

Appendix 6

Activity	Current		Proposed	
<p>Live Music; Recorded Music; Performances of Dance; and Anything of similar description to the aforementioned three activities</p>	<p>Monday to Wednesday Thursday to Saturday Sunday</p> <p>- St Patrick's Day, St George's Day and St Andrew's Day - Friday, Saturday, Sunday and Monday of Bank Holidays Weekends; Maundy Thursday and Christmas Eve - Occasions of local, national or international significant, or charitable events, no more than 12 occasions per year</p>	<p>10:00 to 01:30 10:00 to 02:30 10:00 to 23:30</p> <p>May be extended by one hour in agreement with Police/ LA May be extended by one hour</p> <p>May be extended by one hour in agreement with Police / Licensing Authority</p>	<p>Monday and Wednesday Tuesday Thursday to Saturday Sunday New Year's Eve</p>	<p>10:00 to 03:00 10:00 to 04:00 10:00 to 04:00 10:00 to 00:00 10:00 to 10:00 1 January</p>
<p>Late Night Refreshment</p>	<p>Monday to Wednesday Thursday to Saturday Sunday</p> <p>- St Patrick's Day, St George's Day and St Andrew's Day - Friday, Saturday, Sunday and Monday of Bank Holidays Weekends; Maundy Thursday and Christmas Eve - Occasions of local, national or international significant, or charitable events, no more than 12 occasions per year</p>	<p>23:00 to 02:00 23:00 to 03:00 23:00 to 00:30</p> <p>May be extended by one hour in agreement with Police / LA May be extended by one hour</p> <p>May be extended by one hour in agreement with Police / Licensing Authority</p>	<p>Monday and Wednesday Tuesday Thursday to Saturday Sunday New Year's Eve</p>	<p>23:00 to 03:00 23:00 to 04:00 23:00 to 04:00 23:00 to 00:00 23:00 to 05:00 1 January</p>

Activity	Current		Proposed	
Supply of Alcohol <i>(for consumption on the premises only)</i>	Monday to Wednesday Thursday to Saturday Sunday Good Friday Christmas Day New Year's Eve - St Patrick's Day, St George's Day and St Andrew's Day - Friday, Saturday, Sunday and Monday of Bank Holidays Weekends; Maundy Thursday and Christmas Eve - Occasions of local, national or international significant, or charitable events, no more than 12 occasions per year	10:00 to 01:30 10:00 to 02:30 10:00 to 00:00 12:00 to 22:30 12:00 to 15:00 / 19:00 to 22:30 10:00 to 10:00 1 January May be extended by one hour in agreement with Police/ LA May be extended by one hour May be extended by one hour in agreement with Police / Licensing Authority	Monday and Wednesday Tuesday Thursday to Saturday Sunday New Year's Eve	10:00 to 03:00 10:00 to 04:00 10:00 to 04:00 10:00 to 00:00 10:00 to 10:00 1 January
Opening Hours	Monday to Wednesday Thursday to Saturday Sunday Good Friday Christmas Day New Year's Eve - St Patrick's Day, St George's Day and St Andrew's Day - Friday, Saturday, Sunday and Monday of Bank Holidays Weekends; Maundy Thursday and Christmas Eve - Occasions of local, national or international significant, or charitable events, no more than 12 occasions per year	10:00 to 02:00 10:00 to 03:00 10:00 to 03:00 12:00 to 22:30 12:00 to 15:00 / 19:00 to 22:30 10:00 to 10:00 1 January May be extended by one hour in agreement with Police/ LA May be extended by one hour May be extended by one hour in agreement with Police / Licensing Authority	Monday and Wednesday Tuesday Thursday to Saturday Sunday New Year's Eve	10:00 to 03:30 10:00 to 04:30 10:00 to 04:30 10:00 to 00:30 10:00 to 10:00 1 January

Crime and Disorder

CD1: No new patrons shall be admitted to the premises after 0130 Sunday to Wednesday and after 0200 Thursday to Saturday.

CD2: From the opening time until closing time of the venue, a ratio of two frontline door supervisor SIA registered security staff shall be employed at the venue for the first one hundred persons and then one per 100 thereafter. This number is to include only frontline door supervisor SIA staff employed solely on door supervisor / security duties i.e. safety and security at the venue.

