

Updated cover to insert (BBC design department)



Statement of Licensing Policy



APPENDICES



Governance Group

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1. APPENDIX 1: GLOSSARY

THE COUNCIL

Bedford Borough Council

THE LICENSING AUTHORITY

The capacity in which the Council acts when performing its roles and duties set out in the Licensing Act 2003. This capacity is delegated to officers in certain situations and circumstances detailed in the Policy.

THE ACT

The Licensing Act 2003 and all Regulations made thereunder.

SECRETARY OF STATE'S GUIDANCE

The Guidance issued by the Home Office under section 182 of the Licensing Act 2003, as updated from time to time.

AUTHORISATION

Includes one or more of the following (as the case may be):

- Premises licence
- Club premises certificate
- Temporary Event Notice
- Personal licence.

OTHER PERSON

Any persons wishing to make representations on an application or to apply for or make representations on a review, who may include persons who live, work or visit the licensing authority's area.

A MEMBER OF THE RELEVANT LICENSING AUTHORITY

Any elected member (councillor) of the Council.

CUMULATIVE IMPACT ASSESSMENT

A special policy in which the Licensing Authority considers that the number of relevant authorisations (premises licences / club premises certificates) in respect of premises in one or more parts of its area described in the assessment is such that it is likely that it would be inconsistent with the authority's duty under section 4(1) to grant any further relevant authorisations in respect of premises in that part or those parts.

RELEVANT REPRESENTATION

The Licensing Authority may only consider relevant representations (objections) in determining applications. Relevant Representations are defined in the Act as being those that:

- Are about the likely effect of the grant of the premises licence on the promotion of the licensing objectives
- Are made by another person or responsible authority within the prescribed time period following an application
- Are not *frivolous* or *vexatious* (in the opinion of the Licensing Authority)

FRIVOLOUS REPRESENTATIONS

Those based on matters of limited seriousness, where the issues complained about are of a very minor nature and any action required would be disproportionate.

VEXATIOUS REPRESENTATIONS

Those that arise out of disputes between parties and generally have little or no substance.

DESIGNATED PREMISES SUPERVISOR (DPS)

A person specified on the licence as the supervisor of the premises licensed for the sale of alcohol. The DPS must hold a personal licence.

PERSONAL LICENCE

A licence granted by a Licensing Authority to an individual, authorising that individual to sell, or authorise the sale of, alcohol.

OPERATING SCHEDULE

The part of an application form in which the applicant sets out their proposed activities, the times that they wish to operate and the steps they propose to take to promote the licensing objectives.

LICENSABLE ACTIVITY

Activities for which authorisation is required under the Act:

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

REGULATED ENTERTAINMENT

The provision of regulated entertainment is defined as any of the following activities that takes place in the presence of an audience for the entertainment of that audience and are provided with a view to profit:

- **Boxing or wrestling** including mixed martial arts (this does not include Greco-Roman or Freestyle wrestling)
- **An exhibition of a film** (this does not include live feed television i.e. sporting events)

- **Adult entertainment** (for example lap-dancing)
- **Playing of recorded music**
 - Between 11pm and 8am
 - At any time when the audience numbers are over 500 people
- **Unamplified live music**
 - Between 11pm and 8am
- **Amplified live music** (including karaoke):
 - Between 11pm and 8am
 - At any time when the audience numbers are over 500 people
- **Performance of dance**
 - Between 11pm and 8am
 - At any time when the audience numbers are over 500 people
- **Performance of a play**
 - Between 11pm and 8am
 - At any time when the audience numbers are over 500 people
- **Indoor Sporting Events**
 - Between 11pm and 8am
 - At any time when the audience numbers are over 1000 people
- **Entertainment of a similar description** to that falling within the performance of live music, playing of recorded music or performance of dance

DE-REGULATED ENTERTAINMENT

The Legislative Reform (Entertainment Licensing) Order 2014 came into force on 6 April 2015 with the effect that the following forms of entertainment are no longer licensable:

- **Performances of plays** between 8am and 11pm, provided that the audience does not exceed 500.
- **Performances of dance** between 8am and 11pm, provided that the audience does not exceed 500.
- **Indoor sporting events** between 8am and 11pm, provided those present do not exceed 1,000. Any contest, exhibition or display of Greco-Roman wrestling or freestyle wrestling between 8am and 11pm, provided that the audience does not exceed 1,000.
- **Performances of unamplified live music** between 8am and 11pm, on any premises.
- **Performances of amplified live music** between 8am and 11pm:

