

## Licensing Act 2003 A Guide to Completing your Operating Schedules

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### OPERATING SCHEDULE

The operating schedule will form part of the completed application form for a Premises Licence or Club Premises Certificate. An operating schedule should include information which is necessary to enable any responsible authority or interested party to assess whether the steps to be taken to promote licensing objectives are satisfactory.

Where the operating schedule forms part of a **New Application or an Application to a Vary Conditions**, the Council will take the following general matters into account:-

- Type of activity
- Duration of proposed licensable activities which are regulated entertainment
- Proposed hours of operation
- Capacity / occupancy levels of premises
- Proximity to local residents, and in particular where residents are located above, below, opposite or immediately adjacent to premises
- Access to public transport services

### MANDATORY CONDITIONS

Where a Premises Licence authorises the supply and sale of alcohol, the licence must include conditions prohibiting the supply and sale of alcohol.

- (a) At a time when there is no Designated Premises Supervisor in respect of the premises

**OR**

- (b) At a time when the Designated Premises Supervisor does not hold a personal licence.

In addition the licence must include a condition that the supply and/or sale of alcohol is made or authorised by a person who holds a Personal Licence.

Where a Premises Licence authorises the exhibition of films, it must include a condition restricting the admission of children in accordance with the film classification.

Where a Premises Licence includes a condition requiring any person to carry out a Security Activity, the licence must include a condition requiring that person to be licensed by the Security Industry Authority (SIA) Exemptions to this requirement are:-

- (1) Premises which hold a Premises Licences authorising plays or films.
- (2) Premises being used exclusively by a club with a Club Premises Certificate, under a Temporary Event Notice authorising plays or films or under a Gaming Licence.
- (3) Any occasion on which letters patent of the Crown make it lawful for those premises to be used for the public performance of plays without a licence (prescribed by regulations under the Act).

**Below are examples of ways in which you can promote the licensing objectives and could be included in your Operating Schedule.**

*(Please Note: This list is neither definitive nor prescriptive, but is merely clearly worded examples of possible ways in which the licensing objectives can be promoted).*

**Remember, what you put in your Operating Schedule may be translated into a condition on your premises licence or Club Premises Certificate. Do not include anything that you do not intend to do to promote the licensing objectives.**

## CRIME AND DISORDER

<b><u>Door Supervisors</u></b>		<b>I intend to promote the 4 licensing objectives by</b> (please tick)
1.	Will be correctly registered with the Security Industry Authority (S.I.A.).	<input type="checkbox"/>
2.	Will display the correct name / Identification Badge.	<input type="checkbox"/>
3.	Will carry an S.I.A. licence at all times.	<input type="checkbox"/>
4.	Door supervisor ratio agreed by the Police and Licensing Authority, which is 1: ____	<input type="checkbox"/>
5.	A female door supervisor will be available if searches are to be conducted on female customers.	<input type="checkbox"/>
6.	Where there are 5 or more door supervisors, at least one of these will be female.	<input type="checkbox"/>
7.	Will wear clothing that can be easily and clearly identifiable on Closed Circuit Television (C.C.T.V.) – yellow reflective tabards.	<input type="checkbox"/>
8.	Will be in attendance at the entrance of the premises from ____ hrs until the main exit doors to the premises are closed, and at any time when patrons may be queuing for access.	<input type="checkbox"/>
9.	Door Supervisors will be issued with multi-channel radios capable of communicating with other door supervisors, the designated premises supervisor and Town Centre radio link.	<input type="checkbox"/>
10.	A Door Supervisor Register is kept and includes names, dates and times of the persons employed in such capacity.	<input type="checkbox"/>
<b><u>C.C.T.V.</u></b>		
11.	A C.C.T.V. system has been installed and is working to the satisfaction of Thames Valley Police and the Licensing Authority.	<input type="checkbox"/>
12.	Recordings will be maintained for an appropriate period of time to be agreed with the Police and the Licensing Authority.	<input type="checkbox"/>

