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Statement of Licensing Policy

2025 - 2030

Licensing

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Version; 1

Review Date;



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1. Purpose Statement

- 1.1 BCP Council is the Licensing Authority for the Bournemouth, Christchurch and Poole area under the Licensing Act 2003 and is responsible for Premises Licences, Club Premises Certificates, Temporary Event Notices and Personal Licences in its administrative area in respect of the sale and/or supply of alcohol and the provision of regulated entertainment and late-night refreshment.
- 1.2 This Policy is prepared under Section 5 of the Licensing Act 2003 and was approved by BCP Council on XXXXx. It will be kept under review and as a minimum will be reviewed no later than 2030.
- 1.3 Unless otherwise stated any references to the Council are to the BCP Council Licensing Authority.
- 1.4 This policy covers the licensable activities as defined by the Licensing Act 2003. These are;
 - The sale of alcohol by retail
 - Supply of alcohol by or on behalf of a club, or to the order of a member of the club
 - The provision of regulated entertainment
 - The provision of late-night refreshment
- 1.5 This policy has regard to the guidance issued by the Secretary of State under Section 182 of the Licensing Act 2003.
- 1.6 The council will carry out its functions under the Licensing Act 2003 with a view to promoting the licensing objectives namely;
 - The prevention of crime and disorder
 - Public safety
 - The prevention of public nuisance
 - The protection of children from harm

Each objective is of equal importance.

- 1.7 This Policy is concerned with the regulation of licensable activities on licensed premises, by qualifying clubs and at temporary events. The conditions that are offered or mediated and ones which the council may attach to the various licences will focus on matters that are relevant to the four licensing objectives and will centre upon the premises that are being used for licensable activities.
- 1.8 With regards to this policy the council adopts the overall approach of encouraging the responsible promotion of licensed activities, in the interests of its residents and visitors, it will not tolerate irresponsible licensed activity.

2. Who the Policy Applies To

- 2.1 This Statement of Licensing Policy will assist applicants, officers of the Licensing Authority, Responsible Authorities, members of the Licensing Committee and persons making representations in the consideration of the relevant issues regarding applications and ensuring they are dealt with fairly and in line with the law.
- 2.2 This Policy also affords members of the Licensing Committee and officers alike, to consider the concerns of the public and other recognised bodies and to take appropriate

measures where the objectives of the Licensing Act 2003 are put in jeopardy after licences have been issued.

3. This Policy Replaces

- 3.1 This Policy replaces the previous BCP Council Licensing Act 2003 Statement of Licensing Policy.

4. Approval Process

- 4.1 During the five year period, the Policy must be kept under review and the Licensing Authority may make any revisions to it as it considers appropriate, for instance in the light of feedback from the local community on whether the statutory objectives are being met.
- 4.2 Where revisions are made to the Section 182 Statutory Guidance by the Secretary of State, it will be for the Licensing Authority to determine whether revisions to its own Statement of Licensing Policy are appropriate.
- 4.3 BCP Council as the Licensing Authority has delegated the Licensing Committee to oversee the development and review of its Statement of Licensing Policy. Once finalised the policy is presented to the Full Council for ratification.

5. Links to Council Strategies

- 5.1 This Policy supports the BCP Council Corporate vision and ambitions. The Council's vision is to create vibrant places where people and nature flourish with a thriving economy in a healthy natural environment. Where everyone lives a fulfilled life maximising opportunity for all.. Effective licensing of controlled premises and activities is a key component to achieving this strategic vision for our communities.
- 5.2 The Licensing Authority aims to meet the BCP Council Corporate ambitions by ensuring the licensing process supports local businesses. We aim to help them to meet their statutory obligations and keep residents and visitors to our licensed venues safe, whilst still having an enjoyable leisure experience.
- 5.3 During the preparation of this policy document due consideration has been given to the following key BCP Council Strategies;
- Corporate Strategy & Delivery Plan
 - Health & Wellbeing Strategy
 - Safeguarding Strategy
 - Communities Engagement Strategy
 - Crime & Disorder Reduction Strategy
 - Equality & Diversity
 - Community Safety Plan

6. The BCP Area

- 6.1 Bournemouth, Christchurch and Poole Council (BCP Council) is located in Dorset on the South Coast. It is the 12th largest Unitary Council in England with a population of 401898 residents most of which are from a white British background (88%).
- 6.2 The population growth is predicted to be 2% to 2028 the percentage of over 65s account for 24% of the population. The percentage of BCP population of working age is 61%.

- 6.3 The BCP area is predominantly urban with associated suburban areas, beaches, harbours, quay sides, open spaces, parks and gardens.
- 6.4 It has long established road and rail links to London, the Midlands and the South West and benefits from an international airport and a thriving freight port for commercial shipping, as well as an important destination for passenger and vehicle ferries and cruise vessels.
- 6.5 There are three Universities within the BCP area with approximately 23000 students.
- 6.6 It is one of the Country's main holiday destinations and benefits from 15 miles of coastline with world recognised Blue Flag beaches. It is renowned for its water sports, music and arts festivals.
- 6.7 Bournemouth's nighttime economy has been accredited with the prestigious Purple Flag status since 2010. This is awarded to town and city centres that meet or surpass the standards of excellence in managing the evening and nighttime economy.
- 6.8 The area welcomes 15 million visitors each year spending a total of £800 million locally. They benefit from a vibrant mix of entertainment facilities for residents and visitors alike with established theatres, restaurants, cinemas, concert venues, conference facilities, museums and historic sites.
- 6.9 The entertainment economy is well served with a wide variety of restaurants, pubs, bars and clubs. The Council is keen to encourage a wide range of entertainment throughout the conurbation to support local cultural strategies. It recognises that live music, dancing, cinema and theatre enrich the cultural offer and benefit the wider economy.

