

Metropolitan Police definition of Event

An event will be deemed to be: any occasion in a licensed premises, or other venue under a Temporary Event Notice, where there will be a performance (meaning musicians, DJ's, MC's or other artists that is promoted in some form by either the venue or an outside promoter, where entry is either free, by invitation, payment either on the door or by ticket.

59. From 2300 hours to 0600 hours daily, entry to the shop by customers will not be permitted. All products shall be sold from the service hatch situated on the (Road name) side of the premises.

Event Days

60. On major event days at Wembley Stadium the following shall apply:
- Customers shall not be allowed to congregate outside the premises.
 - No drinks shall be served in glass containers.
 - The DPS or deputy shall work in partnership with the Police and if necessary comply with any direction given by a senior Police Officer on duty at the event.
 - No alcohol or "alcopop" type drinks shall be displayed or sold in glass containers with the exception of wines and spirits.
 - No more than 4 cans of alcohol shall be sold per customer.
61. On major event days at Wembley Stadium the following shall apply:
- Customers shall not be allowed to congregate outside the premises.
 - No drinks shall be served in glass containers, but decanted into plastic, polycarbonate or toughened plastic drinking vessels.
 - The DPS or deputy shall work in partnership with the Police and if necessary comply with any direction given by a senior Police Officer on duty at the event.
 - Alcoholic beverages shall not be sold or supplied one (1) hour before the designated kick off or start time of the event and will not resume until fifteen (15) minutes after the game, match or event has started
62. On days when the Notting Hill carnival is operating the following shall apply:
- Customers shall not be allowed to congregate outside the premises.
 - No glass bottles shall be handed over the bar but decanted into plastic vessels.

- The DPS shall work in partnership with the Police and if necessary comply with any direction given by a senior Police Officer on duty at the event.

Public Safety

63. The maximum number of persons permitted on the ground floor restaurant shall not exceed 50 including staff.
64. The maximum number of persons permitted within the premises shall not exceed (number) including staff if the doors remain inward opening. These doors shall be locked back in the open position whilst the public is on the premises.
65. The total number of people on the premises including staff and performers shall not exceed (*number*)
66. The locks and flush latches on the exit doors shall be unlocked and kept free from fastenings other than push bars or pads whilst the public are on the premises.
67. A capacity specific assessment shall be conducted and approved by the Licensing Authority prior to the consultation end date. This assessment shall be completed by a competent person and show all calculations used to reach the final capacity and reference the guidance used to achieve this figure. This assessment shall be appraised annually or at the time of any building or layout structural works.
68. A residual current device (RCD), having a rated residual operating current not exceeding 30 milliamps, shall be provided to any socket or power supplies to be used for temporary stage, band or disco equipment, likely to be accessible to performers, staff or public.
69. Any socket outlets (or other power supplies used for DJ equipment, band equipment and other portable equipment) that are accessible to performers, staff or the public shall be suitably protected by a residual current device (RCD having a rated residual operating current not exceeding 30 milliamps).
70. Temporary close seating shall not be used unless 28 days notice has been given and the seating arrangements agreed in writing by Brent Council's Licensing Unit.
71. No person shall be permitted to sit on the floor, on stairs or in gangways and passageways.
72. An emergency lighting system shall be installed and maintained in good order.

73. The licensee shall make available and publish a telephone number for residents to make contact.
74. A free “hot line” to a local taxi company shall be made available to customers.
75. Notices advertising the number of a local licensed taxi service shall be displayed in a prominent position.
76. Facilities within the premises shall be made available for customers to await taxis.
77. Public transport information including night time travel options shall be made available.
78. A capacity specific risk assessment shall be conducted by a professional qualified risk assessor. This risk assessment shall be appraised annually or at the time of any building or layout structural works.

First Aid

79. Adequate and appropriate first aid equipment shall be available on the premises.
80. At least (*number*) suitably trained first aider(s) shall be on duty when the premises are open to the public.
81. First aiders shall be trained to deal with drug and alcohol related problems.

Special Effects

82. Special effects shall not be used unless 28 days notice has been given and their use has been agreed in writing by Brent Council’s Licensing Unit.
83. Where written consent has been given for the use of strobe lighting, laser lighting or similar flashing or flickering lighting effects a notice shall be clearly displayed at the entrance to the premises advising customers that such an effect will be used.
84. No motor vehicles shall be used as part of a production or as a prop unless 28 days notice has been given and their use agreed in writing by Brent Council’s Licensing Unit.

Fire Safety

85. All furniture and soft furnishings shall comply with relevant fire safety standards.
86. A fire detection and warning system together with suitable and sufficient fire extinguishers shall be installed and maintained.
87. Suitable and sufficient firefighting equipment shall be installed and properly maintained.

Prevention of Nuisance

88. The placing of bottles into receptacles outside the premises shall not be permitted between (number) hours and (number) hours the following morning.
89. All deliveries shall take place during the normal working day (i.e. 09:00 to 18:00 daily).
90. Signs shall be placed in the garden on the frontage instructing patrons to recognise the residential nature of the area and conduct their behaviour accordingly -The management shall reserve the right to ask patrons to move inside the premises or leave if it felt that they could be disturbing neighbours.
91. Notices asking customers to leave quietly shall be conspicuously displayed at all exits.
92. A noise limiter set at a level agreed by Brent Council's Licensing Unit shall be used at all times.
93. The playing of live or recorded music shall not be permitted in any garden or external area.
94. The playing of live or recorded music shall not be permitted in any garden or external area after (*time*) hours.
95. No noise or vibration shall be detectable at any neighbouring noise sensitive premises.
96. The level of music shall be arranged so as not to cause a nuisance to local residents.
97. All doors and windows shall remain closed during any licensable activity and where a door is used for patrons to enter or leave the premises the door shall be lobbied and fitted with a self-closing device.