<b>CRIME AND DISORDER</b>		<b>I intend to promote the 4 licensing objectives by</b> (please tick)
<b>C.C.T.V.</b> (Cont'd)		
13.	If the C.C.T.V. equipment fails, then Police and the Licensing Authority will be informed immediately by telephone and immediate steps will be taken to put the equipment back into working order.	<input type="checkbox"/>
14.	A notice will be displayed at the entrance to the premises advising that C.C.T.V. is in operation.	<input type="checkbox"/>
15.	At least one C.C.T.V. camera will be in operation at the front of the premises at all times when the premises is in use.	<input type="checkbox"/>
<b><u>Bottles and glasses</u></b>		
16.	Alcohol and soft drinks will be served in plastic or toughened glasses.	<input type="checkbox"/>
17.	All bottles sold will be made of plastic (where available).	<input type="checkbox"/>
18.	Where glass bottles are to be used the contents will be decanted into plastic or toughened glasses where it is not intended that the contents are to be consumed direct from the bottle.	<input type="checkbox"/>
19.	Customers carrying open or sealed bottles or glasses will not be admitted to the premises at any time.	<input type="checkbox"/>
20.	Customers will not be permitted to take open containers of alcohol or soft drinks from the premises.	<input type="checkbox"/>
21.	All bottles and glasses are to be removed from public areas as soon as the contents have been drunk or are empty.	<input type="checkbox"/>
22.	Bottle bins for collection or empty bottles will not be accessible to members of the public.	<input type="checkbox"/>
<b><u>Radios</u></b>		
23.	<u>*I am / We are</u> members of the Town Link Radio System which provides two way communication between licensed premises in Slough the Police and the Licensing Authority (i.e. C.C.T.V). <i>*(Delete as applicable)</i>	<input type="checkbox"/>
24.	The equipment will be kept in working order at all times.	<input type="checkbox"/>

<b>CRIME AND DISORDER</b>		<b>I intend to promote the 4 licensing objectives by</b> (please tick)
<b>Radios</b> (Cont'd)		
25.	The equipment will be on at all times the premises are open to the public, and will be monitored by the Designated Premises Supervisor or other responsible staff member.	<input type="checkbox"/>
26.	All instances of crime and disorder will be reported to the Police as soon as reasonably practicable via C.C.T.V. or the radio.	<input type="checkbox"/>
<b><u>Capacity Limits</u></b>		
27.	We have a capacity limit of _____ to prevent overcrowding which could lead to crime and disorder.	<input type="checkbox"/>
28.	The capacity limit is based on advice from the Police, Fire Service and own risk assessment.	<input type="checkbox"/>
29.	Door supervisors will ensure the capacity limits are not exceeded, at all times.	<input type="checkbox"/>
<b><u>Proof of Age Cards</u></b>		
30.	We have a proof of age policy that has been formulated in discussion with the Police and the Licensing Authority.	<input type="checkbox"/>
<b><u>Drinks Promotions</u></b>		
31.	All-inclusive nights or other irresponsible drinks promotions will not be permitted.	<input type="checkbox"/>
32.	The Designated Premises Supervisor or a Personal Licence holder will be in charge of the premises when any drinks promotions are taking place.	<input type="checkbox"/>
<b><u>Drugs</u></b>		
33.	We have an anti-drugs policy that has been agreed following discussion with the Police and the Licensing Authority and is in line with the Safer Clubbing Guidance.	<input type="checkbox"/>
34.	A secure facility to store controlled drugs prior to collection is available.	<input type="checkbox"/>
35.	A drugs register will be maintained.	<input type="checkbox"/>
36.	The Police will be notified of all seizures of controlled drugs.	<input type="checkbox"/>

