

## City of London - Licensing Act 2003

### Pool of Model Conditions

When applying for a new premises licence or club premises certificate, or to vary an existing licence, the applicant must ensure that when licensable activities are taking place the four licensing objectives are promoted. **In order to assist with this process applicants are advised to contact the licensing service ( telephone 020 7332 3406 or email [licensing@cityoflondon.gov.uk](mailto:licensing@cityoflondon.gov.uk) ) and/or the City of London Police Licensing Team and the Environmental Health Pollution Team prior to making the application in order to discuss any possible issues.**

Conditions attached to a licence or certificate are the steps or actions the holder of the premises licence or the club premises certificate will be required to take, or refrain from taking, at all times when licensable activities are taking place at the premises in question.

Conditions are required to be clear, appropriate and enforceable and must be expressed in terms that are unequivocal and unambiguous. Further, such conditions should be open, transparent and reasonable.

Conditions must not be applied universally and treated as standard conditions. Licensing conditions are to be tailored to the size, style, characteristics and activities taking place at the premises concerned.

Licence conditions are not required where other regulatory regimes provide sufficient protection to the public e.g. Fire Safety legislation.

**The pool of model conditions is neither exclusive nor exhaustive. The model conditions relate to the four licensing objectives and can be used where appropriate to the particular circumstances of individual premises.**

**The pool of model conditions does not restrict any applicant, responsible authority, or other persons from proposing any alternative conditions nor would it restrict a licensing sub-committee from imposing any reasonable condition on a licence it considers appropriate for the promotion of the licensing objectives.**

Further information relating to conditions can be found in the amended guidance issued under section 182 of the Licensing Act 2003 which can be found by clicking on the following link:

<http://www.homeoffice.gov.uk/publications/alcohol-drugs/alcohol/guidance-section-182-licensing> .

Information can also be found within the City of London Corporation's 2011 Licensing Policy which can be found on the following page:

[http://www.cityoflondon.gov.uk/Corporation/LGNL\\_Services/Business/Licences\\_and\\_street\\_trading/Licensing+Act+2003.htm](http://www.cityoflondon.gov.uk/Corporation/LGNL_Services/Business/Licences_and_street_trading/Licensing+Act+2003.htm) .

## **The Prevention of Crime and Disorder.**

### **CCTV**

MC01 The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points and the street environment, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.

*[n.b. The above condition is an example of the wording that could be used for premises where the customers might commit serious crime. The CCTV requirements would be expected to be 'scaled down' accordingly for smaller premises or those premises which are unlikely to prove as troublesome.]*

### **Promoted Events**

MC02 There shall be no promoted events on the premises. A promoted event is an event involving music and dancing where the musical entertainment is provided at any time between 23:00 and 07:00 by a disc jockey or disc jockeys one or some of whom are not employees of the premises licence holder and the event is promoted to the general public.

### **Incident Management**

MC03 An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the City of London Corporation. The log will record the following:

- (a) all crimes reported to the venue
- (b) all ejections of customers
- (c) any incidents of disorder (disturbance caused either by one person or a group of people)  
*[There is no requirement to record the above incidents (a), (b) or (c) where they do not relate to a licensable activity]*
- (d) seizures of drugs or offensive weapons
- (e) any faults in the CCTV system or searching equipment or scanning equipment
- (f) any refusal of the sale of alcohol during the hours the premises is licensed to sell it

MC04 There must be at the premises a lockable 'Drugs Box' to which no member of staff, save the DPS and/or xx, shall have access. All controlled drugs (or items suspected to be or to contain controlled drugs) found at the premises must be placed in this box as soon as practicable. Whenever this box is emptied, all of its contents must be given to the City of London Police for appropriate disposal.

### **Door Supervisors**

MC05 On any occasion that regulated entertainment is provided, not less than \*\* SIA registered door supervisors shall be engaged to control entry.

- MC06 At least \*\* female door supervisor(s) shall be engaged at the premises at such times as door supervisors are required to be provided.
- MC07 When the premises is carrying on licensable activities after \*\*:\*\* hours, at least \*\* registered door supervisor(s) is(are) to be on duty at each door used for entry or exit.
- MC08 A written search policy that aims to prevent customers or staff bringing illegal drugs, weapons or other illegal items onto the premises at any time shall be in place and operate at the premises.

### **Late night Provisions**

- MC09 There shall be no admission or readmission of customers to the premises after \*\*:\*\* hours save for customers using the agreed smoking area at the premises.
- MC10 On occasions where licensable activities are carried on past \*\*:\*\* hours admission of customers will be restricted to *[enter restriction e.g. a particular entrance, a particular area of the licensed premises etc]*.

### **Public Safety**

- MC11 All glasses in use at the premises shall be either toughened glass or polycarbonate material.
- MC12 No drinks of any sort are to be supplied to customers in glass bottles.

### **The Prevention of Public Nuisance**

#### **Noise (regulated entertainment)**

- MC13 All doors and windows shall remain closed at all times after \*\*:\*\* hours during the provision of regulated entertainment save for entry or exit, or in the event of an emergency.
- MC14 Loudspeakers shall not be located in the entrance lobby, *[specify another location if appropriate]* or outside the premises.

#### **Noise (persons)**

- MC15 A written dispersal policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours.
- MC16 Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.
- MC17 Customers permitted to temporarily leave and then re-enter the premises e.g. to smoke, shall not be permitted to take drinks or glass containers with them. .
- MC18 There shall be no sale of alcohol in unsealed containers for consumption off the premises.

MC19 The Licence holder shall make available a contact telephone number to nearby residents and the City of London Licensing Team to be used in the event of complaints arising.

## **The Protection of Children from Harm**

MC20 A log shall be kept at the premises and record all refused sales of alcohol for reasons that the person(s) is, or appears to be, under \*\* years of age. The log shall record the date and time of the refusal and the name of the member of staff who refused the sale. The log will be made available on request by the Police or an authorised officer of the City of London Corporation.

MC21 A 'Challenge \*\*' Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of \*\* shall provide documented proof that he/she is over \*\* years of age. Proof of age shall only comprise a passport, a photo card driving licence, an EU/EEA national ID card or similar document, or an industry approved proof of age identity card.

MC22 Children under the age of \*\* years shall not be allowed on the premises after \*\*:\*\* hours unless accompanied by an adult.

MC23 Children under the age of \*\* years shall not be allowed on the premises.

MC24 No single cans or bottles of beer or cider shall be sold at the premises.

## **General**

MC25 Any designated queuing area shall be enclosed within appropriate barriers to ensure that the highway is kept clear.

MC26 Alcohol shall only be sold to a person sitting down eating a meal and for consumption with that meal.

MC27 Alcohol shall be sold to customers by waiter/waitress service only.

MC28 There shall be no sales of alcohol for consumption off the premises.

MC29 There shall be no self service of spirits on the premises.

MC30 Sales of alcohol for consumption off the premises shall only be supplied with a meal.

MC31 There shall be no admission after xx:xx other than to  
1) Residents of the hotel and their bona fide guests  
2) Persons who have pre-booked to attend a function at the premises

MC32 No entertainment, performance, service, or exhibition involving nudity or sexual stimulation shall be permitted.