98. All speakers shall be mounted on anti-vibration mountings to prevent transmission of sound energy to adjoining properties.
99. All regulated entertainment shall conclude (number) minutes before the premises are due to close each day.
100. All entertainments shall utilise the in house amplification system and the output shall be controlled by the duty manager.
101. The rear outside drinking areas shall cease at (number) hours
102. After 2300 hours patrons permitted to temporarily leave and then re-enter the premises to smoke will do so at the front of the venue only.
103. All ventilation and extract systems shall be designed, installed and maintained so as not to cause a nuisance to nearby properties.
104. Advertising, security and access lighting shall be designed, installed and maintained so as not to cause a nuisance to nearby properties.
105. Adequate illumination shall be provided and maintained to the external areas of the premises.
106. Suitable receptacles for rubbish shall be made available outside the premises for customers to use and they shall be emptied regularly to prevent overflow or odours.
107. The licensee shall ensure all public areas within (*number*) metres of the premises are cleared of litter arising from the premises daily.
108. The licensee shall ensure that any activity associated with the premises shall be carried out in such a manner so as not to cause a public nuisance to neighbours.

Protection of Children

109. Nudity, striptease and other entertainment of an adult nature shall not be permitted on the premises.
110. Nudity, striptease and other entertainment of an adult nature shall not be permitted before (*time*) hours.
111. No part of the interior shall be viewed from outside the premises.
112. Advertising of adult entertainment shall not be permitted outside the premises or in the vicinity of the premises unless the written permission of Brent Council's Licensing Unit has been obtained.

113. No children shall be permitted on the premises after (number) hours
114. Notices clearly stating the licensee's policy towards the admission of children shall be displayed at the entrance of the premises.
115. No film shall be shown unless it has been classified by the British Board of Film Classification.
116. If dancers are employed, their names, passport and visa details, including those of the band members, shall be supplied to the police no less than one month before they are due to start performing.
117. The following conditions apply to exotic/lap dancing:
 - No person under the age of 21 shall be present.
 - All customers shall remain seated other than to gain access to the bar or toilets.
 - There shall be no touching between customers and dancers and there shall be a distance of one metre between dancer and any customer.
 - The Club shall keep a record of the passport details of all dancers and this information shall be made available to Police and Licensing Officers on request.
118. The following crime prevention measures shall be implemented:
 - A time delay safe with deposit slot and anti-fishing mechanisms must be used at the counter till area
 - Regular robbery awareness and cash minimisation training shall be given to all staff.
119. "Raid Control" crime prevention measures shall be installed and all staff given suitable training.
120. A cash handling procedure and policy that would minimise risk to staff shall be in place. This would be part of staff induction training and would be recorded and signed for by those trained.

Training

121. All staff employed for the sale of alcohol must be personal licence holders and be trained by a Home Office approved provider every two years and training records must be made available for inspection to the police and the licensing authority upon demand.
122. Regular documented staff training on licensing legislation and operating procedures shall be given. The training shall be signed and dated and a copy of these training records available for inspection by Police and local authority enforcement officers.

123. All staff employed at the premises shall be fully trained in making sales of alcohol and in particular how to manage issues in relation to underage sales and dealing with intoxicated persons and street drinkers. The training shall be documented and made available to the police or officers authorised by the licensing authority upon reasonable request.
124. Any staff directly involved in selling alcohol for retail to consumers, staff who provide training including managers shall undergo regular training of the Licensing Act 2003 legislation. The training shall be documented and signed off by the DPS and the member of staff receiving the training. This training log shall be kept on the premises and made available for inspection by police and relevant authorities upon request.
125. Any staff directly involved in selling alcohol for retail to consumers and managers shall undergo basic training of Licensing Act 2003 legislation. This shall be documented and signed for by the DPS and the member of staff receiving the training. This training log shall be kept on the premises and made available for inspection by police and relevant authorities upon request.

Online Sales

126. Challenge 25 – if the driver considers the recipient of alcohol appears under 25, recognised photographic identification to be requested before any alcohol is given to the recipient.
127. Acceptable proof of age shall include identification bearing the customer's photograph, date of birth and integral holographic mark or security measure. Suitable means of identification would include PASS approved proof of age card, photo-card driving licence and passport. No ID no delivery.
128. At the time the order is placed a declaration will be required from the person placing the order that the person is over 18 years of age.
129. Minimum age of 18 for delivery drivers.
130. Delivery shall be refused if the driver believes the alcohol is being purchased on behalf of another person aged under 18 years.
131. Customers to be reminded that it is a criminal offence for person under 18 to purchase or attempt to purchase alcohol and that it is also an offence to purchase alcohol on behalf of a person aged under 18.
132. Full name and address details, including postcode, must be given when placing an order.

133. Alcohol shall only be delivered to a residential or business address and not to a public place.
134. Deliveries shall only be made to the address where the order was first placed. This cannot be modified once the order is confirmed.
135. Alcohol will only be delivered to the person who placed the order and whose name appears on the credit/debit (if used).
136. Drivers shall not deliver to any person anywhere other than at the residential/business address given when the order was placed.
137. All collection of orders shall take place during working hours (i.e. 09:00 to 18:00 daily).
138. An incident log shall be kept at the premises, and made available for inspection on request to an authorised officer of Brent Council or the Police, which will record the following:
 - (a) any complaints received
 - (b) any incidents
 - (c) any refusal of the sale of alcohol
 - (d) any visit by a relevant authority or emergency service.