

Chelmsford City Council – Licensing Act 2003

Pool of Model Conditions

When deciding to grant or vary a premises licence under the Licensing Act 2003, the licensing authority may do so subject to conditions which it considers are appropriate for the promotion of the licensing objectives.

In carrying out its licensing functions Chelmsford City Council (the Council) must have regard to Guidance issued under section 182 of the Licensing Act 2003 by the Secretary of State. Revised Guidance (Section 10) states that conditions on a premises licence or club premises certificate are important in setting the parameters within which premises can lawfully operate. Licensing authorities should be satisfied that it is appropriate to impose conditions to promote one or more of the four licensing objectives. Conditions should be tailored to the particular circumstance of an individual licensed premises and determined on a case-by-case basis. Standardised conditions which ignore these individual aspects should be avoided. Under no circumstances should licensing authorities regard 'pools of conditions' as standard conditions, each to be automatically imposed in all cases and that each application is judged on its own merit. Guidance also urges partnership working to promote the licensing objectives.

Conditions which are appropriate to promote the licensing objectives should emerge initially from the prospective licence holder's risk assessment and translated from the **operating schedule** contained within the initial application. Para 10.5 states that it is not acceptable for the licensing authorities to *simply replicate the wording from an operating schedule*, that it should be interpreted in accordance with the applicant's intention. The steps proposed in support of the licensing objectives should be expressed on the licence or certificate as conditions in unequivocal and unambiguous terms and that they should be clear to the licence holder, club, enforcement officers and the courts (10.7). This pool of model conditions has been produced to assist applicants where they consider that they would promote the licensing objectives in adopting specific control measures based upon the circumstances surrounding their application.

The Licensing Act 2003

Once an application has been made the licensing authority, the Police, Environmental Health service, trading standards and other responsible authorities are encouraged to engage with the applicant when considering their respective role in relation to the consultation. This process will agree the necessary control measures in order to promote the licensing objectives and clarify the wording around any conditions to ensure the requirements at 10.7 have been met. Where these control measures cannot be agreed this may lead to an objection and a hearing where the licensing sub-committee will need to decide. This pool of model conditions has been produced to assist all parties and promote a consistent approach when proposing conditions on a premises licence rather than seek to rewrite what are essentially the same.

These model conditions are not an exclusive or exhaustive list of conditions, which may be included on a premises licence. Neither does it restrict any applicant, responsible authority, or other person from proposing any alternative conditions, nor would it restrict a licensing sub-committee from imposing any reasonable condition on a licence it considers appropriate for the promotion of the licensing objectives. These model conditions do not seek to impose a blanket policy from which to create a set of 'standard' conditions in respect of all licences granted. The main objective is to seek a clear, enforceable and consistent understanding around the steps being either offered

by the applicant or agreed with the responsible authorities and ultimately provide consistency for the benefit of the licensing sub-committee when imposing conditions.

A numerical index of these is provided for ease of reference. This version of the model conditions supersedes any previous version and will continue to be updated as required and published on the Chelmsford City Council Licensing website to be read in conjunction with the statement of licensing policy.

Comments on the content and use of the model conditions are welcomed. Please contact Nigel Dermott, Lead Licensing Officer on 01245 606341, or email: nigel.dermott@chelmsford.gov.uk