<b>CRIME AND DISORDER</b>		<b>I intend to promote the 4 licensing objectives by</b> (please tick)
<b><u>Notices</u></b>		
37.	Crime prevention notices are displayed warning customers of the possibility of crime which may target them, e.g. <b>“Bags should not be left unattended”, “Watch out for Pickpockets”</b> .	<input type="checkbox"/>
38.	A detailed <b>“Customer Code of Conduct”</b> poster is conspicuously displayed warning customers that if they act in an inappropriate manner they could be barred from all licensed premises in the vicinity.	<input type="checkbox"/>
39.	Any restrictions on the admission of children to the premises are conspicuously displayed outside the premises.	<input type="checkbox"/>
<b><u>General</u></b>		
40.	<u>*I am / We are</u> a member of Pubwatch and a representative attends Pubwatch meetings and participates in all initiatives. <i>*(Delete as applicable)</i>	<input type="checkbox"/>
41.	A Personal Licence holder will be at the premises at all times when alcohol is being sold or regulated entertainment is being provided.	<input type="checkbox"/>
42.	We have a policy on the safe management of large groups, i.e. hen and stag parties.	<input type="checkbox"/>
43.	A secure area for customer’s personal belongings is available.	<input type="checkbox"/>
44.	We provide food that is available at all times when the premises are open.	<input type="checkbox"/>
45.	During under 18 nights, no alcohol is available to any customers.	<input type="checkbox"/>

## PUBLIC SAFETY

<b><u>Fire Safety</u></b>		<b>I intend to promote the 4 licensing objectives by</b> (please tick)
46.	We have conducted a suitable Fire Risk Assessment at the premises and implemented the necessary control measures.	<input type="checkbox"/>
47.	All exit doors are easily operable without the use of a key, card, code or similar means.	<input type="checkbox"/>
48.	Exit doors are regularly checked to ensure they function satisfactorily.	<input type="checkbox"/>
49.	Records of all these checks are kept and can be produced on request.	<input type="checkbox"/>
50.	All removable security fastenings are removed whenever the premises are open to the public or staff.	<input type="checkbox"/>
51.	All fire doors are maintained unobstructed and effectively self-closing and will not be held open other than with approved devices.	<input type="checkbox"/>
52.	Fire resistant doors to service shafts, ducts and cupboards are kept locked shut.	<input type="checkbox"/>
53.	Step and stair edges are appropriately highlighted so as to be conspicuous.	<input type="checkbox"/>
54.	Hangings, curtains and temporary decorations are maintained in a flame retardant condition.	<input type="checkbox"/>
55.	Upholstered seating is fire retardant and complies with current fire safety regulations.	<input type="checkbox"/>
56.	Curtains, hangings and temporary decorations are located so as not to obstruct exits, fire safety signs or fire-fighting equipment.	<input type="checkbox"/>
57.	Notices detailing the actions to be taken in the event of fire or other emergency are prominently displayed and maintained in good condition.	<input type="checkbox"/>
58.	Access is provided for emergency vehicles and kept clear and free from obstruction at all times.	<input type="checkbox"/>

<b>PUBLIC SAFETY</b>		<b>I intend to promote the 4 licensing objectives by</b> (please tick)
<b><u>Fire Safety</u></b> (Cont'd)		
59.	Fire drill and emergency lighting tests are conducted weekly / monthly. Records of these tests are available upon request.	<input type="checkbox"/>
60.	All fire exits and means of escape are signed in accordance with BS5499: Part 1: Specification for Fire Safety Signs : 1990.	<input type="checkbox"/>
61.	An evacuation policy is in place that is to the satisfaction of the Fire Authority. All staff members have been trained in fire and emergency evacuation procedures.	<input type="checkbox"/>
62.	Wall and ceiling finishes are fire resistant to the appropriate standard.	<input type="checkbox"/>
63.	Exit doors open outwards or are secured in the open position if this is not the case.	<input type="checkbox"/>
<b><u>Disabled People</u></b>		
64.	Adequate arrangements exist to enable the safe movement within the premises of disabled people and their safe evacuation in the event of an emergency.	<input type="checkbox"/>
<b>PUBLIC SAFETY</b>		
<b><u>First Aid</u></b>		
65.	Adequate and appropriate First Aid equipment and materials are available on the premises.	<input type="checkbox"/>
66.	At least one suitable trained First Aider will be on duty when the public are present.	<input type="checkbox"/>
67.	If more than one First Aider is present, their respective duties will be clearly defined.	<input type="checkbox"/>
68.	First Aiders are trained to deal with drug and alcohol related problems.	<input type="checkbox"/>
<b>PUBLIC SAFETY</b>		
<b><u>Fire Safety - Lighting</u></b>		
69.	In the absence of adequate daylight suitable and sufficient artificial lighting is provided and maintained in any area accessible to the public.	<input type="checkbox"/>