7. Policy Consultation

- 7.1 Section 5 of the Licensing Act 2003 <http://www.legislation.gov.uk/ukpga/2003/17/contents> requires a Licensing Authority to prepare and publish a statement of its licensing policy every five years. Such a policy must be published before the Authority carries out any function in respect of individual applications and notices made under the terms of the 2003 Act. A glossary of terms used within this document and within the Act and guidance can be found in Appendix A.
- 7.2 During the five-year period, the policy must be kept under review and the Licensing Authority may make any revisions to it as it considers appropriate, for instance in the light of feedback from the local community on whether the statutory objectives are being met. If the Licensing Authority determines and publishes its Policy in this way, a new five year period commences on the date it is published. Where revisions are made to the Section 182 Statutory Guidance by the Secretary of State, it will be for the Licensing Authority to determine whether revisions to its own Statement of Licensing Policy are appropriate.
- 7.3 This policy will commence on **XXXXX** and remain in force for five years but will be kept under review subject to further consultation as referred to above.
- 7.4 Before determining its policy, the Licensing Authority consulted with the persons listed in section 5(3) of the 2003 Act. These are;
- The Chief Constable for the Dorset Police
 - Dorset and Wiltshire Fire and Rescue
 - The BCP Director of Public Health
 - Persons/bodies representative of local Premises Licence Holders

- Persons/bodies representative of local Club Premises Certificate Holders
- Persons/bodies representative of local Personal Licence Holders
- Persons/bodies representative of businesses and residents in its area

7.5 The views of all these persons or bodies were given appropriate weight when the policy was determined. We believe that we have made reasonable efforts to consult an appropriate range of representatives and individuals in determining this policy.

7.6 Fees are set by Regulation and are intended to provide full cost recovery of all licensing functions including the preparation and publication of a Statement of Licensing Policy, but this will be based on the statutory requirements. Where a Licensing Authority exceeds these requirements, they will have to absorb those costs themselves.

Further advice can be obtained from licensing@bcpcouncil.gov.uk

8. Fundamental Principles of the Policy

8.1 This Statement of Licensing Policy has been prepared in accordance with the provisions of the Licensing Act 2003 and the Statutory Guidance issued under Section 182 of the 2003 Act by the Secretary of State. This Policy should be read as a whole and in conjunction with those provisions.

8.2 This statement is intended to assist Officers and Members in determining applications and to set out those factors that will normally be taken into consideration. Equally it seeks to provide clarity for applicants, residents and other occupiers of property and investors, in order to enable them to plan a move to remain or invest in the area with some measure of certainty.

8.3 This Policy sets out a general approach to making licensing decisions, it will not ignore or be inconsistent with provisions of the 2003 Act. For example, a Statement of Licensing Policy must not undermine the right of any person to apply under the terms of the 2003 Act for a variety of permissions and to have any such application considered on its individual merits. Similarly, it will not override the right of any person to make representations on an application or to seek a review of a licence or certificate where provision has been made for them to do so in the 2003 Act provided they are not frivolous or vexatious.

8.4 Licensing is about regulating licensable activities on licensed premises, by qualifying clubs and at temporary events within the terms of the 2003 Act. Conditions attached to various authorisations will be focused on matters which are within the control of individual licence holders and others with relevant authorisations, i.e. relevant to the premises and its vicinity.

8.5 Whether or not incidents can be regarded as being "in the vicinity" of licensed premises is a question of fact and will depend on the particular circumstances of the case. In cases of dispute, the question will ultimately be decided by the courts. In addressing this matter, the Licensing Authority will primarily focus on the direct impact of the activities taking place at the licensed premises on members of the public living, working, or engaged in normal activity in the area concerned.

8.6 Licensing law is not the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are away from the licensed premises and, therefore, beyond the direct control of the individual, club or business holding the licence, certificate or authorisation concerned. Nonetheless, it is a key aspect of such control and licensing law will always be part of the overall approach to the management of the day time, evening and night-time economy within the conurbation.

8.7 Each application will be considered on its own merits and in accordance with this Statement of Licensing Policy. Conditions attached to licences and certificates will be tailored to the

individual type, location and characteristics of the premises and events concerned. This is essential to avoid the imposition of disproportionate and overly burdensome conditions on premises where there is no need for such conditions. Standardised conditions will be avoided, and the licensing authority acknowledges it may be unlawful where they cannot be shown to be appropriate for the promotion of the licensing objectives in an individual case.

9. Licensable Activities

9.1 The Licensing Authority is responsible for considering all applications for licensable activities as defined in section 1 of the 2003 Act. Licensable activities are;

- The sale of alcohol by retail
- The supply of alcohol to club members and their guests
- The provision of regulated entertainment
- The provision of late-night refreshment (the supply of hot food or drink between 23.00 and 05.00.)

9.2 Schedule 1 to the 2003 Act sets out what activities are regarded as the provision of regulated entertainment and when they are licensable together with those activities which are not and therefore exempt from the regulated entertainment regime. Appendix B of this policy sets out in more detail the types of exemptions.

9.3 The descriptions of entertainment activities licensable under the 2003 Act are:-

- A performance of a play
- An exhibition of a film
- An indoor sporting event
- A boxing or wrestling entertainment
- A performance of live music *
- Any playing of recorded music*
- A performance of dance
- Entertainment of a similar description to a performance of live music, any playing of recorded music or a performance of dance

*[See](#) Appendix B for further information

10. Licensing Objective: Prevention of Crime and Disorder

10.1 The Licensing Committee will look to Dorset Police as the main source of advice on crime and disorder.

10.1 Conditions, if imposed, will be targeted on deterrence and preventing crime and disorder. For example, where there is a good reason to suppose that disorder may take place, the presence of CCTV cameras both inside and immediately outside the premises can actively deter disorder, nuisance, anti-social behaviour and crime generally. Some licence holders may choose to use CCTV for the prevention of crime directed against the business itself, its staff or its customers, but any condition may require a broader approach to the overall promotion of the prevention of crime and disorder objective. The Licensing Committee would wish to ensure that the precise locations of cameras are identified on plans to ensure that certain areas are properly covered and to avoid any uncertainty/dispute as to the terms of any condition imposed.

10.2 The Licensing Authority expects applicants to address excessive consumption of alcohol and drunkenness on relevant premises. This will reduce the risk of anti-social behaviour occurring both on the premises and elsewhere after customers have departed. It is expected that

operating schedules and conditions will demonstrate a general duty of care to customers using the premises and others affected by their activities this may include developing a policy to prevent the sale of alcohol to drunk customers.