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Chelmsford Model Conditions

General – all four licensing objectives

Ref	Condition
G1	There shall be a personal licence holder on duty on the premises at all times when the premises are open and authorised to sell alcohol.
G2	After (HH:MM) on {every day/specified days) there shall be a personal licence holder on duty when the premises are open and when alcohol is offered for sale.
G3	A Clubscan/IDSCAN or similar system shall be operated at the premises. All persons entering the premises must provide verifiable ID and have their details recorded on the system.
G4	Other than holders of a personal licence, no alcohol may be supplied by an individual unless that individual has the written consent of the Designated Premises Supervisor or other Personal Licence Holder. A copy of this consent must be available on the premises at all times when any person supplies or proposes to supply alcohol which shall be made available immediately upon reasonable request of the police or licensing authority.
G5	The Police shall be provided with 21 days' written notice where an event is to be held which is either organised by an external promoter or is promoted/advertised to the public by an external promoter. This notice shall include full details of the nature of the event and the promoter and be e-mailed to the central police licensing team (the address of which appears on the Essex Police website).
G6	There shall be no events at the premises that are organised, promoted or advertised by an external promoter (i.e. by an individual/organisation not directly related to the management of the premises).
G7	In addition to water, other non-alcoholic beverages shall be available at all times whilst alcohol sale or supply takes place.
G8	A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity.
G9	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.
G10	The licensable activities authorised by this licence and provided at the premises shall be ancillary to the main function of the (<i>premises/building</i>) as (<i>offices / delicatessen / museum / theatre / hairdressers / etc</i>).
G11	A list of the names and addresses of members of the Club shall be kept on the premises at all times together with a book showing the names and dates of attendance of any guests introduced by members. Both the list and the book shall be produced on demand for inspection by the police or an authorised officer of the Council.
G12	Staff will be appropriately trained in accordance with their role particularly at the point of service where they will be trained in respect of licensing offences, licence conditions and made aware of the Licensing objectives {training will be refreshed every 6months/12 months {or other agreed set period}}

Prevention of Crime and Disorder

Ref	Condition
CD1	<p>The premises shall install and maintain a closed circuit television surveillance (CCTV) system which at all times complies with the below requirements:</p> <ul style="list-style-type: none"> i. CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition; ii. CCTV cameras shall cover <i>*{all public areas including}</i> all entrances and exits and all areas where the sale of alcohol takes place; iii. Equipment must be maintained in good working order, be correctly time and date stamped, recordings must be kept in good working order and kept for a minimum period of <i>{31}</i> days; iv. At all times, whilst the premises is open for licensable activities, there are members of staff able to immediately provide viewable copies of recordings to the police or licensing authority staff upon reasonable and lawful request; v. The recording equipment and data storage devices shall be kept in a secure environment and fitted with security functions (such as passwords) to prevent recordings being tampered with <p>An operational daily log report must be maintained endorsed by signature, indicating the system has been checked and is compliant: in the event of any failure this will be recorded immediately.</p> <p><i>* Delete/amend as applicable</i></p>
CD2	<p>In addition to any local storage of CCTV images; CCTV images shall be (at the close of opening hours or contemporaneously) uploaded to an <i>{off-site CCTV storage facility or to an off-site cloud based storage system}</i> and remain accessible for a period of 31 days.</p> <p>These images must be capable of being made available in accordance with paragraph IV above in the event of an on-site system failure or access issue.</p>
CD3	<p>Any failure of the CCTV system which cannot be rectified within <i>{24}</i> hours of discovery must be reported to <i>{the central Essex Police Licensing Team/Essex Police Force Information Room}</i> by phone or e-mail (contact details as per Essex Police website).</p>
CD4	<p>Signs must be displayed at all entrances <i>{and exits}</i> advising customers that CCTV is operating at the premises and shall be a minimum size of 200 x 148 mm and clearly legible at all times when the premises conducts licensable activities.</p>

CD6	<p>An incident log shall be kept at the premises, and made immediately available to police or licensing authority staff upon reasonable request.</p> <p>The log must be completed as soon as is possible {and within any case within 4 hours of the occurrence} and shall 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 concerning crime and disorder} (d) {any incidents of disorder} (e) {all seizures of drugs or offensive weapons} (f) {any faults in a CCTV system, searching equipment or scanning equipment mandated as a condition of the licence} <p>The incident log shall either be electronic or maintained as a bound numerically paginated document and be retained for at least {12} months from the date of the last entry.</p>
CD7	<p>Where SIA licensed door supervisors are used at the premises a record shall be maintained and retained on the premises which is legible and details:</p> <ul style="list-style-type: none"> i. The day and date when door supervisors were deployed; ii. The name and SIA registration number of each door supervisor on duty at the premises; and iii. The start and finish time of each door supervisor's worked duty period. <p>This record shall be retained on the premises for 31 days and be immediately provided to police or licensing authority staff upon reasonable request.</p>
CD8	<p>Where SIA licensed door supervisors are employed at the premises (either directly or via a third party) a check of the validity of each door supervisor's licence shall be conducted via the SIA website at the commencement of employment at the premises and monthly thereafter and recorded in a log.</p>
CD9	<p>The door supervisors log shall be retained for at least {6} months after the last recorded check and be immediately provided to police or licensing authority staff upon reasonable request.</p>
CD10	<p>Door supervision by SIA licensed door supervisors must be provided {every day/on (specify days)}.</p> <p>On these days, door supervisors must be on duty {at all times/from (HH:MM)} whilst the premises is open and for at least {30} minutes after the premises has closed.</p>
CD11	<p>On {all days/specify days} at least {insert number} SIA licensed door supervisors shall be on duty at the {premises/location at the premises} {at all times/from (HH:MM)} whilst the premises is open and for at least {30} minutes after the premises has closed.</p>
CD12	<p>On any occasion where the premises conducts licensable activities past (HH:MM) hours, at least {insert number} SIA licensed door supervisors must be on duty from (HH:MM) hours until at least {30} minutes after the premises closes.</p>

