

## **Continuation Sheet Part 1**

### **Conditions to be removed:**

#### **Annex 1 – Mandatory conditions.**

#### **Conditions which reproduce the effect of any restriction imposed on the use of the premises by specified enactments**

9. No person under fourteen shall be in the bar of the licensed premises during the permitted hours unless one of the following applies:

- a) He is the child of the holder of the premises licence.
- b) He resides in the premises, but is not employed there.
- c) He is in the bar solely for the purpose of passing to or from some part of the premises which is not a bar and to or from which there is no other convenient means of access or egress.
- d) The bar is in railway refreshment rooms or other premises constructed, fitted and intended to be used bona fide for any purpose to which the holding of the licence is ancillary.

In this condition "bar" includes any place exclusively or mainly used for the consumption of intoxicating liquor. But an area is not a bar when it is usual for it to be, and it is, set apart for the service of table meals and alcohol is only sold or supplied to persons as an ancillary to their table meals.

10. The terminal hour for late night refreshment on New Year's Eve is extended to 05:00 on New Year's Day.

#### **Annex 3 – Conditions attached after a hearing by the licensing authority**

12. Alcohol shall not be sold, supplied, consumed in or taken from the premises except during permitted hours.

In this condition, permitted hours means:

- a) Monday to Thursday 10:00 to 23:30;
- b) Friday to Saturday 10:00 to 00:00;
- c) Sunday 12:00 to 22:30;
- d) Sunday Before Bank Holiday 12:00 to 00:00;
- e) On New Year's Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on the following day (or, if there are no permitted hours on the following day, 00.00 midnight on 31st December).

NOTE - The above restrictions do not prohibit:

- a) the sale or supply of alcohol to or the consumption of alcohol by any person
- b) residing in the licensed premises;
- c) the ordering of alcohol to be consumed off the premises, or the despatch by the
- d) vendor of the alcohol so ordered;
- e) the sale of alcohol to a trader or registered club for the purposes of the trade or
- f) club;
- g) the sale or supply of alcohol to any canteen or mess, being a canteen in which
- h) the sale or supply of alcohol is carried out under the authority of the Secretary of
- i) State or an authorised mess of members of Her Majesty's naval, military or air
- j) forces;
- k) the taking of alcohol from the premises by a person residing there;

- l) the supply of alcohol for consumption on the premises to any private friends of a
- m) person residing there who are bona fide entertained by him at his own expense,
- n) or the consumption of alcohol by persons so supplied;
- o) the supply of alcohol for consumption on the premises to persons employed
- p) there for the purposes of the business carried on by the holder of the licence, or
- q) the consumption of liquor so supplied, if the liquor is supplied at the expense of
- r) their employer or of the person carrying on or in charge of the business on the
- s) premises.

In this condition, any reference to a person residing in the premises shall be construed as including a person not residing there but carrying on or in charge of the business on the premises.

## **Continuation Sheet Part 2:**

### **The following conditions to be included in the Licence:**

#### **CCTV**

Subject to Data Protection Legislation and the guidance of the Information Commissioner in respect of CCTV time to time having effect:-

- a) The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Westminster Police Licensing Team.
- b) All entry and exit points shall be covered by CCTV enabling frontal identification of every person entering in any light condition.
- c) The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises and will include the external area immediately outside the premises entrance.
- d) All recordings shall be stored for a minimum period of 31 days with date and time stamping.
- e) Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31-day period.

A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open. Subject to Data Protection Legislation and the guidance of the Information Commissioner in respect of CCTV time to time having effect this staff member must be able to provide immediate viewing of the footage and provide the Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.

#### **Refusals register**

- a) A record shall be kept at the premises detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record shall be available for immediate inspection at the premises by the police or an authorised officer of the City Council at all times whilst the premises is open.

#### **Incident log**

An incident log shall be kept at the premises and made available on request to an authorised officer of the City Council or the Police. It must be completed within 24 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 at the premises
- e) all seizures of drugs or offensive weapons
- f) any faults in the CCTV system, searching equipment or scanning equipment
- g) any refusal of the sale of alcohol
- h) any visit by a relevant authority or emergency service.

#### **WAVE training**

- a) The premises licence holder shall ensure that the management team and all relevant staff at the premises complete Welfare and Vulnerability Engagement (WAVE) training and training in the Ask Angela scheme. This training will be completed every (6) months, and training records shall be made available to Police and authorised council officers upon request.

#### **Dispersal Policy**

- a) The Premises Licence Holder shall, at all times comply with a dispersal plan, as shall be amended from time to time. Copies of the document shall be retained at the Premises and made readily available to the Police and the Licensing Authority upon request. The Plan shall include the management of customers external to the premises, including quiet arrival, departure and dispersal of customers on foot or by motor vehicles. The Plan shall be reviewed at least annually and whenever the Premises Licence Holder becomes aware of issues associated with the dispersal of customers.
- b) All customer facing staff including door supervisors shall receive training on the content of the dispersal plan dealing with dispersal immediately and new staff, within one month of commencing their employment. A record of the content and date of training for each member of staff shall be retained for at least 1 year and made available to the responsible authorities on request.

#### **Challenge 25 Policy**

- a) A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.

#### **SIA**

- a) A minimum of 1 SIA licensed door supervisors shall be on duty at the premises from 21.00 hrs until close every Thursday, Friday and Saturday.
- b) The need for door supervisors at the premises shall be subject of a written risk assessment completed by a competent person. This risk assessment shall be retained on the Premises and made immediately available to Police or an authorised officer at Westminster City Council upon request. A competent person shall include a Manager of the Premises Licence Holder, the DPS or a SIA registered approved contractor.

#### **No under 18's**

- a) No persons under the age of 18 shall be permitted on the premises whilst provision of licensable activities takes place.