

## Hereward, Ely – New Premises Licence Application

### Proposed Amended Operating Schedule

1. A CCTV system shall be installed at the premises, maintained in good working order, and used at all times when the premises are open for licensable activities. This system shall cover entrances and exits, and points of sale, and be capable of recording and storing footage and be of evidential quality. All CCTV footage shall be held for at least 28 days and shall be made available to an officer of the Licensing Authority or Police upon request, providing any such request is in compliance with data protection laws.
2. Where Pubwatch exists covering the area of which the premises is situated then the DPS or other nominated employee shall participate in Pubwatch.
3. The need for door supervisors will be assessed by way of risk assessment and cognisance will be taken of any police advice. Where the premises trades for the sale of alcohol until 3am on a Friday or Saturday, a minimum of two door supervisors shall be on duty from 9pm until close.
4. There shall be a minimum of one body worn camera devices in use at the premises whenever door staff are on duty. The cameras will be used in accordance with the Information Commissioners Office Guidance. The body worn devices shall be capable of recording video (images) and sound. Recorded images shall be stored for a minimum of 31 days.
5. The premises shall maintain a written drugs policy, which shall be made available to the Police or an authorised officer of the Council upon request.
6. An incident log book (which may be electronic) shall be kept on the premises and made available on request to an authorised officer of the Council or Police which will record the following:-
  - a. Any incidents of disorder
  - b. Any seizures of drugs or offensive weapons
  - c. Any ejections of patrons
7. The premises shall maintain a written dispersal policy, which shall be made available to the Police or an authorised officer of the Council upon request.
8. All doors and windows to be kept shut, except for access and egress, after 23.00 hours when regulated entertainment in the form of live or recorded music is being played.
9. Noise or vibration from licensable activities must not emanate from the premises so as to cause a nuisance to nearby premises.
10. Regular aural monitoring of noise levels to take place outside the premises during events involving regulated entertainment in the form of live or DJ led entertainment and appropriate measures taken to reduce and control noise emissions at that time if considered to have the potential to cause a nuisance or if likely to cause excess disturbance to neighbouring properties. An appropriate person to be made responsible for maintaining appropriate written monitoring records of noise levels during such regulated entertainment and records to be made available to the Local Authority on request.
11. Doors to the external and to internal lobby areas to be fitted with self-closing mechanisms and devices to ensure quiet self-closing.
12. Signage shall be in place notifying customers that the side door shall not be used for entry or exit after 2300 hours on any night, except in the case of an emergency.
13. Clear and legible notices to be prominently displayed at all premises exits and in the smoking area requesting patrons to respect the needs of local residents and to leave the premises quietly.
14. The placing of refuse and empty bottles into outside receptacles shall not take place during the night-time hours of 23:00 and 07:00 to minimize disturbance to nearby properties
15. Lighting provided in the outside areas to be designed and sited so as not to cause excess glare or light overspill onto neighbouring properties.
16. Persons under the age of 18 must not be permitted on the premises after 9pm when regulated entertainment in the form of live music or DJ led entertainment is provided.

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17. A proof of age scheme such as Challenge 21 will be operated at the premises where the only acceptable forms of identification are photographic identification cards such as a driving licence or passport.
18. A log (which may be electronic) shall be kept detailing all refused sales of alcohol. The log shall include the date and time of the refusal and the name of the member of staff who refused the sale. A copy of the log or electronic report shall be made available to an authorised police officer and licensing authority officer upon request.
19. All bar staff to receive appropriate training in relation to alcohol sales prior to commencing their duties. This will include the premise licence conditions, underage sales policy and other relevant licensing matters. Training documents (which may be in an electronic format) shall be made available to an authorised police officer and licensing authority officer upon request.

### **Chequers Lane Outside Seating Area Conditions**

20. The following conditions apply to the external area adjacent to the side of the premise and adjacent to Chequers Lane, as edged on the plan lodged with the Licensing Authority showing that external area.
21. Whilst the external courtyard seating area adjacent to the side of the premises and adjacent to Chequers Lane is in use by the venue, it must be adequately supervised, checks must be made at half hourly intervals (this to include removal of empty glassware and breakages etc.), a log of such checks to be kept at site and available to the Police or a representative of the Licensing Authority upon reasonable request. Such records to be kept for a period of 3 months.
22. The area used to be clearly delineated by barriers provided by the venue and must be limited to four tables accommodating sixteen covers in all.
23. Whilst that area is in use by the venue, the staff shall use best endeavours to ensure that customers remain within the area delineated by the barriers provided by the venue.
24. Whilst the area is in use by the venue, staff must use best endeavours to ensure any customers who may be smoking in that area do not encroach upon the public right of way, known as Chequers Lane and allow free and unfettered access to persons wishing to use it.
25. The external side courtyard seating area must not be used by the venue after 22:00hrs each evening.
26. Tables and chairs to be removed and securely stored away from the area as soon as reasonably practical after that time and in any event by 22:30hrs.
27. A CCTV camera, which complies with the CCTV requirements set out in condition 1, must monitor the area whilst it is being used by the venue.
28. The Police will liaise with the Management concerning use of this area by the venue and in the event that there should be any issues that undermines one or more of the licensing objectives, the Management, having been notified, will use their best endeavours to address the situation in good time and if necessary remove the tables from use until such a time is agreed by the Police in writing that those concerns are addressed.
29. The Environmental Health Officer will liaise with the Management concerning use of this area by the venue and in the event that there should be any issues that undermine the public nuisance licensing objective, the Management having been notified will use their best endeavours to address the situation in good time and if such issue is not addressed and a public nuisance is proved, if necessary the tables and chairs will be removed from use until such time as it is agreed in writing by the Environmental Health Officer and those concerns are addressed.
30. Suitable notices to be placed asking customers to ensure that they remain within the approved area and do not take glass drinking vessels from that area.