CD13	<p>All persons entering or re-entering the premises shall {at all times/after (HH:MM)} be searched by a SIA licensed door supervisor for drugs and concealed weapons.</p> <p>Prominent signs (minimum size 200 x 148 mm) to this effect shall be displayed at all entrances and be legible to prospective patrons whilst the premises is open for licensable activities.</p>
CD14	<p>No persons shall be admitted or re-admitted to the premises {at any time/after (HH:MM)} unless they have passed through a metal detecting search arch and, if the search arch is activated, physically searched by a SIA licensed door supervisor.</p> <p>Prominent signs (minimum size 200 x 148 mm) to this effect shall be displayed at all entrances and be legible to prospective patrons whilst the premises is open for licensable activities.</p>
CD15	<p>{At all times/ after (HH:MM) each day/ on specified days} SIA licensed door supervisors shall supervise any queue to enter the premises that forms outside the premises.</p>
CD16	<p>All SIA licensed door supervisors engaged at the premises for the purpose of supervising or controlling queues or customers must wear high visibility {jackets/vests/ armbands}</p>
CD17	<p>At all times, admission to the premises shall remain under the exclusive control of the premises' management and staff and any SIA licensed door supervisors deployed shall be hired (directly or indirectly) by the premises licence holder, designated premises manager or some other responsible person directly involved in the management of the premises.</p> <p>This requirement exists even where:</p> <ul style="list-style-type: none"> i. The premises is hired/used by independent promoters; or ii. An arrangement exists with an independent promoter who arranges an event that includes admission to the premises.
CD18	<p>The premises shall have in place, and operate, a zero tolerance policy with regard to the use/possession of controlled drugs and psychoactive substances and advertise the same within the premises on posters and similar means.</p> <p>This policy shall specifically include but not be limited to:</p> <ul style="list-style-type: none"> i. Searching practices upon entry; ii. Dealing with patrons suspected of using drugs on the premises; iii. Scrutiny of spaces including toilets or outside areas; iv. Clear expectations of staff roles (including the DPS, managers/supervisors and door supervisors); v. Staff training regarding identification of suspicious activity and what action to take; vi. The handling of items suspected to be illegal drugs or psychoactive substances vii. Steps taken to discourage and disrupt drug use on the premises viii. Steps to be taken to inform patrons of the premises drug policy/practices <p>A copy of this policy document shall be lodged with the police {and licensing authority}.</p>

CD19	All persons entering or re-entering the premises shall be searched by a SIA licensed member of staff and monitored by the premises CCTV system.
CD20	All staff deployed on duties external outside the entrance to the premises, or supervising or controlling queues, shall wear high visibility yellow jackets/clothing.
CD21	<p>During the period in which the premises is open for licensable activities, toilets shall be checked on at least an hourly basis for the purpose:</p> <ul style="list-style-type: none"> a) of detecting and deterring the use of controlled drugs and psychoactive substances; and b) maintaining public safety. <p>A record of these checks shall be maintained with the date, time, and condition of the toilets and staff member conducting the check.</p> <p>These records shall be made contemporaneously, retained at the premises for at least {3} months and made available immediately upon demand to police or licensing authority staff.</p>
CD22	A suitable drugs safe/cabinet shall be fitted and any seized items shall be deposited in it. The safe shall be installed at the {main entrance/location} and only the police shall have the access keys. Any seized items shall be placed in a clear bag with a label stating the circumstances of why it is in the safe.
CD23	Between (HH:MM) and (HH:MM) no sales of alcohol for consumption off the premises may take place.
CD24	Substantial food and non-intoxicating beverages shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises {at all times/up to (HH:MM) hours}.
CD25	An attendant shall be on duty in the cloakroom during the whole time that it is in use.
CD26	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.
CD27	Outside of the hours authorised for the sale of alcohol and whilst the premises are open to the public the licence holder will ensure that all alcohol within the premises (including alcohol behind the counter) is secured in a locked store room or behind locked grilles, locked screens or locked cabinet doors so as to prevent access to the alcohol by both customers and staff.
CD28	The premises will sign up to the use of the Publink (or other similar) radio system and following risk assessment ensure the availability of sufficient handsets and that they are appropriately deployed among door staff and/or management.
CD29	The Premises Licence Holder will have in place a crime scene management policy that has been agreed with Essex Police and a copy made available to them for their records