- On premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500
- In a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
- In a church hall, village hall, community hall, or other similar community premises that is not licensed by a Premises Licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises
- At the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- **Playing of recorded music** between 8am and 11pm:
 - On premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - In a church hall, village hall, community hall or other similar community premises, that is not licensed by a Premises Licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - At the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- **Any entertainment taking place on the premises of the local authority** between 8am and 11pm, with no limit on audience size, where the entertainment is provided by or on behalf of the local authority
- **Any entertainment taking place on the hospital premises of the health care provider** between 8am and 11pm, with no limit on audience size, where the entertainment is provided by or on behalf of the health care provider.
- **Any entertainment taking place on the premises of the school** between 8am and 11pm, with no limit on audience size, where the entertainment is provided by or on behalf of the school proprietor.
- **Any entertainment** (excluding films and boxing or wrestling entertainment) **taking place at a travelling circus** between 8am and 11pm, with no limit on

audience size, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) the travelling circus has not been located on the same site for more than 28 consecutive days.

RESPONSIBLE AUTHORITY

For the area in which most of the premises are situated:

- Police
- Fire and Rescue Service
- Director of Public Health
- Bedford Borough Council Licensing Authority
- The enforcing authority under section 18 of the Health and Safety at Work etc. Act 1974.
- The local planning authority within the meaning of the Town and Country Planning Act 1990.
- The local authority by which statutory functions are exercisable in relation to minimising or preventing the risk of pollution of the environment or of harm to human health.
- Bedford Children's Services, being the body which represents those who, in relation to any such area, are responsible for, or interested in, matters relating to the Protection of Children from Harm and is recognised by the Licensing Authority for the purposes of section 13 of the Licensing Act as being competent to advise it on such matters.
- For premises which are in the area of more than one Borough, then the Licensing Authority in whose area the majority of the premises are situated.
- For premises that are a vessel, then:
 - A navigation authority within the meaning of section 221(1) of the Water Resources Act 1991 having functions in relation to the waters where the vessel is usually moored or berthed or any waters where it is, or is proposed to be, navigated at a time when it is used for licensable activities
 - The Environment Agency
 - The British Waterways Board or
 - The Secretary of State.
- Any prescribed person.

2. APPENDIX 2: THE RESPONSIBLE AUTHORITIES

These details are not regarded by the Licensing Authority as part of the Statement of Licensing Policy and so may be updated from time to time. The list below does not refer to the Council as the Licensing Authority although, in this capacity, the Council is also a Responsible Authority.

If the contact details of any responsible authority have changed since the adoption of this Statement of Licensing Policy, it is for the applicant to ensure that their application reaches the responsible authority within the timeframes set out in the Statement of Licensing Policy.

A. The Police

Address Chief Officer of Police, c/o Licensing Officer, Bedfordshire Police, Halsey Road, Kempston, Bedford, MK42 8AX

Contact Police Licensing Officer

Tel 01234 842068

Email licensingbedford@beds.police.uk

B. The Fire Authority

Address Bedfordshire & Luton Fire & Rescue Service, Southfields Road, Kempston, Bedford, MK42 7NR

Contact Chief Fire Officer

Tel 01234 245514

Email firesafetyadmin@bedsfire.gov.uk

C. Enforcing Authority (under S.18 of the Health & Safety at Work etc. Act 1974)

Address Health & Safety at Work Regulatory Services Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP

Email ehadmin@bedford.gov.uk

D. Environmental Health

Address Environmental Health & Trading Standards, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP

Email ehadmin@bedford.gov.uk

E. The Local Planning Authority

Address Planning Services, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP

Email pl-enforcement@bedford.gov.uk

F. Child protection and prevention of harm

Address Bedford Children's Services, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP

Email childrensservices@bedford.gov.uk

G. Public Health

Address Public Health Team, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP

Email publichealthenquiry@centralbedfordshire.gov.uk

H. Local weights and measures (trading standards)

Address Environmental Health & Trading Standards, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP

Email ehadmin@bedford.gov.uk

I. Home Office Immigration Enforcement

Address Alcohol Licensing Team, Lunar House, 40 Wellesley Road, Croydon, CR9 2BY

Email alcohol@homeoffice.gsi.gov.uk

3. APPENDIX 3: BEDFORD STREET DRINKING PSPO

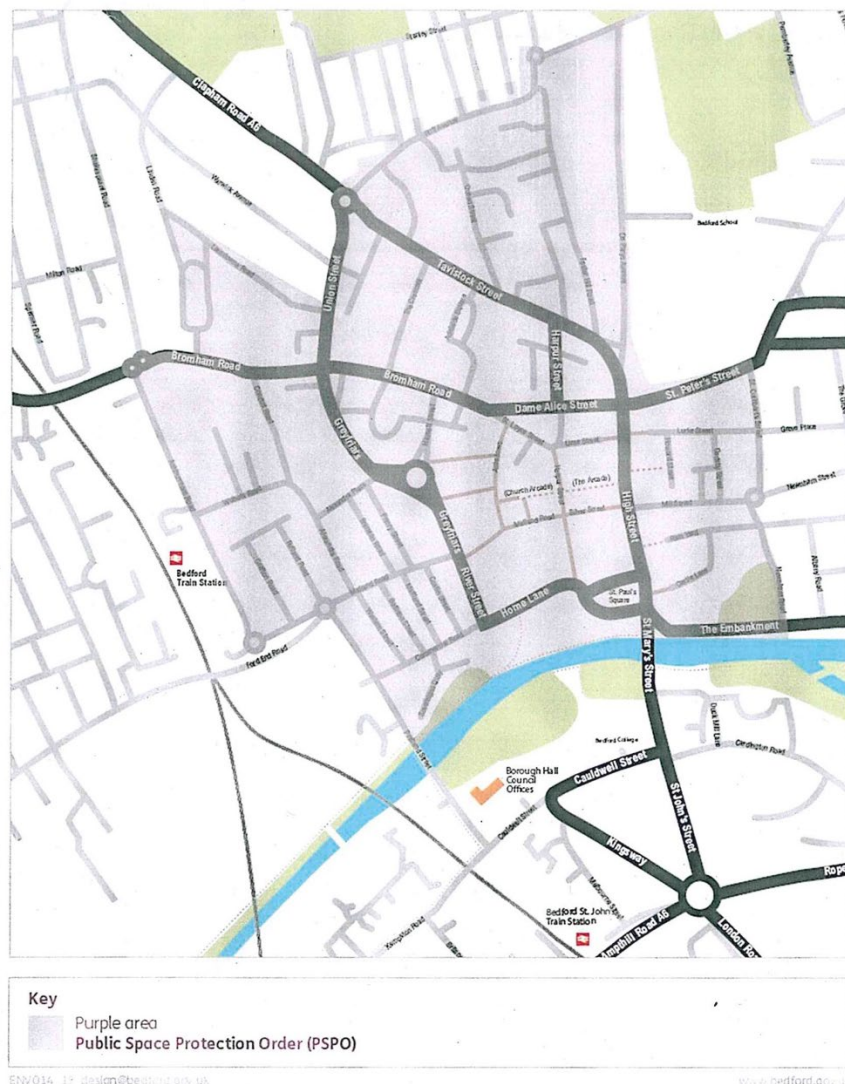
The Council has consulted upon and introduced a Public Space Protection Order (PSPO) which seeks to limit street drinking within the town centre. More information can be found here:

<https://www.bedford.gov.uk/environmental-issues/community-safety/street-drinking-pspo>

The current PSPO runs until December 2023. The wording of the PSPO is as follows and cover the shaded area shown in the map below.

"No person shall consume alcohol or have an open container of alcohol at any time in the area shown by purple shading within the defined area covering town centre areas.

Nothing in this restriction shall apply to those premises to which section 62 of the Anti-Social Behaviour, Crime and Policing Act 2014 applies as set out in Schedule 1 to this Order."



4. APPENDIX 4: THE CUMULATIVE IMPACT POLICY

The Licensing Authority - at the time of publishing this Statement of Licensing Policy (2023) – had retained, unaltered from the previous Policy, three Cumulative Impact Policy (CIP) areas on the back of a Cumulative Impact Assessment – or CIA (undertaken in 2021 and considered by the Licensing Committee in 2022).