10.3 The Licensing Team will work with the police and other relevant Responsible Authorities and licensees to encourage good practice. In considering an application that has attracted relevant representations, the Council will also have regard to the following, where relevant:

- Any representations made by the Police, or other relevant agency about the training given to staff in crime prevention measures appropriate to those premises. This could include training in specific areas such as recognising drunkenness, use of illegal substances and the assessment of drinks promotions.
- The physical security features installed in the premises. This may include matters such as the position of cash registers, where alcohol is stored in 'off-licences', the standard of CCTV that is installed, adequate lighting, metal detection and search facilities or the use of plastic bottles in pubs and clubs.
- Procedures for risk assessing promotions such as 'happy hours' which may contribute to the impact on crime and disorder and plans for minimising such risks.
- The measures employed to prevent the consumption or supply of illegal drugs, including any search procedures and entry policies.
- Where premises are subject to age-restrictions, the procedures in place to conduct age verification checks. The Licensing Authority will expect the premises licence holder to follow any guidance issued by the Home Office in this regard. The current Home Office guidance is available at False ID guidance - GOV.UK (www.gov.uk)
- The likelihood of any violence, public order or policing problem if the authorisation is granted.
- Whether the design of the premises has been considered having regard to reducing conflict and minimising opportunities for crime.
- Whether steps are proposed to avoid the adverse impact of the promotion of the licensing objectives which result from high strength alcohol being sold at a low price.
- The measures taken to control admission to the premises and the use of and number of Security Industry Authority licensed door supervisors employed at the premises.
- Measures taken to ensure that no public nuisance or other crime results from customers seeking to smoke tobacco and related products at or in the vicinity of the premises, and the extent to which these measures are likely to be effective.
- Other appropriate measures, such as participation in a local pub watch scheme or other body designed to ensure effective liaison with the local community, subscription to dedicated security radio circuits and other examples of industry best practice.

10.4 It is recommended that applicants discuss the crime prevention procedures in their premises with the police before submitting their application

11.Licensing Objective: Public Safety

11.1 Licence holders have a responsibility to ensure the safety of those persons using their premises, as a part of their duties under the 2003 Act. This concerns the safety of people using the relevant premises rather than public health which is addressed in other legislation. Physical safety includes the prevention of accidents and injuries and other immediate harms that can result as customers become more vulnerable from alcohol consumption, such as unconsciousness or alcohol poisoning.

11.2 Conditions relating to public safety may also promote the crime and disorder objective as noted above.

11.3 Applicants should give consideration to a number of matters in relation to public safety which may include

- Reference should be made to the guidance on requirements under the Regulatory Reform (Fire Safety) Order 2005 which are available from Dorset & Wiltshire Fire and Rescue Service www.dwfire.org.uk
- Ensuring appropriate access for emergency services such as ambulances
- Good communication with local authorities and emergency services, for example communications networks with the Dorset Police and signing up for local incident alerts
- Ensuring the presence of trained first aiders on the premises and appropriate first aid kits
- Ensuring appropriate and frequent waste disposal, particularly of glass bottles
- Ensuring appropriate limits on the maximum capacity of the premises
- Consider the use of CCTV in and around the premises (which may also assist with promoting the crime and disorder objective)
- Provision of a defibrillator
- Ensuring use of toughened or plastic drinking vessels if appropriate
- Training of staff to deal with violence against women and implementation of safeguards to protect them

11.4 It is recognised that measures that are appropriate to promote public safety will vary between premises and the examples listed above may not be applicable in all cases. Applicants should give due consideration when making their application which steps are appropriate to promote the public safety objective and demonstrate how they intend to achieve that.

11.5 Safeguarding patrons against spiking should be considered and awareness training for staff should be provided where appropriate and proportionate to do so. The Licensing Authority strongly support campaigns such as Ask for Angela.

11.6 Applicants should make provision to ensure that premises users and staff can safely leave their premises and get home. Measures that may assist include;

- Providing information on the premises of local licensed taxi companies who can provide transportation home
- Signing up to the get me home safely campaign. [Get ME Home Safely | Make Our Communities & Workplaces Safer \(unitetheunion.org\)](http://GetMEHomeSafely.com)
- Ensuring adequate lighting outside the premises, particularly on paths leading to and from the premises and in car parks

11.7 Public safety may include the safety of performers appearing at any premises but does not extend to the prevention of injury from participation in a boxing or wrestling entertainment.

12. Licensing Objective: Public Nuisance

12.1 Licensed premises, particularly those operating after 23:00 hours and into the early morning, can adversely affect people living or working in the vicinity of the premises. The applicant's operating schedule must therefore contain practical steps to prevent disturbance to local residents. The issues will concern nuisance from noise, light, odour and litter.

12.2 Conditions relating to noise nuisance will usually concern steps appropriate to control the levels of noise emanating from premises. This might be achieved by a simple measure such as ensuring that doors and windows are kept closed after a particular time or persons are not permitted in garden areas of the premises after a certain time. More sophisticated design measures to mitigate sound escape from the premises may be appropriate where individual

circumstances dictate. Any conditions appropriate to promote the prevention of public nuisance will be tailored to the type, nature and characteristics of the specific premises and its licensable activities.

- 12.3 Where applications have given rise to representations, any appropriate conditions shall normally focus on the most sensitive periods. For example, the most sensitive period for people being disturbed by unreasonably loud music is at night and into the early morning when residents in adjacent properties may be attempting to go to sleep or are sleeping. This is why there is still a licensing requirement for performances of live music between 11 pm and 8am. In certain circumstances, conditions relating to noise emanating from the premises may also be appropriate to address any disturbance anticipated as customers enter and leave.
- 12.4 The Licensing Authority is mindful of the potential for noise nuisance from amplified sound and live music. Where there are relevant representations on this issue, the Licensing Authority will normally impose appropriate conditions on variations or new licences or refuse consent if necessary for the promotion of the licensing objective. A condition to prevent noise nuisance could be imposed in such circumstances.
- 12.5 Applicants must demonstrate that they have considered those factors that cause or add to public nuisance. It is good practice to consult with a noise expert to ensure the effectiveness of measures undertaken. The Council's Pollution Control Team can also be consulted to assist in developing a Noise Management Plan.
- 12.6 Factors to consider include;
- Location of the premises and use of associated outside areas, for example, particularly for [smoking](#)
 - Hours of operation
 - Customer profile
 - Nature of activities to be provided - temporary or permanent
 - Location of activities - inside or outside
 - Design and layout of the premises
 - Use of noise limiting devices
 - Number of people attending the premises
 - Availability of public transport and parking provision
 - Winding down period between the end of the licensable activities and closure of the premises
 - Last admission time
 - Fliers and other advertising material (The Council operates a licensing scheme to regulate this , further details can be obtained [here](#))
- 12.7 Measures to control light nuisance will also be given careful consideration. Bright lighting outside premises, which is considered appropriate to prevent crime and disorder may itself give rise to light nuisance for some neighbours. Applicants, the Licensing Authority and responsible authorities will need to balance these issues.
- 12.8 Beyond the immediate area surrounding the premises, these are matters for the personal responsibility of individuals under the law. An individual who engages in anti-social behaviour are accountable for their own actions. However, it is considered perfectly reasonable for the Licensing Committee to impose a condition, that requires the licence holder or club to place signs at the exits from the building encouraging patrons to be quiet until they leave the area, or that, if they wish to smoke, to do so at designated places on the premises instead of other external areas, and to respect the rights of people living nearby to a peaceful night.