CD30	In the event that a serious crime is committed on the premises (or appears to have been committed) the management will immediately ensure that: (a) The police (and, where appropriate, the Ambulance Service) are called without delay; (b) All measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police; (c) The crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and (d) Such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises.
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Public Safety

Ref	Condition
PS1	{At all times/after (HH:MM) hours} no persons shall be permitted to take bottles, glasses or drinking vessels {from the premises/into (specified area)}. Conspicuous signage (of a minimum size of 200mm x 148 mm) shall be displayed, at each ingress/egress point explaining this policy.
PS2	{At all times/after (HH:MM) hours on all/specified days} drinks must only be served in {polycarbonate/plastic and/or toughened glass} containers.
PS3	No drinks shall be served in glass containers at any time.
PS4	Drinks must only be served in {polycarbonate/plastic and/or toughened glass} containers; save with the exception of bottles of champagne (or similar) or spirits supplied by waiter/waitress service to tables. Customers shall not be permitted to leave their table carrying any such glass bottles.
PS5	No more than {X} customers will be permitted on the premises at any one time.
PS6	A qualified first-aider shall be on the premises after (HH:MM) each day when the premises is open for the sale of alcohol. The first aider must have a valid (non-expired) qualification in Emergency First Aid at Work or higher.
PS7	Any special effects or mechanical installations shall be arranged, operated and stored so as to minimise any risk to the safety of those using the premises. The following special effects will only be used on 10 days prior notice being given to the licensing authority where consent has not previously been given: <ul style="list-style-type: none"> • dry ice and cryogenic fog • smoke machines and fog generators • pyrotechnics including fireworks • firearms • lasers • explosives and highly flammable substances • real flame • strobe lighting
PS8	The means of escape provided for the premises shall be maintained unobstructed, free of trip hazards, be immediately available and clearly identified in accordance with the plans provided.

PS9	All emergency doors shall be maintained effectively, self-closing and not held open other than by an approved device.
PS10	The edges of the treads of steps and stairways shall be maintained so as to be conspicuous and of a non-slip material.
PS11	Curtains and hangings shall be arranged so as not to obstruct emergency safety signs or emergency equipment.
PS12	All fabrics, curtains, drapes and similar features including materials used in finishing and furnishing shall be either non-combustible or be durably or inherently flame-retarded fabric. Any fabrics used in escape routes (other than foyers), entertainment areas or function rooms, shall be non-combustible.
PS13	Flashing or particularly bright lights on or outside the premises shall not cause a nuisance to nearby properties, save insofar as they are necessary for the prevention of crime.
PS14	<p>The premises licence operator or their agent shall complete an Event Management Plan in respect of the {time limited event/licensed event}.</p> <p>This EMP must be first submitted to the licensing authority no later than {insert number of weeks/days} weeks/days before the event.</p> <p>No later than {insert number of} weeks before the intended first day of the event, the licensing authority or Safety Advisory Group shall be provided with a final version of the EMP for consideration.</p> <p>{Where the licensing authority or a Safety Advisory Group declares the final version of the EMP as unsatisfactory and specifies that it considers that one or more of the licensing objectives is likely to be undermined the {sale/supply of alcohol and/or the provision of regulated entertainment{ shall not be permitted under the licence.}}</p> <p>{Where the licensing authority or a Safety Advisory Group states it cannot approve the final version of the EMP specifies that it considers that one or more of the licensing objectives is likely to be undermined the {sale/supply of alcohol and/or the provision of regulated entertainment{ shall not be permitted under the licence.}}</p> <p>{Where the final version of the EMP is not rejected, this must be complied with and no changes may be made to it without the prior written consent of the licensing authority.}}</p>

