

Annex 3

Entertainment Noise (>11pm) – Live music to finish at 23:00pm only recorded music after 23:00pm

- a. A noise limiting device must be installed and must operate at all times regulated entertainment takes place at the premises. The device must be of a type, in a location and set at a level approved in writing by Environmental Health. No additional sound generating equipment shall be used on the premises without being routed through the sound limiter device.
- b. Loudspeakers shall not be located in the entrance lobby or on the ground floor or outside the premises building.
- c. All windows and external doors shall be kept closed after 11pm, or at any time when regulated entertainment takes place, except for the immediate access and egress of persons
- d. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
- e. The licensees shall implement a site Noise Management Plan (NMP). The NMP shall be submitted to and approved by the Licensing Authority prior to commencement of any licensable activity. The NMP shall promote the licensing objectives and ensure the licensing conditions are adhered to. The NMP shall be reviewed if a complaint relating to noise is received by either the local authority or the licensee and if transferred to another premises licence holder.

CCTV

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.

Cameras shall encompass all ingress and egress to the premises, fire exits and all areas where the sale and supply of alcohol occurs.

Equipment must be maintained in good working order, be correctly time and date stamped, recordings MUST be kept on the hard drive and kept for a period of 28/31 days and handed to Police upon reasonable request.

The premises licence holder must ensure at all times a DPS or appointed member of staff is capable and competent at downloading CCTV footage in a recordable format to the Police and Local Authority upon reasonable request.

In the event of technical failure of the CCTV equipment the premises licence holder or DPS must report the failure to the Police Licensing Officer within 24 hours unless the CCTV will be repaired before that time (licensing.east.division@kent.police.uk)

SIA security

On a Friday and Saturday a minimum of 2 SIA security staff will be employed from 2100hrs until closing. (additional SIA will be risk assessed by the owner / responsible person).

On a Sunday ,Monday, Tuesday, Wednesday, Thursday SIA security will be assessed at the owners / responsible persons discretion.

Personal Licence Holder

A personal licence holder to be on the premises when a private event is taking place.

Training

All staff responsible for the sale or supply of alcohol shall receive training in the Licensing Act 2003 in terms of the licensing objectives, offences committed under the Act and conditions of the Premises Licence. Written records of this training shall be retained and made available upon request to police and authorised officers of the Licensing Authority.

Refresher training will take place every 12 months or earlier if there is a change in legislation.

Training should take place within six weeks of employment and any new employees will be supervised until the training has taken place.

To train staff in the Challenge 25 age verification scheme. This is to include training around the risk of proxy sales and the signs to look out for. The only identification that will be accepted will be originals, not electronic copies of a passport, driving license or a card issued under the PASS scheme (Proof of Age Standards Scheme) all of which will be photo identification.

Incident/refusal Register

- An incident book shall be kept at the premise in which details of crime and/or disorder that relate to, or are linked with, licensable activities at the premises shall be recorded. The incident book shall be retained for a minimum period of 12 months from date of completion and contain the following details;
- time, date and location of incident.
- nature of the incident/refusal
- the result of the incident.
- action taken to prevent further such incidents.
- each entry signed by the DPS or other responsible person employed at the premises and so authorised by the DPS.
- The incident book shall be made available to police, or authorised officers of the licensing authority, upon request. Each entry shall be retained for a minimum period of 2 years from date of completion.

Signage to be displayed at the premise.

- Signage asking customers to 'please leave quietly' shall be displayed
- Signage advising customers that the premises operate a 'Challenge 25' policy shall be displayed