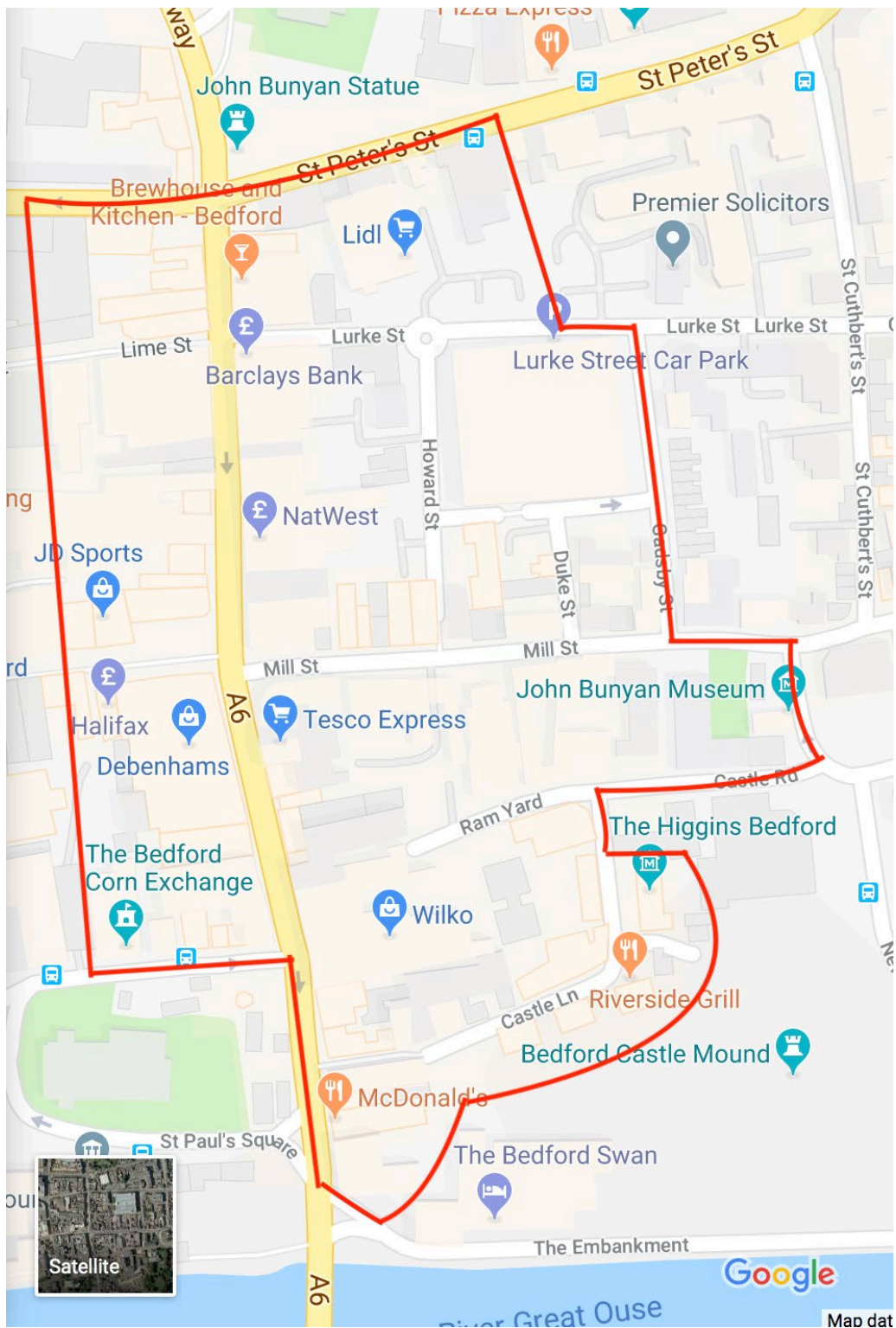
The CIP and the three CIP areas must be reviewed at least every three years but may be subject to review and change at any time. Licence applicants are advised to check the council's licensing pages before applying for a licence to understand if the CIP is still in place and still applies to the same areas.

Where a boundary line runs along a road, the CIP area includes only buildings that are *within* the CIP. Where the CIP runs *through* a building the CIP is intended to cover the whole of that building.

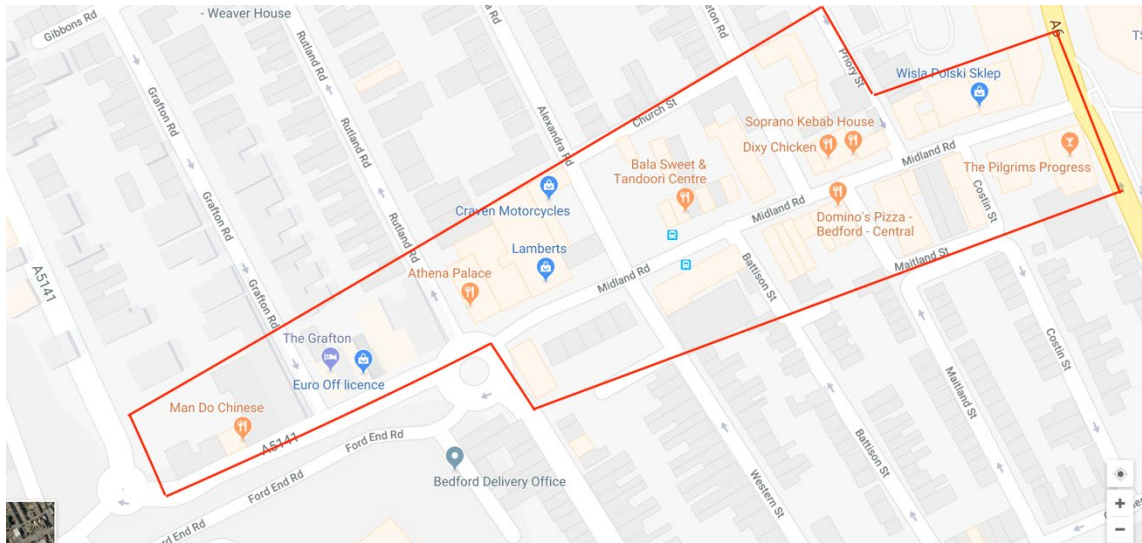
For information, the three Cumulative Impact Policy areas are in the following locations and apply to certain licence types:

- a) High Street: On-premises and late-night refreshment premises.
- b) Midland Road: Off-licences and late-night refreshment premises.
- c) Tavistock Street: Off-licences and late-night refreshment premises.

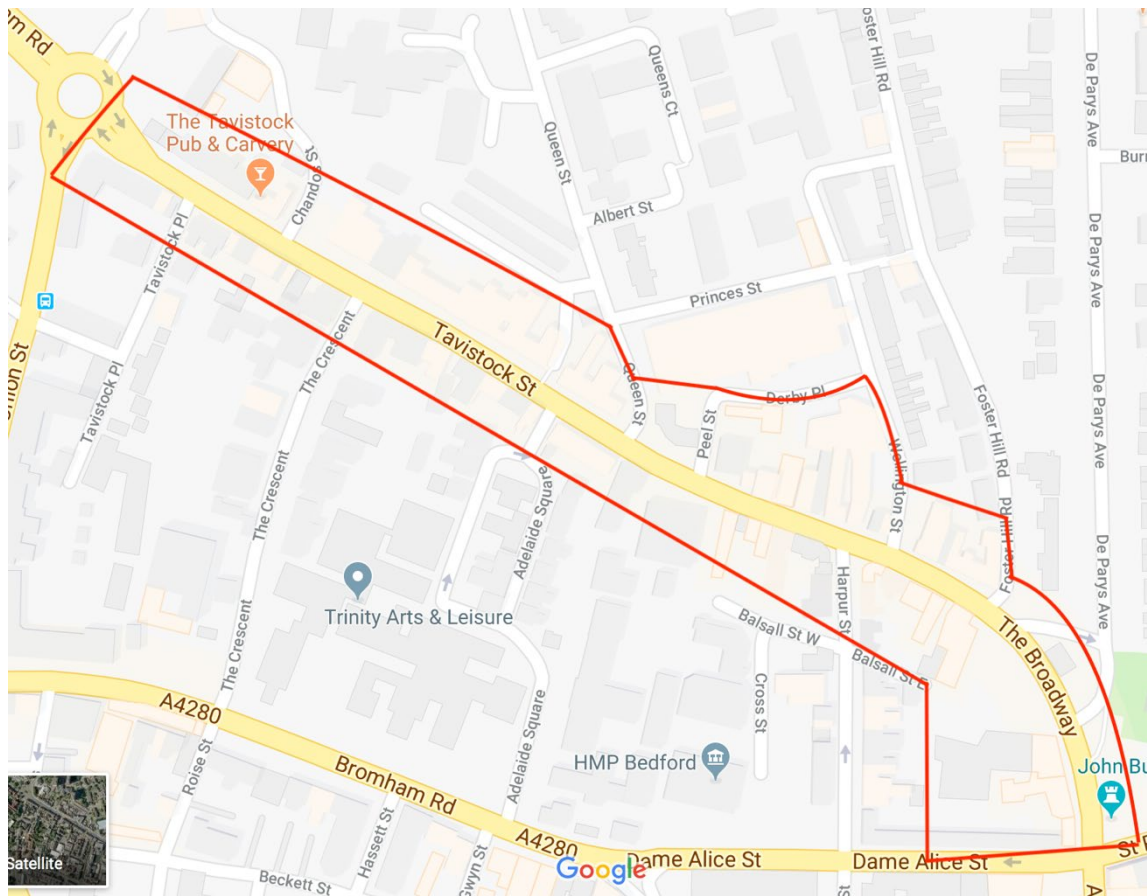
Cumulative Impact Policy Area 1: The High Street



Cumulative Impact Policy Area 2: Midland Road



Cumulative Impact Policy Area 3: Tavistock Street



5. APPENDIX 5: THE MANDATORY CONDITIONS

Mandatory conditions are those that are automatically placed on all premises licences or club premises certificates, where applicable. These conditions cannot be removed.