<b>PUBLIC SAFETY</b>		<b>I intend to promote the 4 licensing objectives by</b> (please tick)
<b><u>Fire Safety – Lighting</u></b> (Cont'd)		
70.	Fire safety signs are adequately illuminated.	<input type="checkbox"/>
71.	Emergency lighting is installed and regularly maintained.	<input type="checkbox"/>
72.	Emergency lighting batteries are fully charged before the admission of the public.	<input type="checkbox"/>
73.	The emergency lighting battery has a capacity of <b>15</b> minutes to allow adequate evacuation of the premises.	<input type="checkbox"/>
74.	Emergency lighting tests are conducted monthly. Records of these tests are available upon request.	<input type="checkbox"/>
<b>PUBLIC SAFETY</b>		
<b><u>Safety Certificates</u></b>		
75.	The premises have either a current and satisfactory National Inspection Council (for) Electrical Installation Contracting (N.I.C.E.I.C.) or Electrical Contractors Association (E.C.A.) periodic electrical installation report. An inspection is carried out every _____ year(s) and a new report will be obtained each time.	<input type="checkbox"/>
76.	The premises have either a current satisfactory N.I.C.E.I.C. or E.C.A. periodic emergency lighting report. An inspection is carried out every _____ year(s) and a new report obtained each time.	<input type="checkbox"/>
77.	The premises have a current Council (for) Registered Gas Installers (C.O.R.G.I.) certificate of inspection in respect of any gas boiler, calorifier or appliance. An inspection is carried out every _____ year(s) and a new report obtained each time.	<input type="checkbox"/>
78.	The premises have a current Oil Firing Technical Association (O.F.T.E.C.) certificate of inspection in respect of any oil-fired boiler or appliance. An inspection is carried out every _____ year(s) and a new report will be obtained at these intervals.	<input type="checkbox"/>
79.	The premises have a certificate issued by a suitably qualified and competent person confirming the safety of any suspended ceilings installed at the premises.	<input type="checkbox"/>
80.	The premises have current and suitable Public Liability Insurance in the sum of £_____ million. A certificate will be obtained each year and displayed at the premises.	<input type="checkbox"/>

<b>PUBLIC SAFETY</b> <b><u>Safety Certificates</u></b> (Cont'd)		<b>I intend to promote the 4 licensing objectives by</b> (please tick)
81.	The premises have current certificates of inspection for all portable fire fighting equipment. An inspection is carried out every ____ year(s) and new certificates will be obtained at these intervals.	<input type="checkbox"/>
82.	The premises have a current certificate of inspection for the fire detection alarm. An inspection is carried out every ____ year(s) and a new certificate will be obtained at these intervals.	<input type="checkbox"/>
83.	Any temporary electrical installation being used is checked before use by a N.I.C.E.I.C. or E.C.A. electrician and a temporary electrical installation report or a certificate of compliance with British Standard BS7909: 1998 will be obtained.	<input type="checkbox"/>
<b>PUBLIC SAFETY</b> <b><u>Indoor Sports Entertainments</u></b>		
84.	An appropriately qualified Medical Practitioner is present throughout any sports entertainment involving boxing, wrestling, judo, karate or other sports entertainment of a similar nature.	<input type="checkbox"/>
85.	Where a ring is involved, it is constructed and maintained by a competent person and inspected by a competent authority before use. Any material used to form this is fire-retardant.	<input type="checkbox"/>
86.	At any wrestling or similar entertainment, members of the public will not occupy any seat within 2.5 metres of the ring.	<input type="checkbox"/>
87.	At water sports entertainments, an appropriate member of staff trained in rescue and life saving procedures is stationed within the vicinity of the water at all times.	<input type="checkbox"/>
<b>PUBLIC SAFETY</b> <b><u>Special Effects</u></b>		
88.	The use of special effects or mechanical installations is arranged, operated and stored so as to minimise any risk to the safety of the audience, performers and staff.	<input type="checkbox"/>