Outdoor Areas and Smoking Areas

12.9 Where applicants propose to provide seating, tables or other facilities in any outdoor area, whether covered or not, or to permit the use of outdoor areas as smoking areas, applicants will be expected to demonstrate in their operating schedule that;

- Suitable and sufficient measures will be in place to prevent the escape of noise and other public nuisance from that outdoor area, from the licensed premises or from any of the licensable activities
- Effective management controls and other measures are put in place this will include removal of seating/tables, presence of staff and installation of CCTV to ensure that licensable activities and the use of such areas by customers or other persons is controlled so as not to adversely impact on nearby residents

12.10 After 23:00 hours consideration should be given to the impact of patrons using outside smoking areas. The Licensing Authority will normally expect the public use of external areas in the licensee's control to cease at 23:00 hours. Where outside areas will be in use after 2300 additional management controls will need to be considered which may including limiting the number of patrons permitted in the area and the presence of security staff.

12.11 Following the implementation of the smoking ban in July 2007 the Licensing Authority recognises that smokers wishing to smoke will have to go outside the licensed premises. They may also want to take alcohol purchased inside for consumption outside.

12.12 In some cases smoking will be in garden areas. In others, it may be on other parts of the licensed premises or even the highway.

12.13 Where patrons are permitted to take drinks outside the premises the Licensing Authority will expect Licensees to take such steps as possible to ensure glasses/bottles and other receptacles are not left outside. Where broken glass may become an issue this should be included within the management plan of the premises.

12.14 The premises may provide some form of shelter for those smoking outside, but these must not be fully or substantially enclosed in accordance with the Health Act 2006. Licensees should be aware of their responsibilities to prevent public nuisance.

12.15 Noise is likely to be caused not only from persons outside, but from the licensed premises if doors are continually opened or left open as customers go in and out.

12.16 If relevant representations are received, the Licensing Authority may consider conditions restricting the use of outside areas. Such conditions may include the prevention of drinks within the external area, restricting the carrying of any receptacle outside, prohibiting re-entry to premises after customers have left or restrictions on the number of people allowed at any one time in the outside areas and having dedicated staff to monitor the smoking area and take action where necessary.

12.17 The Licensing Authority may impose conditions on licences requiring the operators to provide cigarette disposal units in the vicinity of the premises and to carry out regular cleaning of the area as necessary in order to prevent public nuisance.

Night Cafes and Takeaway Premises

12.18 Premises open after 23:00 hours supplying hot food or hot drink for consumption on or off the premises can attract large groups of customers, many of whom have already consumed

alcohol. The gathering of people around takeaways can lead to additional noise, disturbance and greater amounts of litter and rubbish.

12.19 The Licensing Authority will look to applicants to evidence steps they will take to address these associated issues which can present a public nuisance issue which should include

- Provision of bins outside to reduce littering by patrons
- Evidence of commercial bin waste contract and pest control contract as necessary.
- Management of outside queues or seating areas after 2300. Where a risk assessment deems it necessary security staff may be needed at busy times of the night or year when business is seasonal
- Restrictions on the times for deliveries and when bins are emptied
- Consider parking and access arrangement for any third party delivery staff such as Uber Eats or Deliveroo as these can cause considerable public nuisance in terms of parking and noise

12.20 Premises that operate late at night offering alcohol and/or takeaway food can generate concerns about antisocial behaviour and nuisance in the vicinity. It is expected that applicants should address such issues within their operating schedule and the Model Pool of Conditions in Appendix E will assist applicants in addressing this.

13. Licensing Objective: Protection of Children from Harm

13.1 The Licensing Authority has determined that Children's Services Compliance Team are the Responsible Authority who will lead on the protection of children from harm.

13.2 A child is any person under the age of 18 unless otherwise stated.

13.3 The Licensing Authority notes the amended statutory guidance has now placed emphasis on child sexual exploitation (CSE) matters and accordingly will look to the responsible authorities to be particularly robust and vigilant so far as any CSE matters are concerned at venues holding either a premises licence or club premises certificate.

13.4 Where children are expected to attend a licensed event or an event held on licensed premises even though alcohol is not being served, appropriate adult supervision will be required if considered necessary by way of risk assessment.

13.5 For premises that give rise to particular concern, there will be a presumption against permitting any access for those under 18 years of age. Premises that give particular concern include those where;

- Entertainment or services of an adult or sexual nature are commonly provided
- There have been convictions of members of the current staff at the premises for serving alcohol to minors or premises where clear evidence is produced by a Responsible Authority to prove underage drinking has been permitted by the premises licence holder or the operator
- There is known association with drug taking or dealing
- There is a strong element of gambling on the premises, excluding premises which have a limited number of cash prize gaming machines only
- The supply of alcohol for consumption on the premises is the exclusive or primary purpose of the service provided at the premises

13.6 The protection of children from harm and their welfare is of paramount importance. Family-friendly and food led premises are encouraged, but the risk of harm to children is an essential consideration when determining applications.