Since the Licensing Act came into force in 2005 these conditions have been added to and amendments made to make them more effective. The mandatory conditions are relevant to all premises licences and club premises certificates and place an obligation on the following people:

- The premises licence holder
- The designated premises supervisor
- Any person aged 18 or over authorised to make sales of alcohol at a premises.

The mandatory conditions placed on all **premises licences** by the Act are:

Supply of Alcohol

1. No supply of alcohol may be made under the premises licence:
 - (a) At a time when there is no designated premises supervisor in respect of the premises licence.
 - (b) At a time when the designated premises supervisor does not hold a personal licence, or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
3. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises -
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to;
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;

(d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

(e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

3. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

4. 5.1. The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sales or supply of alcohol.

5.2 The designated premises supervisor in relation to the premises licences must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

5.3. The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either:-

- a) a holographic mark or
- b) an ultraviolet feature.

5. The responsible person shall ensure that:

a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:

- beer or cider: 1/2 pint;
- gin, rum, vodka or whisky: 25ml or 35ml; and

- still wine in a glass: 125ml; and
- a) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- b) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

Minimum Drinks Pricing

6 7.1 A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

7.2 For the purposes of the condition set out in paragraph 7.1 above -

(a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

(b) “permitted price” is the price found by applying the formula - $P = D + (D \times V)$

Where -

(i) P is the permitted price,

(ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence -

(i) the holder of the premises licence,

(ii) the designated premises supervisor (if any) in respect of such a licence, or

(iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.

7.3 Where the permitted price given by Paragraph 8.2(b) above would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

7.4 (1) Sub-paragraph 7.4(2) below applies where the permitted price given by Paragraph 7.2(b) above on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Door supervision

(1) Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity the licence must include a condition that each such individual must be licensed by the Security Industry Authority.

(2) But nothing in subsection (1) requires such a condition to be imposed –

(a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c.12) (premises with premises licences authorising plays or films), or

(b) In respect of premises in relation to –

(i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or

(ii) any occasion within paragraph 8(3) (d) of that Schedule (occasions prescribed by regulations under that Act).

(3) For the purposes of this section -

(a) "security activity" means an activity to which paragraph 2(1)(a) of that Schedule applies, and

(b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

Exhibition of Films

Admission of children (under 18) to the exhibition of any film must be restricted in accordance with: -

(a) Recommendations made by the film classification body where the film classification body is specified in the licence, or

(b) Recommendations made by the licensing authority where the film classification body is not specified in the licence, or the relevant licensing

authority has not notified the holder of the licence that this subsection applies to the film in question.

"film classification body" means person('s) designated under s4 of the Video Recordings Act 1984(c.39).

Club Premises Certificates

Certificate authorising supply of alcohol for consumption off the premises

- (1) A club premises certificate may not authorise the supply of alcohol for consumption off the premises unless it also authorises the supply of alcohol to a member of the club for consumption on those premises.
- (2) A club premises certificate that authorises the supply of alcohol for consumption off the premises must include the following conditions.
 - (i) The first condition is that the supply must be made at a time when the premises are open for the purposes of supplying alcohol, in accordance with the club premises certificate, to members of the club for consumption on the premises.
 - (ii) The second condition is that any alcohol supplied for consumption off the premises must be in a sealed container.
 - (iii) The third condition is that any supply of alcohol for consumption off the premises must be made to a member of the club in person.

Mandatory condition: exhibition of films

- (1) Where a club premises certificate authorises the exhibition of films the certificate must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.
- (2) Where the film classification body is specified in the certificate, unless subsection (3) (b) applies, admission of children must be restricted in accordance with any recommendation made by that body.
- (3) Where -
 - (a) the film classification body is not specified in the certificate, or
 - (b) the relevant licensing authority has notified the club which holds the certificate that this subsection applies to the film in question, admission of children must be restricted in accordance with any recommendation made by that licensing authority.
- (4) In this section –

"children" means persons aged under 18; and

"film classification body" means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification).

6. APPENDIX 6: MODEL CONDITIONS

Context

1. The following list of 'model conditions' has been provided to help applicants applying for a new premises licence or club premises certificate or to vary an existing licence to prepare their operating schedule ensure that when licensable activities are taking place the four licensing objectives are promoted.
2. These conditions are **not** mandatory nor is it an exclusive or exhaustive list. It does not restrict any applicant, responsible authority, or other person from proposing any alternative conditions, nor would it restrict the licensing committee from imposing any reasonable and proportionate condition on a licence that it considers appropriate for the promotion of the four licensing objectives.
3. Conditions which are appropriate to promote the Licensing Objectives should emerge initially from the prospective licence holders risk assessment and be translated to form part of the Operating Schedule for the premises.
4. Once an application has been made, the Police, Environmental Health Service, other Responsible Authorities, and others are encouraged to engage with the applicant if they are considering making a representation to the application.