<b>PUBLIC SAFETY</b> <b><u>Special Effects</u></b> (Cont'd)		<b>I intend to promote the 4 licensing objectives by</b> (please tick)
89.	Special effects including the following will only be used with prior notification to the Licensing and/or Fire authorities:-  Dry ice machines and cryogenic fog; Smoke machines and fog generators; Pyrotechnics, including fireworks; Real flame; Firearms; Motor vehicles; Strobe lighting; Lasers; Explosives and highly flammable substances.	<input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>PUBLIC SAFETY</b> <b><u>General</u></b>		
90.	All safety signs warning customers about the risks to their health and safety are to comply with BS5378 1980 : Safety Signs and Colours.	<input type="checkbox"/>
91.	Free drinking water will be available at all times when the premises is open to the public and taps are labelled as such.	<input type="checkbox"/>
92.	A chill out area to the satisfaction of the Police and Licensing Authority is provided.	<input type="checkbox"/>
93.	Personal safety messages are displayed, e.g. <b>“Make mine a safe one”</b> or similar poster campaign.	<input type="checkbox"/>
94.	A <b>“Hot Line”</b> to local taxi firms is available.	<input type="checkbox"/>
95.	A policy is in place for escorting all patrons from the premises to a licensed taxi or private hire vehicle should a request be made.	<input type="checkbox"/>
96.	A <b>“No Smoking”</b> area of such a size and design that it genuinely provides a suitable area for customers wishing to be separated from smoking areas is available.	<input type="checkbox"/>
97.	A <b>“No Smoking at the Bar”</b> policy is operated and enforced at the premises.	<input type="checkbox"/>
98.	We operate a complete no smoking policy at the premises.	<input type="checkbox"/>

<b>PUBLIC SAFETY</b>		<b>I intend to promote the 4 licensing objectives by</b> (please tick)
<b>General</b> (Cont'd)		
99.	Seats are available to accommodate _____% of the maximum capacity of the premises.	<input type="checkbox"/>
100.	A continuous and accurate record is maintained of the number of patrons within the premises. These records are available upon request.	<input type="checkbox"/>
101.	Searching as a condition of entry will be considered at all times and will be mandatory when directed by Police.	<input type="checkbox"/>
102.	A survey of the noise levels to which customers are subjected to has been undertaken by a suitably qualified and competent person and adjustments have been made to reduce levels, wherever necessary.	<input type="checkbox"/>
103.	Notices are displayed advising customers that they may be subjected to high levels of noise which may affect their hearing.	<input type="checkbox"/>

## PUBLIC SAFETY (Theatres, Cinemas, Concert Halls and similar places)

<b><u>Premises used for closely seated audiences</u></b>		<b>I intend to promote the 4 licensing objectives by</b> (please tick)												
<b><u>Attendants</u></b>														
104.	The number of attendants on each floor in the auditorium is _____.	<input type="checkbox"/>												
	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Number of members of the audience present on a floor</th> <th style="width: 50%; padding: 5px;">Minimum number of attendants required to be present on that floor</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">1 – 100</td> <td style="text-align: center; padding: 5px;">One</td> </tr> <tr> <td style="text-align: center; padding: 5px;">101 – 250</td> <td style="text-align: center; padding: 5px;">Two</td> </tr> <tr> <td style="text-align: center; padding: 5px;">251 – 500</td> <td style="text-align: center; padding: 5px;">Three</td> </tr> <tr> <td style="text-align: center; padding: 5px;">501 – 750</td> <td style="text-align: center; padding: 5px;">Four</td> </tr> <tr> <td style="text-align: center; padding: 5px;">751 – 1000</td> <td style="text-align: center; padding: 5px;">Five</td> </tr> </tbody> </table> <p style="margin: 0; padding: 5px;">And one additional attendant for each additional 250 persons (or part thereof)</p>	Number of members of the audience present on a floor	Minimum number of attendants required to be present on that floor	1 – 100	One	101 – 250	Two	251 – 500	Three	501 – 750	Four	751 – 1000	Five	
Number of members of the audience present on a floor	Minimum number of attendants required to be present on that floor													
1 – 100	One													
101 – 250	Two													
251 – 500	Three													
501 – 750	Four													
751 – 1000	Five													
105.	Attendants are not engaged in any duties that would hinder the prompt discharge of their duties in the event of an emergency or result in their absence from the auditorium when they are on duty.	<input type="checkbox"/>												
106.	Attendants are readily identifiable to the audience.	<input type="checkbox"/>												
107.	The premises are only used for a closely seated audience in accordance with seating plans. A copy of the plan is available at the premises.	<input type="checkbox"/>												
108.	No article will be permitted to be attached to the back of any seat which would reduce the clear width of seatways or cause a tripping hazard or obstruction.	<input type="checkbox"/>												
109.	The premises have a certificate confirming the suitability of the design, construction and loading of any temporary seating which should be kept available at all times.	<input type="checkbox"/>												