Prevention of Public Nuisance

Ref	Condition
PN1	Other than wine or spirits, no alcohol with an alcohol by volume content above {insert percentage} will be sold or offered for sale.
PN2	No alcohol with an alcohol by volume content above {insert percentage} will be sold or offered for sale.
PN3	No beers, lagers or ciders over {insert figure} % ABV shall be sold by retail in plastic or metal containers. All alcoholic drinks offered for sale for consumption off the premises must be clearly labelled with the name and postcode of the premises.
PN4	No single cans or bottles of beer or cider or spirit mixtures shall be sold at the premises.

PN5	All alcohol {above an ABV of XX%} sold from the premises will have the can, bottle or container marked with the postcode or other marking as agreed with the police or other responsible authority
PN6	There shall be no self service of spirits on the premises, save for spirit mixtures.
PN7	Clear and legible notices must be prominently displayed at any area used for smoking requesting customers to respect local residents and use the area quietly. {These signs shall be a minimum size of 200mm x 148 mm}.
PN8	Between (HH:MM) and (HH:MM) no use shall be made of {specified external areas such as smoking area/beer garden etc.}
PN9	Customers shall not enter or leave the premises by (insert specific entrances or exits) {at any time/after (HH:MM)}, except in the event of an emergency.
PN10	{All external emergency exit doors or other specified exit/entry doors} shall be fitted with sensor alarms and visible indicators to alert staff when the doors have been opened.
PN11	All windows and external doors shall be kept closed [after HH:MM hrs] or at any time when regulated entertainment takes place, except for the immediate access and egress of persons.
PN12	Between (HH:MM) and (HH:MM) no persons shall be admitted or re-admitted to the premises {except for persons who have temporarily left the premises to smoke}. Notices to that effect (of a minimum size of 200mm x 148mm) will be displayed at the premises' exits.
PN13	Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall be limited to [insert] persons at any one time.
PN14	Between (HH:MM) and (HH:MM) patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks or glass containers with them. Notices to that effect (of a minimum size of 200mm x 148mm) will be displayed at the premises' exits.
PN15	Between (HH:MM) and (HH:MM) no persons shall be re-admitted unless from a designated smoking area. Notices to that effect (of a minimum size of 200mm x 148mm) will be displayed at the premises' exits.
PN16	The premises licence holder shall ensure that any patrons drinking and/or smoking outside the premises do so in an orderly manner and are supervised by staff so as to ensure that there is no public nuisance or obstruction of the public highway.
PN17	Customers must not be permitted to remove from the premises late night refreshment provided at the premises between {(HH:MM) and (HH:MM)} hours.
PN18	The sale of alcohol for consumption off of the premises shall only be provided using sealed containers and shall not be consumed on the premises.
PN19	Sales of alcohol for consumption off the premises shall only be supplied with, and ancillary to a take-away meal.
PN20	Alcohol consumed outside the premises building shall only be consumed by patrons seated at a table.
PN21	Outside tables and chairs {specify location as necessary} shall be rendered unusable and immovable by (HH:MM) hours each day.

