

- 1) Personal licence holder will be present at all times when customers are on the premises.
- 2) Smoking area for customers will be under the canopy at the side door and restricted to a maximum of 10 persons at any one time and will be supervised by the door supervisor at the side door.
- 3) No more than 10 persons will be allowed to queue outside waiting to enter the premises and this queue will be monitored by the door supervisor.
- 4) Entrance to the premises for their club related events is restricted to members only (to qualify for membership they need to provide two forms of ID and 1 utility bill) and membership needs to be applied for at least 24 hours before admittance granted). Members cannot sign guests in. When entering the premises all members cards / tags to be verified by photo id held at the premises that they are being used by the member that the card / tag was issued to.
- 5) Spirits will not be sold by the bottle.
- 6) Bottles and glasses will not to be taken outside.
- 7) Door supervisors will assist with taxi marshalling when customers leave the venue to facilitate a prompt dispersal from the premises.
- 8) Premises Licence Holder will conduct a risk assessment as to whether more than 2 door staff required. Written records to be kept at the premises and be available to be produced within a reasonable timeframe to Responsible Authority.
- 9) On occasions when only the top bar is being used for licensable activities the basement bar will be locked so there is no admittance and persons needing to use the disabled toilet will be escorted.
- 10) An event to be risk assessed will be a private members event, or, when the premises is hired out for a corporate function.
- 11) The premises will operate to a high standard, and will do so should this licence be granted in terms of the sale of alcohol. All staff will be fully trained on induction in their responsibilities with regard to the sale of alcohol, and will be retrained every six months, with recorded training records kept for inspection.
- 12) No staff members under the age of 18 will be employed at the premises.
- 13) CCTV will be used at the premises, it shall be to an appropriate standard as agreed with the Licensing Authority in consultation with the Police.  
The CCTV equipment shall be maintained in good working order and continually record when licensable activity takes place and for a period of two hours afterwards. The premises licence holder shall ensure images from the CCTV are retained for a period of 31 days. This image retention period may be reviewed as appropriate by the Licensing Authority.

The correct time and date will be generated onto both the recording and the real time image screen.

If the CCTV equipment {Including any mobile units in use at the premises} breaks down the Premises Licence Holder shall ensure the designated premises supervisor, or in his/her absence other responsible person, verbally informs the Licensing Authority and the Police as soon as is reasonably practicable. This information shall be contemporaneously recorded in the incident report register and shall include the time, date and means this was done and to whom the information was reported. Equipment failures shall be repaired or replaced as soon as is reasonably practicable and without undue delay.

The Licensing Authority and the Police shall be informed when faults are rectified. The premises Licence holder shall ensure that there are trained members of staff available during licensable hours to be able to reproduce and download CCTV images into a removable format at the request of an authorised officer of the Licensing Authority or a constable.

There shall be clear signage indicating that CCTV equipment is in use and recording at the premises during all trading hours.

- 14) The DPS will keep an up to date DPS Authorisation sheet which will show the list of staff members who have been given the authority to sell alcohol on the premises.
- 15) Staff will be trained to be alert to any potential danger to customers and react accordingly. If they are unable to quickly defuse the situation without risk to customer or staff, then they are instructed to call the police.
- 16) All relevant fire procedures are in place for a premise of this size.
- 17) Anyone leaving the premises in the evenings will be requested to leave in a quiet and orderly manner, by way of in house signage, displayed at or near the exit.
- 18) Noise limiters will be used on all amplified equipment to ensure recommended acceptable noise levels are not exceeded.
- 19) Windows and doors will remain closed at all times during licensable activities.
- 20) Strictly no one under the age of 18 will be permitted entry to the premises.
- 21) ID checks will be made at the entrance. The only acceptable forms of ID will be a valid EU Passport, a full EU Driving Licence, a pass logo card, or military ID. For all private functions, the guest list will be approved in advance to ensure no one under the age of 18 is admitted.
- 22) Other events held at the premises will be controlled at the door, in so much that unless patrons can demonstrate by way of approved ID that they are at least 18, they will not be allowed entry. This applies to functions booked at the premises.
- 23) The screening of adult films (18+ classification or equivalent) will be restricted to the basement floor.
- 24) Have a training policy for all staff that ensures that they are fully aware and compliant with the company policy of no under 18 admittance and the acceptable ID

documents. Training to also include awareness of Child Sexual Exploitation/Child Criminal Exploitation (CSE/CCE) and how to make a referral if any concerns are raised for children/young people or any suspected perpetrator. Maintain records of appropriate training for all staff which includes the above stated training items.

- 25) One director of the business will be responsible for the assurance that under 18's will not be exposed to any activity that may be seen as harmful. They will not be permitted entry at all to private events. Checks at the door to be made to all members.

**Amendments to application form:**

In addition we would also like to amend the hours applied for under the non-standard timings.

Licensable activities to be permitted for additional times on New Years Eve from: 23:00 until 03:00.

The requirement for extended hours on Public Holidays has been removed.

Licensable Activities are:

Sale of alcohol by retail.

Late Night Refreshment.

Provision of recorded music.

Provision of live music.

Provision of films.