<b>PUBLIC SAFETY (Theatres, Cinemas, Concert Halls and similar places)</b>		<b>I intend to promote the 4 licensing objectives by</b> (please tick)
<b><u>Gangways</u></b>		
110.	Sitting on floors will not be permitted except where authorised in the Premises Licence.	<input type="checkbox"/>
111.	Waiting or standing will not be permitted except in areas designated in the Premises Licence.	<input type="checkbox"/>
112.	In no circumstances is anyone permitted to:-  (i) Sit in any gangway; (ii) Stand or sit in front of an exit; or (iii) Stand or sit on any staircase including any landings.	<input type="checkbox"/>
<b><u>Special Effects</u></b>		
113.	The use of special effects or mechanical installations is arranged, operated and stored so as to minimise any risk to the safety of the audience, performers and staff special effects include:  Dry ice machines and cryogenic fog; Smoke machines and fog generators; Pyrotechnics, including fireworks; Real flame; Firearms; Motor vehicles; Strobe lighting; Lasers; Explosives and highly flammable substances.	<input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b><u>Fire Safety</u></b>		
114.	All scenery used is maintained flame-retardant.	<input type="checkbox"/>
115.	Where a safety curtain is provided, it is to be arranged so as to protect the audience from the effects of a fire or smoke on stage for sufficient time, to be agreed with the Fire Authority before any performances take place, to enable the safe evacuation of the auditorium.	<input type="checkbox"/>
<b><u>General</u></b>		
116.	Clothing or other objects will not be permitted to be placed over balcony rails or upon balcony fronts.	<input type="checkbox"/>

<b>PUBLIC SAFETY (Theatres, Cinemas, Concert Halls and similar places)</b>		<b>I intend to promote the 4 licensing objectives by</b> (please tick)
<b>General</b> (Cont'd)		
117.	No drinks will be sold to or consumed by a closely seated audience unless they are in plastic or paper containers.	<input type="checkbox"/>
118.	All ceilings in those parts of the premises to which the audience are admitted will be inspected by a suitably qualified and competent person every ____ year(s). A certificate confirming the safe conditions of the ceilings is kept at the premises.	<input type="checkbox"/>
119.	Where the potential audience exceeds 250, all seats in the auditorium are, except in boxes accommodating not more than 8 persons, either securely fixed to the floor or securely linked together in lengths of not fewer than four or more than twelve.	<input type="checkbox"/>
<b><u>Premises use for film exhibitions</u></b>		
120.	The number of attendants on each floor in the auditorium is _____.	<input type="checkbox"/>
<b><u>Attendants – premises without a staff alerting system</u></b>		
	Number of members of the audience present on the premises	Minimum number of attendants required to be on duty
	1 – 250	Two
And one additional attendant for each additional 250 members of the audience present (or part thereof)		<input type="checkbox"/>
Where there are more than 150 members of an audience in any auditorium or on any floor.	At least one attendant shall be present in any auditorium or on any floor.	

<b>PUBLIC SAFETY (Theatres, Cinemas, Concert Halls and similar places)</b>			<b>I intend to promote the 4 licensing objectives by</b> (please tick)
<b><u>Attendants – premises with a staff alerting system</u></b>			
	Number of members of the audience present on the premises	Minimum number of attendants required to be on duty	Minimum number of other staff on the premises who are available to assist in the event of an emergency
	1 - 500	Two	One
	501 – 1000	Three	Two
	1001 – 1500	Four	Four
	1501 or more	Five plus one for every 500 (or part thereof) persons over 2000 on the premises.	Five plus one for every 500 (or part thereof) persons over 2000 on the premises.
121.	The staff alerting system is maintained in working order.		<input type="checkbox"/>
<b><u>Flammable films</u></b>			
123.	No flammable films will be allowed on the premises without prior notification to the Fire Authority.		<input type="checkbox"/>
<b><u>Lighting</u></b>			
124.	The level of lighting in the auditorium is consistent with the effective presentation of the film. This will normally be in compliance with British Standards CP 1007 : 1955 – Maintained Lighting for Cinemas.		<input type="checkbox"/>

