

BRAMFORD SPORTS AND LEISURE CENTRE

CONDITIONS

The premises licence holder shall have in place a Child and Vulnerable Adult Policy which shall require all relevant volunteers to have been suitability vetted for criminal records and barring from working with children or vulnerable adults. Groups or clubs specifically for children shall have a specific Child and Vulnerable Adult Policy in place and observed.

The premises licence holders shall ensure that relevant members of staff receive and complete suitable and sufficient training to include licensing law, offences in relation to prohibited sales and good practice in relation to promotion of the licensing objectives, with written records retained of training undertaken and made available for inspection by the Police or an authorised officer of the Licensing Authority upon reasonable request. An appropriate training manual shall be operated and retained at the licensed premises. Refresher training shall be undertaken at least once every 12 months, with any new member of staff to be trained within six weeks of taking their position and prior to undertaking any direct duties. For the avoidance of doubt this training may be administered in-house/on-line in accordance with the relevant criteria.

A CCTV system shall be installed and maintained on the licensed premises, with a minimum of three cameras covering the licensed premises. Recordings shall be accurately timed and dated and shall be retained for a minimum period of 31 days. Recordings shall be made available to an authorised officer of the Police or Licensing Authority upon request, and a member of staff competent at downloading/accessing images shall be on duty at the premises whilst it is open to the public. Notices specifying CCTV surveillance is operating shall be displayed prominently at the premises. It should be noted that any retention, use or disclosure of personal information caught on CCTV must be carried out in line with the data protection principles which shall override any conflicting element of this condition.

The premises licence holder shall adopt a 'Challenge 25' proof of age scheme. The premises licence holder shall operate a requirement for the production of a passport, UK photocard driving licence or PASS accredited photocard, where the individual requesting the supply of alcohol appears to be under the age of 25.

All external doors and windows to rooms in the building in which amplified music/speech is played shall be kept shut during the licensed entertainment activity, save to permit emergency access to and egress from the building. Appropriate air conditioning should be installed if necessary to secure compliance with this condition.

There shall be no adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

The car park shall be adequately illuminated during the hours of darkness whilst licensable activities are taking place on the licensed premises.

Notices shall be prominently displayed and maintained on the licensed premises advising of the maximum safe occupancy limit for the building. The capacity of persons on the premises shall be monitored and controlled to ensure compliance.

For events involving licensable activities, the premises licence holder shall ensure that adequate provision of trained first aid personnel and first aid equipment are made available – commensurate with the nature and scale of the event.

Lighting and emergency lighting shall be installed and maintained so as to ensure that good levels of visibility are maintained whilst the premises are being used for licensable activities and the public are on the premises. External lighting should be of such specification and positioning so as to meet this objective without causing any public nuisance by light pollution.

The premises licence holder shall ensure that a robust hiring process and agreement is in place for third party hiring requests to include licensable activities, so as to ensure promotion of the licensing objectives.

Notices shall be prominently displayed and maintained on the licensed premises asking patrons to leave the premises and the area quietly.

The premises licence holder shall implement robust hiring arrangements with all hirers, as well as for its own management committee functions, to ensure that hirers/users are clearly advised of the following, both in writing and through the booking secretary:

- Public safety measures;
- Emergency equipment and evacuation procedures;
- The need to ensure that attendees do not engage in any activities or conduct which may cause, or contribute towards, public nuisance or anti-social/disorderly behaviour;
- Contact telephone numbers for committee members and the caretaker;
- Premises licence terms, hours and conditions, and any limits on capacity (as may have been set under Fire Safety Regulations);
- Keeping exit routes clearly identified and free from obstruction or hazard; and
- That any fire doors are not wedged open, and that emergency lighting, exit signs and alarms are not tampered with or made inoperative whilst an event/hiring is in progress.

The caretaker, or another responsible individual nominated by the premises licence holder, shall be available on the premises during all hirings of the premises for licensed activities.

The premises licence holder shall ensure that suitable and satisfactory public safety risk assessments are undertaken with outcomes to be legibly recorded in a log-book maintained for that purpose.

The premises licence holder shall ensure that volume levels from both live and recorded music are monitored by a responsible person throughout the duration of the activity.

Monitoring shall take place both inside and outside of the licensed premises and due regard shall be had to whether the activity may lead to excessive noise at neighbouring properties. Appropriate remedial steps shall be taken in the event of any excessive noise levels being experienced.

The premises licence holder shall ensure that the outdoor area as marked on the premises licence plan with the use of the garden/outdoor drinking area ceases at **10pm** on any given day.

The premises licence holder shall ensure that close residents are kept informed of the programme of events to be held at the licensed premises. It is recommended that the programme be published on any website for the premises and be displayed and kept updated in the immediate vicinity of the premises.

Bottles or glassware shall not be used for consumption of alcohol in outdoor areas of the licensed premises. For the avoidance of doubt, smokers shall not be permitted to take bottles or glasses out of the building whilst observing smokefree regulations.

Crime prevention posters shall be prominently displayed and maintained on the licensed premises relating to any prevalent crime and disorder issues in the local area

During operating hours on days on which a licensed event is held, the premises licence holder or other responsible person nominated by the premises licence holder shall be available to receive and respond to nuisance-related complaints. A contact number shall be made readily available for that purpose.

The premises licence holder shall ensure that volume levels from both live and recorded music are monitored by a responsible person throughout the duration of the activity. Monitoring shall take place both inside and outside of the licensed premises and due regard shall be had to whether the activity may lead to excessive noise at neighbouring properties. Appropriate remedial steps shall be taken, and recorded, in the event of any excessive noise levels being experienced.

The volume control of any amplification equipment being used on the licensed premises shall be kept under the direct control of the premises licence holder/manager, or another responsible individual nominated by the premises licence holder, on all occasions. At the direct request of an authorised officer of the local authority or police, the volume level shall be decreased immediately.

The premises licence holder shall ensure that suitable and satisfactory public safety risk assessments are undertaken with outcomes to be legibly recorded in a log-book maintained for that purpose.