- 13.7 With accompanied children having greater access to licensed premises there is an opportunity to have more family-friendly leisure. Clearly, this places additional responsibilities upon licence holders. It is recognised too that parents and others accompanying children have responsibilities to ensure the welfare and protection of children.
- 13.8 The protection of children from harm includes the protection of children from moral, psychological and physical dangers. Specifically, in relation to the exhibition of films, or transmission of programmes or videos, this includes protection from exposure to strong language, sexual expletives and portrayals of sexual activity.
- 13.9 Children are more vulnerable, and their needs will require special consideration. This vulnerability includes their susceptibility to suggestion, peer group influences, inappropriate example, the unpredictability of their actions due to their age, and the lack of understanding of danger.
- 13.10 Where no licensing restriction is necessary, admission of children remains entirely a matter at the discretion of the individual licensee or club. Conditions requiring the admission of children may be imposed and can be offered by the applicant.
- 13.11 Whilst children may be adequately protected from harm by the action taken to protect adults, they may also need special consideration and no policy can anticipate every situation. When addressing the issue of protecting children from harm, applicants are advised to demonstrate what practical measures they will take where appropriate.
- 13.12 The Licensing Authority will expect applicants to be clear in their operating schedules about the activities and times at which the events would take place to help determine when it is not appropriate for children to enter the premises. Consideration will also be given to the proximity of premises to schools and youth clubs so that applicants take appropriate steps to ensure that advertising relating to their premises, or relating to events at their premises, is not displayed at a time when children are likely to be near the premises.
- 13.13 Conditions requiring the admission of children to any premises cannot be attached to licences or certificates. Where no licensing restriction is appropriate, it remains a matter for the discretion of the individual licence holder, club or premises user.
- 13.14 Venue operators seeking premises licences and club premises certificates should consider including such prohibitions and restrictions in their operating schedules particularly where their own risk assessments have determined that the presence of children is undesirable or inappropriate.
- 13.15 The following examples of control measures are given to assist applicants. They should be taken into account when producing any operating schedule;
- Provision of a sufficient number of staff employed or engaged to secure the protection of children from harm
 - Complete exclusion of children and limitations on the hours when they may be present whether or not accompanied by a responsible adult
 - Restrictions to certain parts of the premises or exclusion of children from certain activities
 - Imposition of requirements for children to be accompanied by a responsible adult
 - Adoption of "Challenge 25" or other similar initiative to require sight of evidence of age from any person under 25 who is attempting to buy alcohol or have alcohol delivered

- Acceptance of “proof of age” documentation, by means from time to time recognised by the Licensing Authority in consultation with the Police and Trading Standards. (The PASS accreditation system of the British Retail Consortium is commended)
- Measures to ensure that children do not purchase, acquire or consume alcohol, including keeping a refusals register in English and in accordance with any relevant and reasonable requirements of Trading Standards which may include signing up to the No Proof of Age No Sale (NPOANS) toolkit which includes age restricted sales training
- Measures to avoid children being exposed to incidents of violence or disorder

13.16 The Licensing Authority supports the following measures to reduce alcohol-related anti social behaviour by those under 18;

- Police powers under the Confiscation of Alcohol (Young Persons) Act 1997 to remove alcohol from young people in any public place where the public have access
- BCP have a Public Space Protection Order in place for the whole area which allows CSAS officers to also seize alcohol where antisocial behaviour is linked to alcohol consumption
- Police and Trading Standards powers to implement test purchasing to target on and off licences selling to under 18-year-olds and carry out age challenges to reduce underage drinking from supermarkets, off licences, in pubs and other licensed venues
- Further promotion of proof of age schemes
- Prosecution of those persistently selling alcohol to children, under the Violent Crime Reduction Act 2006

13.17 The Licensing Authority will expect applicants to ensure that children are not allowed access into premises when licensable activities involving entertainment or services of an adult or sexual nature take place.

13.18 Licensees’ operating schedules for premises showing films must include arrangements to prevent children from viewing age-restricted films as classified by the British Board of Film Classification. Uncertified films must be brought to the attention of the Licensing Authority for classification.

14. Public Health

14.1 Whilst public health is not a licensing objective, health bodies are deemed to be responsible authorities under the 2003 Act. They may now make representations in respect of applications and call for the review of a premises licence or club premises certificate where they have appropriate evidence to do so and can demonstrate how an applicant's proposals at the specific premises will undermine one or more of the licensing objectives.

14.2 The Licensing Authority recognises that the health and wellbeing of communities can be adversely affected by drinking excess alcohol. National evidence shows that whilst there is little difference in alcohol consumption between people living in more or less deprived areas, people living in the most deprived areas has an almost two-fold greater risk of an alcohol-related death than people living in the least deprived areas.
(see <https://bmcpublichealth.biomedcentral.com>)

14.3 Public Health Dorset supports safeguarding initiatives which include vulnerable adults. Ensuring robust staff training as part of any application and setting out training and identification of vulnerable or intoxicated people and ensuring they are safe when on and as they leave the premises.

- 14.4 Public Health Dorset as a responsible authority works closely with the other responsible authorities and plays an active part in contributing to the licensing policy and assisting applicants promote the licensing objectives. Health bodies may hold information which other responsible authorities do not, but which would assist the Licensing Authority in exercising its functions. This information may be used by the health body to make representations or to support representations.
- 14.5 There is also potential for health bodies to participate in the licensing process in relation to the protection of children from harm. This objective not only concerns the physical safety of children, but also their moral and psychological wellbeing.
- 14.6 Evidence relating to under-18 alcohol-related emergency department attendance, hospital admissions and underage sales of alcohol could potentially have implications for both the protection of children from harm and the crime and disorder objectives. Consumption of alcohol by under 18s can lead to serious and acute health impacts. Health bodies can provide evidence to lead or support representations in relation to this objective. In relation to proxy purchases, data collected by health bodies could be used to inform other responsible authorities, including the police and the licensing authority, about a prevalence of proxy purchasing in a particular area.
- 14.7 Although less obvious, health bodies may also have a role to play in the prevention of public nuisance where its effect is prejudicial to health and where they hold relevant data.
- 14.8 The Licensing Authority seeks to encourage and support any voluntary initiatives that premises may wish to adopt to help reduce alcohol harm within our communities. Such initiatives may include;
- Avoiding the sale of beers, lagers and ciders over 6.5% ABV which are sold in plastic bottles or metallic cans (this does not include premium, craft or specialist products as these are not a target for problem drinkers)
 - Taking steps to consider the display of alcohol in such a manner that will not unduly encourage people to drink irresponsibly and equally limit the exposure children have to alcohol advertising
 - Refraining from placing alcohol products amongst, near or next to confectionary that would usually be consumed by children or young people (which would include till point toys or stickers)