CD3: All persons who are frontline door supervisors SIA registered and whose position or role profile is solely security at the venue, shall wear a fluorescent and/or reflective tabard, clearly marked security at all times.

CD4: The licence holder shall maintain a duty register giving details of each and every person employed in the role of a security/door person and shall provide these details upon request by any Police Officer or Council Officer.

CD5: All front door refusals are to be recorded promptly, including reason for refusal.

CD5.5 At the terminal hour of operation, the licence holder shall ensure that adequate numbers of door supervisors are employed to assist with the management of customers leaving the venue as well as those remaining in the vicinity of the premises. Two members of door staff are to patrol the vicinity of the venue for 15 minutes after closing, to assist with safe dispersal from the area. The door staff are to be identified by wearing high visibility tabards as used during normal door staff duties.

CD6: A nominated member of security shall be positioned at the entrance/exit doors and shall be responsible for counting persons in and out of the venue. They shall use a device as approved by the Police licensing department. As such, an accurate number of persons in the venue must be known at all times the venue is operating under its premise licence.

CD6(a) A recording CCTV system that captures images from the main entertainment public areas shall ~~must~~ be fully operational whilst licensable activities are taking place. Colour recording CCTV system in place at the entrance, exit and stairwell. The recording equipment must be stored and operated in a secure environment with limited access, to avoid damage, theft, unauthorised viewing and maintain the integrity of the system.

CD6(b) A record shall be kept of any access made to information held on the system, The system shall be checked regularly for accuracy taking account of GMT and BST.

CD6(c) Digital systems shall have sufficient storage capacity for 31 days evidential quality recordings. The images produced will be date and time stamped.

CD6(d) A notice shall be displayed at the entrance to the premises advising that CCTV is in operation.

CD6(e) An additional recording CCTV camera shall be installed and fully operational whilst the whilst the venue is open to the public to cover the area immediately outside the front of the premises.

CD6(f) It is important that the Police are able to access data from the systems quickly easily and therefore provision shall be made that at all times the venue is operating, a person is in attendance who is nominated by the data controller who has access to the secure area who is able to operate the equipment.

CD6(g): Ensure all operators receive training from the installer when equipment is installed and that this is cascaded down to new members of nominated staff.

CD6(h): Have a simple operator's manual available to assist in replaying and exporting data (particularly important with digital systems) and to produce images to the police / responsible authority for the purpose of the prevention and detection of crime as long as the request is lawful and complies with the Data Protection Act and GDPR.

CD6(i) In the event of a technical failure of the CCTV equipment, the premises licence holder or DPS shall notify the Police Licensing Department responsible for the area within 24 hours.

CD7: The licence holder shall comply with the following requirements concerning the use of CCTV at the premises.

CD8: There will be no entry or re-entry to the premises after cessation of alcohol sales.

CD9: The premises licence holder shall ensure that a representative of the premises (whenever possible the DPS) attends regular Pubwatch meetings or meetings of any similar scheme, so long as the scheme is in existence and welcomes participation of the venue representative.

CD10: The DPS or their representative shall ensure that descriptions of disorderly/banned individuals are circulated to other licensed venues via Pubwatch or similar scheme.

CD11: The DPS will work with Hampshire Constabulary and other licensed venues by refusing entry to any person who has been included on the banned list.

Public Safety

PS1: One steward/supervisor member of SIA door staff to be positioned ~~present~~ in the smoking area when 40 or more customers ~~people~~ are present after 11pm.

PS2: A written policy on how the venue shall deal with vulnerability shall be implemented and as a minimum shall include the following:

- (i) A definition of the different types of vulnerability that may present at the premises;
- (ii) How best to communicate with vulnerable people, for example people who are drunk, people on their own, people behaving aggressively and people who are ill;
- (iii) How to safeguard vulnerable people, including information on first aid administration and referral to the ambulance service and police where relevant;
- (iv) Best practice for partnering with agencies, such as taxi companies, local authorities and other venues;
- (v) What to do if you sense a vulnerable person is in danger, for example if they leave the venue alone or with people they didn't arrive with.