## PREVENTION OF PUBLIC NUISANCE

<b><u>Noise and vibration</u></b>		<b>I intend to promote the 4 licensing objectives by</b> (please tick)
125.	A noise management plan has been devised and is in operation at the premises.	<input type="checkbox"/>
126.	Noise or vibration from the premises will be maintained at a level that will not be audible at the façade of any neighbouring noise sensitive premises.	<input type="checkbox"/>
127.	Doors and windows will be kept closed when regulated entertainment is taking place.	<input type="checkbox"/>
128.	All windows are double glazed to minimise the breakout of noise.	<input type="checkbox"/>
129.	The premises are air-conditioned to avoid the need to open doors and windows for ventilation.	<input type="checkbox"/>
130.	All entrances and exits have an effective lobby to minimise the breakout of noise.	<input type="checkbox"/>
131.	Noise limiters are fitted to amplification equipment and have been set at a level agreed with the local authority.	<input type="checkbox"/>
132.	Prominent, clear and legible notices are displayed at all exits requesting patrons to respect the needs of local residents and to leave the premises and the area quietly.	<input type="checkbox"/>
133.	The use of explosives, pyrotechnics and fireworks of a similar nature which could cause disturbance in surrounding areas is not permitted.	<input type="checkbox"/>
134.	Disposal of empty bottles into waste receptacles outside the premises will not be permitted to take place between the hours of 23:00 hrs and 07:00 hrs to minimise disturbance to nearby occupiers.	<input type="checkbox"/>
135.	For the final hours of opening the music is reduced in volume and is discernibly quieter.	<input type="checkbox"/>
136.	The playing of live or recorded music in garden or outside seating areas of the premises is not permitted.	<input type="checkbox"/>
137.	The playing of live or recorded music in garden or outside seating areas of the premises is not permitted after ____ hrs.	<input type="checkbox"/>

<b>PREVENTION OF PUBLIC NUISANCE</b>		<b>I intend to promote the 4 licensing objectives by</b> (please tick)
<b><u>Noise and vibration</u></b> (Cont'd)		
138.	The garden or outside seating areas are closed to the public after _____ hrs.	<input type="checkbox"/>
139.	All fixed plant and equipment at the premises e.g. ventilation systems that produce significant levels of noise are fitted with appropriate means of noise suppression and are restricted in their use so as to minimise disturbance to any neighbouring noise sensitive premises.	<input type="checkbox"/>
140.	A full acoustic survey into the impact of noise from the premises has been carried out by a competent person. All recommendations have been carried out.	<input type="checkbox"/>
141.	Children's inflatable play equipment <i>*will / will not</i> be in use at the premises. <i>*(Please delete as applicable)</i>	<input type="checkbox"/>
<b><u>Noxious smells</u></b>		
142.	All ventilation and extract systems are designed and maintained so as to prevent noxious smells causing a nuisance to nearby properties.	<input type="checkbox"/>
143.	Refuse receptacles are cleaned with disinfectant at least weekly.	<input type="checkbox"/>
<b><u>Light pollution</u></b>		
144.	Flashing / bright / flood lights used outside the premises and any security or access lighting installed will not be operated so as to cause a nuisance to nearby occupiers.	<input type="checkbox"/>
145.	All external lighting, including floodlighting, is directed away from adjacent occupiers.	<input type="checkbox"/>
<b><u>Litter</u></b>		
146.	_____litter receptacles are placed outside the premises for customers to use and are emptied at least daily.	<input type="checkbox"/>
147.	The premises has a waste collection contract with _____ who remove waste.	<input type="checkbox"/>
148.	Staff undertake a litter pick to a distance of _____ metres around the premises daily.	<input type="checkbox"/>