15. Responsible Retailing for Off Sales

- 15.1 The Licensing Authority is concerned that the irresponsible consumption of alcohol from off-sales is a significant problem and adversely affects the licensing objectives as it gives rise to problems of drunkenness, disorderly behaviour and a higher risk of alcohol sales to children.
- 15.2 There is a Community Alcohol Partnership (CAP) scheme which is run by a locally managed multi-agency partnership and whose aim is to reduce alcohol harm in local communities from drinking by young people under 25, with a particular emphasis on preventing underage drinking.
- 15.3 The Licensing Authority wishes to minimise the negative impact on the licensing objectives created by irresponsible consumption of alcohol from retail alcohol sales. Some parts of Bournemouth, Christchurch and Poole have Public Spaces Protection Orders (PSPOs) in place to help address problems of drinking alcohol in public areas. Drinking in public spaces can be a major source of anti-social behaviour, often involving young persons, and it can lead to crime or the fear of crime.

- 15.4 When considering an application or review where evidence indicates issue relating to problem drinking from off-sales the Licensing Committee will consider the design and layout of premises wishing off-sales. In such areas all new applications must;
- Specify the area to be used for the sale or exposure for sale of alcohol
 - Displays should conform to the guidance issued by the British Retail Consortium or any other future guidance issued by trade bodies, Government departments or locally adopted standards to provide a 'responsible display' of alcohol
 - Applicants should note that a display will not be considered suitable at entrance/exit points of premises where it might interfere with customer flow, near check outs, entrances or exits where shop lifting may become easier
 - By using advertising that does not promote irresponsible drinking
 - Consisting of significant amounts of high strength alcohol or give undue prominence to high strength alcohol
- 15.5 The Licensing Authority may not support applications and may refuse on the evidence presented to support representations where representations are made against applications for off sales of alcohol for premises that are;
- In areas where Public Spaces Protection Orders (PSPOs) are in place
 - Near to alcohol addiction recovery activities or buildings held in hospital or clinic settings.
 - In areas where drinking in public spaces affects any of the licensing objectives

16. The Licence Process and Applications

- 16.1 Generally, all applications will follow the same general process as set out in [Appendix C](#).
- 16.2 Applications must be made to the Licensing Authority in the form prescribed by Regulations. Guidance is available to applicants setting out the detail of the process on the BCP Council website.
- 16.3 The Licensing Committee expects applicants to have regard to this statement of licensing policy when completing their operating schedule. Applicants are expected provide sufficient information within their applications to ensure that they demonstrate the steps they propose to take to promote the licensing objectives.
- 16.4 The applicant is expected to demonstrate that they understand the local area demographics including crime and disorder hotspots, proximity to residential premises, housing and/or treatment for vulnerable people (including addictions), and the proximity to areas where children/vulnerable people congregate
- 16.5 Applicants are expected to include positive proposals in their application on how they will manage any potential risks. Where specific policies apply in the area (for example, a cumulative impact policy), applicants are also expected to demonstrate;
- An understanding of how the policy impacts on their application
 - Any measures they will take to mitigate the impact
 - Why they consider the application should be an exception to the policy
- 16.6 It is expected that enquiries about the locality will assist applicants when determining the steps that are appropriate for the promotion of the licensing objectives. For example, premises with close proximity to residential premises should consider what effect this will have on their smoking, noise management and dispersal policies to ensure the promotion of the public nuisance objective. Applicants must consider all factors which may be relevant to the

promotion of the licensing objectives and where there are no known concerns, acknowledge this in their application.

16.7 While applicants are not required to seek the views of responsible authorities before formally submitting their application, they may find them to be a useful source of expert advice on local issues that should be taken into consideration when making an application. The Licensing Committee encourages co-operation between applicants, responsible authorities and, where relevant, local residents and businesses before applications are submitted in order to minimise the scope for disputes to arise.

16.8 The Responsible Authorities are: -

Dorset Police
Dorset & Wilshire Fire and Rescue Service
Protection of Children from Harm
Trading Standards
Environmental Health
Health and Safety Executive
Planning Authority
Public Health
Home Office (Immigration Enforcement)
Maritime & Coastguard Agency

Full contact details are provided on our website. [Responsible Authority list](#)

16.9 When applicants complete section M of the application form they are providing the Licensing Authority with their proposed conditions. Applicants are expected to provide sufficient information to ensure their proposed conditions and actions are appropriate to promote the licensing objectives.

16.10 The Licensing Authority will expect applicants to consider the following matters in the context of promoting the four licensing objectives

- The nature of the area where the premises are situated
- The precise nature, type and frequency of the proposed activities
- Where alcohol is to be sold for consumption on the premises, the extent of seating available
- Any measures proposed by the applicant as outlined in the operating schedule to mitigate or prevent any adverse impact upon the licensing objectives, including the proposed hours of operation
- The nature, principally in terms of the age and orderliness, and number of customers likely to attend the premises
- Means of access to and exit from the premises
- The impact of the smoking ban, to include reference to noise pollution
- Transport provision in the area, and the likely means of public or private transport for customers arriving/leaving the premises
- Parking provision in the area
- The potential cumulative impact of licensable activities in the relevant local area
- Other means and resources available to mitigate any adverse impact particularly to local residents
- Such other matters as may be relevant to the application

16.11 A copy of the Licensing Authority's Model Pool of Conditions is attached at Appendix E which may assist applicants in completing the operating schedule of their application form.

- 16.12 Once the application has been submitted there is a 28 day consultation period. This gives the responsible authorities and other persons the opportunity to make a representation and to enter into mediation with the applicant.
- 16.13 Where mediation is unsuccessful, and representations have not been withdrawn the application will be referred for consideration by the Licensing Sub Committee.
- 16.14 Where there are no representations or where mediation has successfully taken place, the application will be deemed granted at the end of the consultation period and the licence will be issued including all agreed conditions.

