

Appendix 4 – Proposed conditions from Operating Schedule and those agreed with Police

The prevention of crime and disorder

1. There shall be no entry / re-entry of customers after 2 hours before closing time, except those using the designated smoking area.
2. The premises shall join and be an active member of Cambac / Pubwatch. The person nominated as the DPS will join the Cambac / Pubwatch scheme and support its aims and objectives. This includes support of its agreed banning policy and attending meetings; personally or by sending an authorised representative of the venue. The condition is only binding whilst the Cambac / Pubwatch scheme is in existence.
3. Digital CCTV with appropriate recording equipment shall be installed, operated and maintained throughout the premises internally to cover all public areas with sufficient numbers of cameras agreed with Cambridgeshire Police. This shall include cameras covering the external frontage of the premises. The system will be switched on and live during all times that the public have access to the premises for licensable activities. The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy and will be changed when British Summer Time starts and ends. The CCTV at exit points will record a clear facial image of every person entering in any light condition. Footage shall be stored for a minimum of 31 days. In the event that images are requested from a constable or authorised officer of a responsible authority the management will ensure a staff member who is conversant with the operation of the CCTV system shall be on the premises at all times the premises are open to the public. This staff member shall give full and immediate cooperation and technical assistance to them in the event that CCTV footage is requested for the prevention and detection of suspected or alleged crime or offence and be able to show a police officer or authorised Council officer recent data or footage. In order to comply with the above requirement management staff will be trained to download images from the system onto relevant media. A minimum of 2 continuous recording body cameras with audio capacity, to be in operation all times a licensable activity is being carried out. The footage is to be securely stored on the premises, as per the CCTV condition.
4. Notices stating that CCTV is in operation 24 hours a day will be displayed in the venue
5. At all times the Premises Licence Holder will maintain a written risk assessment, ensuring the need for SIA door supervisors on a daily basis has been considered. This document must be made available for inspection upon request by authorised officer of a Responsible Authority. SIA staff will be employed on a Friday and Saturday after 21:00hrs, (including days prior to a bank holiday), and on occasions when live music events are taking place.
6. A dispersal plan is required to ensure a controlled dispersal of customers out onto East Road & Burleigh Street. staff and security will conduct dispersal duties wearing high visible tops, to ensure they are easily identifiable.
7. A formal queuing system will be in operation at all times when licensable activities are permitted to ensure the controlled ingress of customers into the venue.
8. A designated, supervised smoking area will be in operation when licensable activities are permitted.
9. A minimum of two continuous recording body cameras with audio capacity to be in use when licensable activities is permitted. The footage is to be securely stored on the premises as per the CCTV condition.
10. A scanner type ID system will be in operation at the point of entry when SIA staff are employed, and at any other times it is deemed necessary by the manager to promote the licensing objectives.
11. Customer search procedures will be in operation at all times when licensable activities are permitted.

12. All refusals of sales of alcohol shall be recorded and maintained either electronically or on paper.
13. All refusals to the premises shall be recorded either electronically or on paper detailing the reason for the refusal.
14. Use of radios: The equipment will be on at all times the premises is open to the public, and will be monitored by the Designated Premises Supervisor or other responsible staff member.
15. All instances of crime and disorder will be reported to the police as soon as reasonably practicable via C.C.T.V. or the radio.
16. Responsible alcohol sales training/refresher training will take place not more than 6 months apart.

Capacity Limits

We have a capacity limit to prevent overcrowding which could lead to crime and disorder. The capacity limit is based on advice from the Police, Fire Service and own risk assessment. Door supervisors will ensure the capacity limits are not exceeded, at all times using a hand held tally counter device.

Drugs

We have an anti-drugs policy that has been agreed following discussion with the Police and the Licensing Authority and is in line with the Safer Clubbing Guidance. A secure facility to store controlled drugs prior to collection is available.

A drugs register will be maintained.

The Police will be notified of all seizures of controlled drugs.