Number	Condition
MC01	The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Bedfordshire Police Licensing Officer. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available as soon as practicable on the request of the Police or authorised officer, and in any case within 24 hours.
MC02	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 is open to the public.
MC03	There shall be a personal licence holder on duty at the premises at all times/between the hours of XX and XX when the premises are authorised to sell alcohol.
MC04	No drinks shall be served in glass containers at any time.
MC05	A minimum of (X) SIA licensed door supervisors shall be on duty at the premises between xx.xxhrs and xx minutes after the premises closes to aid dispersal of patrons.
MC06	No patrons shall be admitted or re-admitted to the premises after xx.xxhrs unless they have passed through a metal detecting search arch and, if the search arch is activated or at the discretion of staff, then physically searched in accordance with a procedure agreed with the Bedfordshire Police, which will include a 'pat down search' and a full bag search.
MC07	All persons entering or re-entering the premises shall be searched by an SIA licensed door supervisor.
MC08	The premises licensee shall ensure that door staff working at the premises in a security capacity shall wear high visibility jackets/coats at all times that the public are on the premises.
MC09	The designated queuing area shall be enclosed within appropriate barriers to ensure that the footway is kept clear.
MC10	A noise limiting device shall be installed, fitted and maintained in such a manner as to control all sources of amplified music at the premises to

Number	Condition
	<p>prevent a public nuisance.</p> <p>The controls for the entertainment noise control system shall be located in a secure, lockable cupboard or similar location. The entertainment noise control system is to be independent of control by persons other than the licensee. Access to the entertainment noise control system is to be restricted to the licensee or designated manager.</p>
MC11	No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to Public Nuisance.
MC12	Loudspeakers shall not be located in the entrance lobby or outside the premises building.
MC13	All windows and external doors shall be kept closed after xx.xxhrs hours, or at any time when regulated entertainment takes place, except for the immediate access and egress of persons.
MC14	There shall be no admittance or re-admittance to the premises after xx.xxhrs.
MC15	All sales of alcohol for consumption off the premises shall be in sealed containers only, and shall not be consumed on the premises.
MC16	Alcohol consumed outside the premises building shall only be consumed by patrons seated at tables.
MC17	Outside tables and chairs shall be rendered unusable by 23.00 each day.
MC18	All tables and chairs shall be removed from the outside area by 23.00 each day.
MC19	Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and leave the area quietly.
MC20	Patrons permitted to temporarily leave and then re- enter the premises shall be limited to (15) persons at any one time.
MC21	Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.
MC22	A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone

Number	Condition
	number is to be made available to residents in the vicinity.
MC23	An attendant shall be on duty in the cloakroom during the whole time that it is in use.
MC24	The 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.
MC25	Outside of the hours authorised for the sale of alcohol, all alcohol within the trading area is to be secured behind locked grills/screens or secured behind locked cabinet doors.
MC26	No single cans or bottles of beer or cider shall be sold at the premises.
MC27	Prominent signage indicating the permitted hours for the sale of alcohol shall be displayed so as to be visible before entering the premises, where alcohol is on public display, and at the point of sale.
MC28	All waste shall be properly presented and placed out for collection no earlier than 30 minutes before the scheduled collection times.
MC29	Sales of alcohol for consumption off the premises shall only be supplied with, and ancillary to, a take-away meal.
MC30	No rubbish, including bottles, shall be moved, removed or placed in outside areas between 2300hours and 0800hours.
MC31	Substantial food and non-intoxicating beverages, including drinking water, shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises.
MC32	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.
MC33	No entertainment, performance, service, or exhibition involving nudity or sexual stimulation which would come within the definition of a sex establishment in Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 shall be provided.
MC34	There shall be no payment made by or on behalf of the licence holder to any person for bringing customers to the premises.

Number	Condition
MC35	A proof of age scheme, such as Challenge 21/25, shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence or passport or PASS.
MC36	<p>A log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale.</p> <p>The log shall be available for inspection at the premises by the police or an authorised officer of the Licensing Authority at all times whilst the premises is open.</p>
MC37	<p>An incident log shall be kept at the premises, and made available on request to an authorised officer of the Licensing Authority or the Police, which will record the following:</p> <ul style="list-style-type: none"> a. All crimes reported to the venue. b. All ejections of patrons. c. Any complaints received. d. Any incidents of disorder. e. Seizures of drugs or offensive weapons. f. Any faults in the CCTV system / searching equipment / scanning equipment. g. Any refusal of the sale of alcohol. h. Any visit by a relevant authority or emergency service.
MC38	<p>No person shall give at the premises any exhibition, demonstration or performance of hypnotism, mesmerism or any similar act or process which produces or is intended to produce in any other person any form of induced sleep or trance in which susceptibility of the mind of that person to suggestion or direction is increased or intended to be increased.</p> <p>NOTE: (1) This rule does not apply to exhibitions given under the provisions of Section 2(1A) and 5 of the Hypnotism Act 1952.</p>
MC39	All functions in the specified function room shall be pre- booked or ticketed events.