17. Representations

- 17.1 When an application has been made, there is a 28-day period for consultation in which the applicant will have displayed a notice on their premises and also in a local newspaper.
- 17.2 In addition the Licensing Authority will publish notice on their website. As a matter of good practice officers will email all members and parish councils on a regular basis to notify them of applications received.
- 17.3 Anyone can make a representation (or objection) in relation to any new application, a variation to an existing licence or a review of a licence. However, for a representation to be considered relevant, it must relate to and address the likely effect that granting the application will have on the promotion of one or more of the licensing objectives.
- 17.4 Ward Councillors may make representations themselves or support other persons if asked to do so.
- 17.5 Guidance on how to make a representation is provided on the councils' website. [Challenge a licence | BCP \(bcpCouncil.gov.uk\)](https://www.bcpCouncil.gov.uk/Challenge-a-licence)

Disclosure of personal details of persons making representation

- 17.6 Once a representation has been accepted by the Licensing Authority it will be forwarded to the applicant to allow mediation to take place.
- 17.7 Ultimately the representation may become part of a hearing report which is a public document, if mediation is not.
- 17.8 Unless there are genuine and well-founded fears of intimidation, representations will be published with names and addresses attached (your email will not be disclosed).
- 17.9 Government Guidance on this matter, states: 'In exceptional circumstances, persons making representation to the licensing authority may be reluctant to do so because of fears of intimidation or violence if their personal details, such as name and address, are divulged to the applicant.'
- 17.10 Where the Licensing Authority consider that the person has a genuine and well - founded fear of intimidation and may be deterred from making a representation on this basis, they may decide to withhold some or all personal details from the applicant, giving only minimal details (such as street name or general location within a street). However, withholding such details will only be considered where the circumstances justify such action.

18. Licence Conditions

18.1 There are three types of conditions:

- **Mandatory** The 2003 Act provides for certain mandatory conditions to be applied to premises licences or club premises certificates. The full list of mandatory conditions that apply at the publication date of this statement of licensing policy can be found at [Mandatory Licensing Conditions](#)

The Licensing Authority expects that applicants, licence and certificate holders will familiarise themselves and ensure all staff are familiar with the mandatory conditions and any additional conditions which are attached to the premises licence they hold.

- **Offered** These are conditions included in Section M of the application form as part of the operating schedule or agreed following mediation.
- **Imposed** These are conditions imposed by the Licensing Committee, if they consider necessary, following a hearing of the application before them.

18.2 Conditions on a premises licence or club premises certificates are important in setting the parameters within which premises can lawfully operate. The use of wording such as "must", "shall" and "will" is considered necessary to emphasise their importance.

18.3 Licence conditions;

- Must be appropriate and proportionate for the promotion of the licensing objectives
- Must be precise and enforceable
- Must be unambiguous and clear in what they intend to achieve
- Should not duplicate other statutory requirements or other duties or responsibilities placed on the employer by other legislation
- Must be tailored to the individual type, location and characteristics of the premises and events concerned
- Should not be standardised and may be unlawful when it cannot be demonstrated that they are appropriate for the promotion of the licensing objectives in an individual case
- Should not replicate offences set out in the 2003 Act or other legislation
- Should be proportionate, justifiable and be capable of being met
- Cannot seek to manage the behaviour of customers once they are beyond the direct management of the licence holder and their staff, but may impact on the behaviour of customers in the immediate vicinity of the premises or as they enter or leave
- Should be written in a prescriptive format

18.4 A copy of the Licensing Authority's Model Pool of Licensing Conditions is attached at [Appendix D](#) this can be used to assist applicants when considering the four licensing objectives within their proposed operating schedule.

18.5 Where responsible authorities and other persons do not raise any representations about the application made to the Licensing Authority, it is the statutory duty of the Authority to grant a licence or certificate subject only to conditions that are consistent with the operating schedule and any mandatory conditions prescribed in the 2003 Act.

18.6 It is possible that in certain cases, where there are other legislative provisions which are relevant and must be observed by the applicant, no additional conditions at all are needed or considered appropriate to promote the licensing objectives.

18.7 The Licensing Authority wishes to work in partnership with all parties to ensure that the licensing objectives are promoted collectively. To support this aim and to minimise disputes

and the necessity for hearings, the Licensing Authority considers it sensible for applicants to seek the views of responsible authorities before formally submitting applications, but it acknowledges that there is no legal requirement to do this.

19. Enforcement

19.1 The Licensing Authority has established a joint working agreement with Dorset Police and other enforcing authorities. This agreement assists officers to address issues on a 5 step problem solving matrix which helps to prioritize efforts to tackle 'problem' and 'high-risk' premises and forms the basis of an intelligence led approach.

19.2 In respect of premises which are shown to be well maintained and managed a 'lighter' approach will be applied.



Targeted enforcement visits and actions are taken in accordance with the 5 steps listed above to ensure that it is effective, well targeted and contributes to economic progress.

19.3 The Licensing Authority will process personal information in accordance with the Data Protection Act 2018. The personal details provided by applicants will be held on a database and where the law allows, may be shared with other departments within the Council to update details they hold. The Licensing Authority may also be required to disclose personal information to third parties (such as the Police, Department for Work and Pensions, Immigration Enforcement or the National Fraud Initiative) for the purposes of preventing or detecting crime or apprehending or prosecuting offenders.

- 19.4 When judged necessary to do so, authorised officers of the Licensing Authority and other responsible authorities will undertake unannounced inspections or test purchase visits to licensed premises in order to ensure compliance with the provisions of the 2003 Act and any other associated legislation.

