

## **Nu Bar: Amended operating schedule**

It is proposed that the operating schedule on the current premises licence, with the exception of mandatory conditions and the conditions listed in appendix A is deleted from the licence and replaced with the conditions listed in appendix B

### **APPENDIX A**

#### **Retained conditions**

##### **Door Staff**

The premises licence holder or DPS shall maintain an accurate and up to date register in respect of all door supervisors working at the premises when open to the public. The register will comprise of (a) the name, badge number, dates and times of commencement and finish of work; (b) the signature of the door supervisor; (c) details of any incident the door supervisor is involved in including details of any calls to the Police and any Police action taken

The door supervisor register shall be made available to the Police and an authorised officer upon request.

Whilst on duty door supervisors shall wear high visibility jackets and identifying logo

##### **Smoking Area**

The smoking areas shall be monitored by staff and/or door supervisors to ensure that there are no more than a maximum of 20 persons at any one time using this area  
Clear signage shall be publically displayed regarding maximum numbers in the area

##### **Drugs Policy**

The premises shall have an agreed written drugs policy, this will detail the strategies to minimise the use and supply of illegal substances within the premises, handling, retention and collection/delivery of any article seized to Essex Police for disposal. The drug policy shall include a structured training policy for all staff covering the issue of misuse of drugs in relation to licensed premises. Zero Drugs tolerance posters shall be clearly and prominently on public display within the premises  
The drugs policy shall be agreed and submitted to Essex Police and the Licensing Authority which shall be reviewed annually.

##### **Staff Training**

All persons that sell or supply alcohol to customers must have licensing and drug awareness training. Training should take place within six weeks of employment and any new employees will be supervised until training has taken place. Refresher training should be repeated every six months. Training records must be kept on the premises and shall contain the nature, content and frequency of training. Records must be made available for inspection by the Police or an authorised officer on request either electronically or hard copy. Training must include (a) avoiding sales of alcohol to persons under the age of 18; (b) recognising customers who appear drunk and refusing sale of alcohol; (c) knows the licensing objectives; (d) have read and understood the licensing conditions; (e) can point out where the licence summary is displayed; (f) understands consequences for breaching legislation that can impact on them and/or the licensee; (g) drug misuse awareness; (h) have relevant contact details of the DPS or the licensee

##### **Protection of Children from Harm**

All staff to be trained in the prevention of underage sales to a level commensurate with their duties. All such training to be updated as necessary, for instance when legislation changes. The training should be clearly documented and signed and dated by both the trainer and the member of staff receiving it. The documentation shall be available for inspection on request by an authorised officer of the Licensing Authority or Police.

## APPENDIX B

### Additional conditions

- 1 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 up to 21:00 hours.
- 2 After 22.00 each day 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 will be displayed at the premises exits.
- 3 The premises shall install and maintain a comprehensive CCTV system.  
Specifically:
  - I. CCTV will be provided in the form a recordable system, capable of providing pictures of EVIDENTIAL QUALITY in all lighting conditions particularly facial recognition
  - II. Cameras shall encompass all ingress and egress to the premises, fire exits and all areas where the sale/supply of alcohol occurs
  - III. Equipment MUST be maintained in good working order, be correctly time and date stamped, recordings MUST be kept in good working order, numbered sequentially and kept for a period of 31 days and handed to the police or Licensing Authority on request
  - IV. The Premises Licence Holder must ensure at all times a DPS or other member of staff is capable of and competent at downloading CCTV footage in a recordable format to the Police or Licensing Authority
  - V. The recording equipment and tapes/disc shall be kept in a secure environment under the control of the DPS or other responsible named individual or post holder.
  - VI. 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 failings actions are to be recorded within 4 hours of discovery.
- 4 Suitably worded signs of sufficient size are displayed at all ingress and egress to the premises, fire exits and all areas where the sale/supply of alcohol occurs, advising customers that CCTV is operating at the premises. Signs must be clearly visible and readable taking into account the lighting conditions in the vicinity of the signs when the premises is open for licensable activities and a minimum size of 200 x 150 mm.
- 5 A 'Challenge 25' scheme is operated, whereby any person who appears to be under 25 years of age is required to produce means of identification proving they are over 18 years of age. The only acceptable forms of identification are a photo driving licence, passport. Military ID card or proof of age card with the PASS Hologram
- 6 Signs will be located at the point of sale and in the area where alcohol is displayed advising customers that a 'Challenge 25' policy is in force.
- 7 An incident log shall be kept at the premises, and made available on request to the Police/Local Authority.

It must be completed within 4 hours of the incident and will record the following:

- (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

(g) any refusal of the sale of alcohol

(h) any visit by a relevant authority or emergency service.

The register must be kept on the premises and will detail (a) day, date and time of incident; (b) the nature of the incident; (c) the resolution; (d) each entry is to be checked by the DPS or other person holding a supervisory capacity no later than one week after the entry has been made

- 8 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 situate.
- 9 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.
- 10 There shall be no striptease or nudity, and all persons shall be decently attired at all times, except when the premises are operating under the authority of a Sexual Entertainment Venue licence.
- 11 No waste or recyclable materials, including bottles, shall be moved, removed from or placed in outside areas between 23.30 hours and 06.00 hours on the following day.
- 12 All windows and external doors shall be kept closed after 20:00 hours when regulated entertainment takes place, except for the immediate access and egress of persons.
- 13 No music emanating from the premises will be heard at the boundary of any noise sensitive accommodation in the vicinity of the premises. Checks will be undertaken on every 30 minutes during regulated entertainment to ensure that this condition is complied with. A record of the checks will be maintained in writing and made available to officers from the police or council on request.
- 14 No live music will be played at the premises, with the exception of non-amplified live music.
- 15 Recorded music provided at the premises is only to be provided through the premises internal speaker system ('the house speaker system').
- 16 The playing of recorded music shall be incidental to any other activity
- 17 Loudspeakers from the house speaker system shall not be located in the entrance lobby or outside the premises building.
- 18 On any occasion where the premises conducts licensable activities past 23:00 hours, a minimum of 4 SIA registered doorstaff will be employed from 21:00 hours until 30 minutes after the permitted opening hours.
- 19 After 23:30 hours SIA licensed door staff shall, as far as is possible, prevent patrons leaving the premises with bottles, glasses or drinking vessels. To facilitate this process, there shall be provided conspicuous signage, visible to patrons at each ingress/egress explaining this policy. There shall be provided a suitable bin at the exit(s) for the safe temporary storage of glassware/bottles surrendered.
- 20 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.
- 21 Where the supply alcohol of alcohol is authorised under a temporary event notice all conditions of this licence will apply – save those conditions relating to regulated entertainment.

22 No unaccompanied persons under the age of 16 shall be permitted on the premises.

**Informative:**

1 The premises will not trade under the name 'Nu Bar'