Notices;

Crime prevention notices are displayed warning customers of the possibility of crime which may target them, e.g. "Bags should not be left unattended", "Watchout for Pickpockets".

A detailed "Customer Code of Conduct" poster is conspicuously displayed warning customers that if they act in an inappropriate manner they could be barred from all licensed premises in the vicinity.

Public Safety

At least one suitable trained First Aider will be on duty when the public are present.

Adequate and appropriate First Aid equipment and materials are available on the premises.

A designated welfare/first aid area shall be provided at all times and a welfare officer shall be employed whenever licensable activities at times when deemed necessary by management or police. The main responsibility of this person is to identify customers who may have welfare issues and to offer them assistance. Once the welfare officer has identified a person with a welfare need, this should be brought to the attention of the duty manager. Identified welfare issues and subsequent action should be recorded in a welfare book.

Public safety initiatives will be posted around the venue such as the "ask angela" campaign and other responsible drinking initiatives will be promoted throughout the venue.

A designated smoking area is provided with the appropriate fire safety control measures surrounding this area.

In the absence of adequate daylight suitable and sufficient artificial lighting is provided and maintained in any area accessible to the public

The prevention of public nuisance

A noise management plan has been devised and is in operation at the premises.

Appropriate sound proofing measures will be installed in the venue to prevent and minimize sound bleeding from the venue Such as Entrance and lobby doors replaced with sound proofed doors windows on east road boarded up and clad with sound proofing panels

Windows at rear of building will be boarded up and clad with sound proof panels

Noise or vibration from the premises will be maintained at a level that will not be audible at the facade of any neighboring noise sensitive premises.

Doors and windows will be kept closed when regulated entertainment is taking place

. All windows are double glazed to minimise the breakout of noise.

Noise limiters are fitted to amplification equipment and have been set at a level agreed with the local authority.

Prominent, clear and legible notices are displayed at all exits requesting patrons to respect the needs of local residents and to leave the premises and the area quietly.

The use of explosives, pyrotechnics and fireworks of a similar nature which could cause disturbance in surrounding areas is not permitted.

Disposal of empty bottles into waste receptacles outside the premises will not be permitted to take place between the hours of 23:00 hrs and 07:00 hrs to minimise disturbance to nearby occupiers.

For the final hours of opening the music is reduced in volume and is discernibly quieter.

The playing of live or recorded music in garden or outside seating areas of the premises is not permitted after 23:00hrs.

All fixed plant and equipment at the premises e.g. ventilation systems that produce significant levels of noise are fitted with appropriate means of noise suppression and are restricted in their use so as to minimise disturbance to any neighbouring noise sensitive premises.

A full acoustic survey into the impact of noise from the premises has been carried out by a competent person(s)

When public regulated entertainment is held all external doors and windows shall be kept shut at all times (except in the event of an emergency), apart from the main entrance door/s (that allow general ingress and egress)

The Venue will conduct hourly sound checks from the nearest residential points via decibel and video recordings during licensable activities hours of operation and record the findings in a log book and digital .

Toilets in the premises shall be available for use by patrons during all hours of opening.

Security and designated staff will usher people quietly past any residential areas of concern at closing Focusing on Norfolk street and Burleigh Street using high vis vests Security will be placed in garden area and entrance area post midnight to maintain order and suitable noise levels

The protection of children from harm

1. No persons under the age of 16 to be permitted into the venue unless by pre-notification and when accompanied by an adult after 5pm and once acceptable procedures are in place to ensure that they are not served alcohol.

2. On occasions when the venue is open primarily for the sale and consumption of alcohol the DPS or relevant person will actively operate a Challenge 25 Policy. This will include a voluntary agreement to only accept identity cards with a PASS accreditation, passports or photo ID driving licences, or any future identification card as approved by central government, as bona-fide recognised forms of identification.

The premises has clear signs displayed for restricting people under 18 years within certain time frames The hours of the day during which age restrictions apply: 19:00hrs. The premises operates a proof of age policy that works in accordance with local laws.