Number	Condition
MC40	<p>The Local Authority expects that a Challenge 25 Policy will be adopted by all suppliers of alcohol. It is a further expectation that signage indicating that such a policy is in place to customers and staff will be displayed in prominent positions within individual premises. It is also envisaged that records of staff training are kept in order to evidence that front line staff understand the implications of such a policy in relation to the sale of age restricted products and that such records are refreshed periodically and made available for inspection by officers of the Local Authority and Police.</p>
MC41	<p>There shall be no entry to the premises to persons under the age of 18 years.</p>
MC42	<p>There must be advertisement in prominent positions at the premises, including at the entrance to it, of such commitments/limitations/conditions in relation to hours of trading, last entry times, last hours for sale of alcohol, age verification, search arrangements, areas for the consumption of alcohol, capacity, CCTV, removal of bottles from the premises and requirements on patrons leaving the premises.</p> <p>In addition, where any advertisement is undertaken by or on behalf of the Premises Licensee about regulated activities to be provided at the Premises using the internet, leaflets, radio or newspapers the advertisement must refer to the commitments/conditions/limitations and must indicate that the premises will be operated in compliance with those commitments/conditions/limitations.</p>
MC43	<p>After (xx:xxhrs) no drinks or refreshments may be taken outside. After (xx:xxhrs) the outside area shall only be used by those persons wishing to smoke.</p>
MC44	<p>Regulated entertainment shall not be provided on more than (X) occasions in a calendar year and on no more than (X) occasions in any 4-week period.</p>
MC45	<p>The licence holder shall ensure that external areas are managed and supervised so as to ensure there is no Public Nuisance.</p>
MC46	<p>The use of annealed glass shall be prohibited at the premises, where toughened glass is available.</p>

Number	Condition
MC47	The premises licensee will provide or arrange adequate training for staff on any licence conditions and the measures necessary for compliance with those conditions. A record of the training provided / arranged (including attendance) shall be kept and made available to the Police and / or the Licensing Authority upon request.
MC48	The number of persons permitted in the premises at any one time (including staff) shall not exceed x persons.
MC49	The supply of alcohol shall be by waiter or waitress service only.

7. APPENDIX 7: DELEGATIONS OF POWERS

Matter to be dealt with	Full Committee / Council	Sub Committee	Chief officer with delegated responsibility for Licensing.
Determination of the Statement of Licensing Policy	Council		
Application for personal licence		If a police objection	If no objection made
Application for personal licence with unspent relevant 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/submission is irrelevant frivolous or vexatious			All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application		All cases	

Matter to be dealt with	Full Committee / Council	Sub Committee	Chief officer with delegated responsibility for Licensing.
Determination of a police objection to a temporary event notice		All cases	
Decision on whether minor variation application acceptable			All cases
Acknowledgement of Temporary Event Notice			All cases
Authorisation of officers to inspect premises			All cases
Determination as to whether applicant for a Club Premises Certificate meets the statutory conditions.			All cases
Determination for requests for plans to be other than to scale 100:1			All cases
Determination of interim measures following an expedited review		If time permits a hearing	All other cases
Determination of representations (to be) made on a grant/variation application for a premises licence/club premises certificate as a Responsible Authority.			All cases

8. APPENDIX 8: RELEVANT LEGISLATION

5. Below is a non-exhaustive list of other relevant legislation that licence applicants are advised to review when preparing their application.

- The Health and Safety at Work Act 1974
- The Town and Country Planning Act 1990
- The Environmental Protection Act 1990
- The Clean Neighbourhoods and Environment Act 2005
- The Health Act 2006
- The Violent Crime Reduction Act 2006
- Policing and Crime Act 2009
- Food Safety Act 1990
- The Human Rights Act 1998 incorporating the European Convention on Human Rights
- (ECHR)
- Regulatory Reform (Fire Safety) Order 2005
- The Gambling Act 2005
- The Equality Act 2010
- The Police Reform and Social Responsibility Act 2011
- The Live Music Act 2012
- The Anti-Social Behaviour Crime and Policing Act 2014
- The Deregulation Act 2015
- The Immigration Act 2016