PS3: Welfare Officer

- (i) There shall be a minimum of one dedicated 'welfare officer' employed at the venue. As a minimum they shall be on duty every Friday, Saturday and days preceding Bank Holidays from 22:00 until the closing time of the venue.
- (ii) This member of staff shall be trained in order to recognise the signs of drunkenness, drug abuse, underage customers, vulnerability and predatory behaviour or any activity which may lead to crime and disorder.
- (iii) They shall not be engaged in other duties within the venue such as cleaning, glass collecting or bar work.
- (iv) The welfare officer(s) shall be in a position to be able to freely communicate and liaise with the venue management, SIA security and bar staff.
- (v) The welfare officer(s) shall be identifiable by wearing a pink fluorescent tabard with 'welfare officer' printed in white on the rear.
- (vi) A log shall be kept at the venue and be made available to responsible authorities at all times, detailing the name of the welfare officer(s) and the times and dates which they worked.

PS4: Electronic Identification Scanning System

- (i) The premises licence holder shall operate and maintain in good working order, an electronic identification scanning system such as 'Scannet' or similar electronic document scanning device if commercially available.

- (ii) All customer entering the premises shall be asked to produce photographic identification, such as a valid passport, valid driving licence or PASS card and agree to the said identification being used for scanning. Customers who do not agree to this will be refused entry.
- (iii) All identification provided by customers shall be scanned electronically.
- (iv) The premises licence holder or venue representative will notify the Police Licensing Department responsible for the area in writing or by e-mail as soon as reasonably practicable if any issues arise in respect of the operation of the scanning system or the internet service accompanying it.

PS5: Staff Training

- (i) Before commencing their duties, all new staff must receive information and training concerning the sale of age-restricted products.
- (ii) This training must cover their legal responsibilities and action to be taken in the event of suspicions being aroused that someone is purchasing or attempting to purchase an item under the legal age.
- (iii) All employees will sign a letter to acknowledge that they have completed this training and have understood their responsibilities in this area.
- (iv) This training should be reviewed and updated at reasonable intervals, but at least annually.

Public Nuisance

- PN1: Whilst music is being played as part of regulated entertainment, the licensee or appointed member of staff shall check periodically that noise levels are acceptable. Such monitoring shall be carried out at the boundary of the premises to ensure that local residents are not likely to be disturbed.
- PN2: Prominent, clear notices shall be displayed at all exits requesting customers to respect the needs of local residents, to leave the premises and the area quietly.
- PN3: Staff shall be given appropriate instructions and training to encourage customers to leave the premises quietly and not to loiter in the vicinity of the premises so as to minimize disturbance to local residents.
- PN4: Prominent, clear notices shall be displayed at the point of sale and all exits requesting customers to use the litter bins provided.

PN5: Regulated entertainment shall be restricted to the inside of the premises.

PN6: All doors and windows that are capable of being opened directly to the outside of the premises shall be kept closed, except for access and egress, whilst the premises are in use for the purposes of regulated entertainment.

PN7: The volume of music shall be reduced to a background level no later than 30 minutes before the premises close.

PN8: A dispersal policy shall be implemented and adhered to.

PN9: The rear smoking area will close to the public no later than 03:00

Protection of Children

PC1: Challenge 25

(i) There shall be a Challenge 25 policy operating at the premises. Challenge 25 means that the holder of the premises licence shall ensure that every individual, who visually appears to be under the age of 25 years of age and is seeking to purchase or be supplied with alcohol at the premises or from the premises, shall produce identification proving that individual to be 18 years of age or older.

(ii) Acceptable identification for the purposes of age verification shall include a photocard driving licence, valid passport or photographic identification bearing the 'PASS' logo and person's date of birth.

(iii) If the person seeking alcohol is unable to produce acceptable means of identification, no sale or supply of alcohol shall be made to or for that person.

(iv) Challenge 25 posters shall be displayed in prominent positions at the premises.

~~PC1: The premises shall adopt and implement the Hampshire Constabulary's Challenge 21 Scheme.~~

PC3: No person under the age of 18 years shall be permitted on the premises after 2100.