## PROTECTION OF CHILDREN FROM HARM

<b><u>General</u></b>		<b>I intend to promote the 4 licensing objectives by</b> (please tick)
149.	The premises provides entertainment of a clearly adult or sexual nature and as such access is not permitted to people under 18 years.	<input type="checkbox"/>
150.	The premises has clear signs displayed for restricting people under 18 years.	<input type="checkbox"/>
151.	The hours of the day during which age restrictions apply are between _____ hrs and _____ hrs.	<input type="checkbox"/>
152.	Alcohol is not available on the premises when only under 18's are permitted.	<input type="checkbox"/>
153.	The premises operates a proof of age policy that has been agreed by the police.	<input type="checkbox"/>
154.	When children are allowed on the premises, a "no smoking" area of such a size and design that it genuinely provides a suitable, comfortable area for children and families wishing to be separated from smoking areas will be available.	<input type="checkbox"/>
155.	A crime prevention policy agreed by the police and local authority is in place.	<input type="checkbox"/>
<b><u>Nudity and Striptease</u></b>		
156.	Advertising of such events will not be displayed <b><u>on</u></b> the premises so that it is seen from outside the premises.	<input type="checkbox"/>
157.	No person under 18 is permitted to enter the premises whilst nudity or striptease is taking place.	<input type="checkbox"/>
158.	The activities inside the premises cannot be seen from outside the premises.	<input type="checkbox"/>
159.	Conditions relating to regulated entertainment involving striptease, pole dancing, lap dancing, nudity or semi-nudity have been agreed in advance of such events with the Licensing Authority.	<input type="checkbox"/>

<b>PROTECTION OF CHILDREN FROM HARM</b>		<b>I intend to promote the 4 licensing objectives by</b> (please tick)
<b><u>Cinemas</u></b>		
160.	<p>Film classification at the premises is done in the following way:</p> <p><b>U</b> - Universal – suitable for audiences aged 4 years and over.</p> <p><b>PG</b> - Parental Guidance – some scenes may be unsuitable for young children.</p> <p><b>12A</b> - Viewing by persons aged 12 years or older or persons younger than 12 when accompanied by an adult.</p> <p><b>15</b> - Viewing by persons aged 18 years and over.</p>	<input type="checkbox"/>
161.	Immediately before each exhibition of a film classified by the British Board (of) Film Censors (B.B.F.C.) a reproduction of the certificate of the Board is shown on the screen for at least five second that can be easily read by all persons in the auditorium or, as regards a trailer advertising a film, a statement approved by the Board indicating the classification of that film.	<input type="checkbox"/>
162.	Where the Licensing Authority has made a restriction on the admission of children to a film, notices are displayed both inside and outside the premises so that persons are aware of the classification.	<input type="checkbox"/>
<b><u>Performances especially for children</u></b>		
163.	An attendant is stationed in the area(s) occupied by the children and in the vicinity of each exit.	<input type="checkbox"/>
164.	All attendants have completed appropriate Criminal Record Bureau (C.R.B.) checks.	<input type="checkbox"/>
165.	The minimum number of attendants on duty is 1 attendant per 50 children (or part thereof).	<input type="checkbox"/>
<b><u>Children in performances</u></b>		
166.	The backstage facilities are sufficient to accommodate safely the number of children taking part in any performance.	<input type="checkbox"/>
167.	All chaperones and production crew on the show receive instruction on fire and emergency procedures prior to the arrival of the children.	<input type="checkbox"/>

<b>PROTECTION OF CHILDREN FROM HARM</b> <b><u>Children in performances</u></b>		<b>I intend to promote the 4 licensing objectives by</b> (please tick)
168.	Special effects, including smoke, dry ice, rapid pulsating or flashing lights, are not used in such performances, which involve children.	<input type="checkbox"/>
169.	Children performing in productions are kept under adult supervision at all times including transfer from stage to dressing room and anywhere else on the premises.	<input type="checkbox"/>
170.	Children are accounted for at all times in case of an evacuation or emergency.	<input type="checkbox"/>

Name of Applicant: .....

If on behalf of Applicant: .....  
(please enter full details and position)

Date: .....

Std/Democratic Services-Licensing/Licensing Forms/Operating Schedules