PN22	<p>A noise limiter must be fitted to the musical amplification system set at a level determined by and to the satisfaction of an authorised officer of the Environmental Health Service, so as to ensure that no noise nuisance is caused to local residents or businesses and:</p> <ol style="list-style-type: none"> a) The operational panel of the noise limiter shall then be secured by key or password to the satisfaction of officers from the Environmental Health Service and access shall only be by persons authorised by the Premises Licence holder. b) The limiter shall not be altered without prior agreement with the Environmental Health Service. c) No alteration or modification to any existing sound system(s) should be effected without prior knowledge of an authorised Officer of the Environmental Health Service. d) No additional sound generating equipment shall be used on the premises without being routed through the sound limiter device.
PN23	Loudspeakers shall not be located in the entrance lobby or outside the premises building.
PN24	No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
PN25	There shall be a {specify} minute period where music volume is reduced and lighting increased before the end of the provision of live or recorded music.
PN26	Except when being used for entry or egress by a patron, all external windows and doors shall be kept shut {at all times when music is being played} and/or {after (HH:MM) hours at any other time}.
PN27	No waste or recyclable materials, including bottles, shall be moved, removed from or placed in outside areas between [HH:MM hrs and HH:MM hrs [the following day]].
PN28	No deliveries to the premises shall take place between [HH:MM hrs and HH:MM hrs [the following day]].
PN29	No music, nor late night refreshment, shall be provided to external areas {at any time/after (HH:MM) hours}.
PN30	Queuing outside the premises shall be restricted to a designated area located at (specify location)
PN31	<p>A written dispersal policy will be formulated and provided to the police and licensing authority which amongst other things details:</p> <ul style="list-style-type: none"> • How patrons leaving the premises shall be directed away from the premises; • How patrons will be informed of the services of taxi and private hire operators; • What staff will be responsible for supervising those leaving the premises and how they will supervise such persons; • Any 'wind' down periods; • Methods to prevent re-entry to the premises; <p>How bottles and glasses will be prevented from being removed from the premises at closing time.</p>
PN32	The premises shall comply with the Portman Group's Retailer Alert Bulletins (RABs) as they relate to Portman Group's Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks.

PN33	The premises must operate as a restaurant: i. In which customers must be seated at a table; ii. Which provides substantial table meals that are prepared on the premises and are served and consumed at the table; iii. Which do not provide any take away service of food or drink for immediate consumption; and iv. Where alcohol must not be sold, supplied, or consumed on the premises otherwise than to persons who are taking substantial table meals and provided always that the consumption of alcohol by such persons is ancillary to taking such meals.
PN34	Service of alcohol shall be by waiter/waitress only to patrons seated at a table and who have or intend to have a substantial meal.
PN35	No persons shall be supplied with alcohol at a bar or place of similar description within or outside the premises.
PN36	Between (HH:MM) and (HH:MM) there will be provided a minimum of {insert number} 'covers' where table meals may be consumed.
PN37	Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
PN38	During the hours of operation of the premises, the licence holder shall ensure sufficient measures are in place to remove and prevent litter or waste arising or accumulating from customers in the area immediately outside the premises, and that this area shall be swept and or washed, and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements by close of business.
PN39	No fumes, steam or odours shall be emitted from the licensed premises so as to cause a nuisance to any persons living or carrying on business in the area where the premises are situated.

Protection of Children from Harm

Ref	Condition
PC1	There shall be no striptease or nudity except when the premises are operating under the authority of a Sexual Entertainment Venue licence.
PC2	The premises shall display prominent signage indicating [at any point of sale] [at the entrance to the premises] [in all areas where alcohol is located] that it is an offence: {for a person under the age of 18 to buy or attempt to buy alcohol}; or {buy, or attempt to buy, alcohol for a person under the age of 18}.
PC3	A Challenge 21/25 scheme shall be operated, whereby any person who appears to be under the age of 25 years of age is required to produce on request an item which meets the mandatory age verification requirement and is either a: <ul style="list-style-type: none"> • Proof of age card bearing the PASS Hologram; • Photocard driving licence; • Passport; or Ministry of Defence Identity Card.
PC4	The premises shall clearly display signs at each point of sale and in areas where alcohol is displayed advising customers that a 'Challenge 25' policy is in force. At the point of sale, such signs shall be a minimum size of 200mm x 148mm.
PC5	A refusals record shall be maintained at the premises which details all refusals to sell alcohol. Each entry shall, as a minimum, record the date and time of the refusal and the name of the staff member refusing the sale.

