

## Appendix E

### Annex 2 - Conditions consistent with the Operating Schedule

#### a) General – all four licensing objectives (b, c, d, e)

See below

#### b) The prevention of crime and disorder

1. The quality and standard of recorded images must meet the requirements of the Police and Local Authority, to enable positive identification of individuals.
2. Recorded images shall be retained by the venue for a period of no less than 31 days.
3. Authorised staff shall be trained in the operation and usage of the CCTV system including the viewing and downloading of images in order that they can be made available to the Police or an authorised officer of a responsible authority upon reasonable request.
4. The frequency, number, location and times that door supervisors will be deployed at the venue will be discussed and agreed with Bedfordshire Police Licensing officer. The agreement will be in a written format and the venue, Police and Local Authority will retain copies. The venue will only operate in accordance with this agreement and the frequency, number and times of door supervisors cannot be reduced without written authorisation from Bedfordshire Police.
5. The wearing of High visibility jackets by door supervisors will be undertaken by all door supervisors whilst on duty from 2100 hrs. on any given day of the week and regardless of where they are deployed within the venue to assist in the identification of Door supervisors.
6. No patrons shall be admitted or re-admitted to the premises after 2100 hrs. on any given day of the week unless they have been scanned by a search wand and, if the search wand is activated, the patron will then be physically searched which will include a 'pat down search' and a full bag search by an SIA trained member of staff.
7. The Licensees / Door supervisors will ensure there is an effective system for monitoring capacity (such as by the accurate, consistent and effective use of clickers).
8. The Door supervisors shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff so as to ensure that there is no public nuisance or obstruction to the public highway.
9. The venue will ensure that the Nite-Net radio system is used during the hours of Luton-safe and other weekday evenings to receive information from other licensed premises, CCTV operators and Bedfordshire Police and to transmit details of those who are disruptive / ejected from the licensed premises and to maintain contact with CCTV and Bedfordshire police.
10. Any weapon or drugs seized shall be placed in a safe or secure area within the venue and the police contacted at the earliest opportunity re collection of items.
11. A4 size printed drugs notices to be positioned in prominent positions within the venue. These notices will have wording similar to
12. "ANY PERSON FOUND USING OR IN POSSESSION OF ANY DRUGS WILL BE BANNED FROM THE PREMISES AND REPORTED TO THE POLICE".
13. An incident log shall maintained and kept at the premises, and made available on request to an authorised officer of Bedfordshire Police, Bedford and Luton Fire and Rescue Service and Central Bedfordshire Council which will record the following:
14. (a) All crimes which occur within the venue.
15. (b) All ejections of patrons.
16. (c) Any incidents of disorder.
17. (d) Seizures of drugs or offensive weapons.
18. A refusals log / electronic till record shall be kept detailing all refused sales of age related products including alcohol. The log should include the date and time of the refused

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sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by authorised officer of Bedfordshire Police, Bedford and Luton Fire and Rescue Service and Central Bedfordshire Council at all times whilst the premises are open.

19. Where Door supervisors are employed / engaged at the premises, a register of door supervisors engaged/employed at the premises shall be kept at the premises for a period of 12 months. The register shall be in diary format with pages consecutively numbered and be produced for inspection by Police, Fire and rescue service or the Licensing Authority on request, and shall include the date, name and SIA registration number, start/finish time for each door supervisor on duty at the premises.

20. Staff will be trained with regard to their responsibilities in the retail sale of alcohol and licence conditions and the measures necessary for compliance with those conditions. A record should be made of the training provided and this record shall be made available to authorised officer of Bedfordshire Police, Bedford and Luton Fire and Rescue Service and Central Bedfordshire Council.

21. No glass or bottles will be allowed in the smoking area outside the venue. Plastic glasses should be made available at the door and all bottles decanted into them.

22. There shall be no sales of alcohol for consumption off the premises.

23. Designate staff to check the premises and the immediate vicinity and clear away all undesirable objects such as, amongst other things, glass and vomit.

### **c) Public safety**

Frequent checks of fire and health & safety regulations to be made.

### **d) The prevention of public nuisance**

A noise management plan shall be submitted 14 days prior to this premises opening to the public detailing how the applicant intends to control and monitor noise from the premises. The premises shall not open until approval of this scheme has been provided by the Licensing Authority.

### **e) The protection of children from harm**

No unsupervised children are allowed on the premises after 21.00hrs.