	<p>All entries must be made as soon as possible and in any event within 4 hours of the refusal and the record must be made immediately available to police, trading standards or licensing authority staff upon reasonable request.</p> <p>The refusals record shall be maintained either by electronic means or in a bound document and retained for at least {12} months from the date of the last entry.</p>
PC6	Each till at the premises shall incorporate a system that shall immediately identify that an age restricted product is the subject of the proposed sale and produce an appropriate age prompt to the operator.
PC7	All staff engaged in the sale or supply of alcohol on the premises shall have received training in relation to the protection of children from harm (including under-age sales), how to recognise drunkenness and the duty not to serve drunk persons. Refresher training shall be carried out at least every six months. Training records shall be kept on the premises (or otherwise be accessible on the premises) for a minimum of 12 months and made immediately available to police, trading standards or licensing authority staff upon reasonable request.
PC8	<p>Persons under the age of 18 years shall not be allowed entry to the premises save on occasions when either:</p> <ul style="list-style-type: none"> • An 'under 18' event is held without the sale or supply of alcohol, or • The premises are exclusively used for a private function, for example wedding reception, engagement party employers Christmas party etc. and any person under 18 is accompanied by a responsible adult.
PC9	No person under the age of 18 years of age shall be permitted to enter or remain on the premises {unless they are accompanied by an adult} when the sale or supply of alcohol takes place; save to enter/exit residential parts of the building.
PC10	At all times when entertainment, activity or services of an adult nature takes place (which is not subject to a sexual entertainment licence) no persons under the age of 18 shall be permitted to be present.
PC11	<p>All staff employed in licensed areas of the premises shall have received training in the recognition of child sexual exploitation and the steps to be taken when such activity is suspected. Refresher training shall be carried out at least annually.</p> <p>Written training records shall be kept on the premises for a minimum of 12 months and made immediately available to police or licensing authority staff upon request.</p>
PC12	No events solely for those under the age of 18 will be permitted on the premises.
PC13	<p>Where the premises is used to hold an event advertised primarily for persons under the age of 18 years of age:</p> <ol style="list-style-type: none"> i. At least 1 male and 1 female SIA licensed door supervisor shall be on duty; ii. No person shall be admitted without being searched for alcohol, controlled drugs, psychoactive substances or weapons; iii. No person aged 18 years of age or older shall be admitted – except for staff or event organisers; iv. No sale or supply of alcohol shall take place in any part of the premises until all persons at that event have been cleared from the premises; v. At least one person will be made available throughout the event who has been subject of an enhanced DBS (including child barred list) check.
PC14	The premises licence holders website (or that of a 3 rd party used to take orders) will confirm that they are over 18yrs using an online age verification system prior to the order being accepted/completed.
PC15	No delivery will be made to any person under the age of 18yrs.

PC16	Where there is nobody available to accept an order the delivery will be returned to the point of purchase and not left at any alternative location than the one relating to the order.
PC17	No alcohol will be sold from any vehicle, and no stock will be kept in any vehicle other than that which relates to any order and being couriered for delivery.
PC18	Section 177A (2) of the Licensing Act 2003 is to have no effect and both live and recorded music are to be treated as regulated entertainment. This condition specifically exempts the premises from the deregulation of music.
PC19	No live music will be played at the premises, with the exception of non-amplified live music. (Can only be imposed where condition 109 applies)
PC20	There shall be no playing of recorded music, other than as incidental background music. (Can only be imposed where condition 109 applies)
PC21	{At least X} {all} door supervisor(s) supervising the entrance to the premises will wear Body Worn Video Cameras (BWV). Recordings of BWV shall be retained for a minimum of 31 days and be made available to the Police or an authorised officer of the licensing authority upon reasonable request. OR {At least X} {all} door supervisor(s) will wear Body Worn Video Cameras (BWV). Recordings of BWV shall be retained for a minimum of 31 days and be made available to the Police or an authorised officer of the licensing authority upon reasonable request. OPTIONS These devices will be capable of continuous recording for at least 6 hours and will be used in a continuous recording mode whilst a door supervisor is performing licensable activities. OR These devices will be set to record whenever a door supervisor uses or foresees the use of force.
PC22	Each and every door supervisor employed at the premises must have undertaken a refresher course in physical intervention skills (provided by a trainer who themselves has been trained by a SIA - endorsed awarding organisation and has a SIA required qualification for trainers) within the past 12 months.
PC23	Off-sales are not permitted to persons on or in the immediate vicinity of the premises: sales of alcohol for consumption off the premises may only be made to persons at another location to whom alcohol will be delivered by the licence holder or his agent.

PC24	Where alcohol is to be delivered to a customer; proof of age consistent with the mandatory condition will be required before the delivery is completed.
PC25	Order payments will only be taken by credit/debit card via web sales {or telephone} (no payment will be accepted at the door).
PC27	Alcohol sales may only be made where a food sale takes place as part of the same transaction.