20. The Cumulative Impact of a Concentration of Licensed Premises

- 20.1 The Licensing Authority will not take 'need' into account when considering an application (i.e. commercial demand), as this is not a licensing objective. However, it recognises that the cumulative impact of the number, type and density of licensed premises in a given area, may lead to serious problems of nuisance and disorder outside and some distance from the premises.
- 20.2 Cumulative Impact Policies (CIP) are also commonly known as "stress" or "special policy areas" and may relate to premises licensed to carry on any licensable activity, including the sale of alcohol for consumption on or off the premises, and the provision of late night refreshment. This includes late-night fast-food outlets which are not licensed to sell alcohol.
- 20.3 In some areas, where the number, type or density of premises selling alcohol or providing late night refreshment is high or exceptional, serious problems of nuisance and disorder may be arising or have begun to arise outside or some distance from those premises. Such problems generally occur as a result of large numbers of drinkers being concentrated in an area, for example when leaving premises at peak times or when queuing at fast food outlets or for public transport. Licensing Authorities should consider whether the number of fast food outlets or off licences in an area contribute to these problems, and may choose to include them in their cumulative impact policy.
- 20.4 Queuing in itself may lead to conflict, disorder and anti-social behaviour. Moreover, large concentrations of people may also increase the incidence of other criminal activities such as drug dealing, pick pocketing and street robbery. Local services such as public transport services, public lavatory provision and street cleaning may not be able to meet the demand posed by such concentrations of drinkers leading to issues such as street fouling, littering, traffic and public nuisance caused by concentrations of people who cannot be effectively dispersed quickly.
- 20.5 Variable licensing hours may facilitate a more gradual dispersal of customers from premises. However, in some cases, the impact on surrounding areas of the behaviour of the customers of all premises taken together will still be greater than the impact of customers on individual premises. These conditions are more likely to arise in town and city centres, but may also arise in other urban centres and the suburbs, for example on smaller high streets with high concentrations of licensed premises
- 20.6 The Licensing Authority will take the following steps when considering whether to adopt a special saturation policy: -
- Identify concern about crime and disorder; public safety; public nuisance; or protection of children from harm
 - Consider whether there is good evidence that crime and disorder or nuisance are occurring, or whether there are activities which pose a threat to public safety or the protection of children from harm
 - If such problems are occurring, identify whether these problems are being caused by the customers of licensed premises, or that the risk of cumulative impact is imminent

- Identify the boundaries of the area where problems are occurring (this can involve mapping where the problems occur and identifying specific streets or localities where such problems arise)
- Consult those specified in section 5(3) of the 2003 Act, and subject to the outcome of the consultation, include and publish details of the special policy in the licensing policy statement

20.7 The Licensing Authority will review any cumulative impact policy every three years to see whether they have had the effect intended, and whether they are still required.

20.8 The Licensing Authority will not use such policies solely:-

- as the grounds for removing a licence when representations are received about problems with existing licensed premises, or
- to refuse modifications to a licence, except where the modifications are directly relevant to the policy, for example where the application is for a significant increase in the capacity limits
- to impose any form of quota

20.9 The Licensing Authority recognises that there is a wide diversity of premises requiring a licence and will have full regard to the differing impact these will have on the local community.

20.10 It therefore also recognises that, within this policy, it may be able to approve licences that are unlikely to add significantly to the saturation and will consider the circumstances of each individual application.

21. Other Mechanisms for Controlling the Impact of Licensed Premises

21.1 Once away from the licensed premises, a minority of customers may behave badly and unlawfully. Other mechanisms exist both within and outside the licensing regime that are available for addressing such issues.

21.2 The Bournemouth Street Pastors were established in 2017 and they patrol the Bournemouth town centre area from 2200 – 0200 every Saturday night. They assist anyone in need and also carry radios which link to the police, paramedics and CCTV. On their patrols they will support individuals in need with slippers, a thermal blanket call a cab or just wait with them until they can make their own way safely home.

21.3 The Purple Flag accreditation scheme recognises excellence in the management of town and city centres in the early evening and nighttime economy. It provides an endorsement of the vibrancy of the local late-night economy and Bournemouth town centre has held a Purple Flag since 2014.

21.4 Safer BCP is a community safety partnership for the local area. It brings together the public bodies and the community, voluntary and private sector partners. The council, police, health services, fire and rescue services, and probation services share a collective responsibility to understand the causes and nature of crime, anti-social behaviour, and substance misuse. Together these agencies work with our communities and voluntary-sector agencies to identify community safety priorities for BCP and put plans in place to address them these include addressing issues around violence against women and girls (VAWG).

21.5 The Unity Promise women's charter was launched in March 2024 and supports businesses with training on how to improve safety for women and girls.

- 21.6 Safe Places is a scheme which makes it easier vulnerable people to identify places where they can seek help if they are anxious, scared or at risk while they are out. Premises register with the scheme then display recognisable signs to make them identifiable for those seeking assistance.
- 21.7 The voluntary sector nighttime community guardianship scheme for Bournemouth town centre now works with the universities and students to develop a student-led peer community guardianship scheme to cover the Lansdowne area.
- 21.8 In partnership with Dorset Police, the BID's (Coastal, Bournemouth Town Centre and Poole) and UKPAC (UK Partners Against Crime), BCP Council are supporting the delivery of a Business Crime Reduction Partnership focusing on both the daytime and night-time economies. SentrySis is an information sharing and crime reporting platform delivered by UKPAC in cooperation with the BID's for Poole, Bournemouth and Coastal alongside Dorset Police and BCP Council.
- 21.9 The objective of SentrySis system is to further enhance the partnership between industry professionals and authorities to accurately record, manage and tackle crime and antisocial behaviour associated with the nighttime economy. Through enhanced information sharing capability, this system has proven effective in facilitating greater reporting of crime, enabling officers to be appropriately directed to identified hotspot areas. As a GDPR-compliant database, this system is used to immediately share details of known perpetrators who are present in the Bournemouth Town Centre amongst professionals responsible for managing venues and the safeguarding of customers and staff to ensure that they do not gain access to the venues.
- 21.10 Those premises delivering on-sales provision are encouraged to make use of this system to prevent crime and disorder within their premises to ensure that perpetrators are identified, their information shared with Police, the local authority and other premises to reduce the threat of harm towards the public wishing to enjoy the Town Centre.
- 21.11 Additionally, Bournemouth Town Centre Townwatch are funding Licensing Safety and Vulnerability Initiative (LSAVI) accreditations for their members. This self-assessment tool platform combines the benefits of a self-assessment, an audit by Dorset Police and a catalogue of guidance templates, best practice advice and other support to enable venues to proactively prepare themselves to deliver licensable activities in a safe and compliant manner. Once accredited, venues can proudly publicise their score, with a maximum score of 5/5. The process is intended to be achievable and venues not achieving the maximum score are offered feedback and suggestions as to how they can improve in advance of their next assessment, which takes place annually.
- 21.12 New and existing licensed premises are encouraged to undertake the LSAVI accreditation to assist them to ensure that the safety and safeguarding measures are appropriate to their premises.
- 21.13 Outside of the licensing regime there are other powers which can address negative behaviours which result in the consumption of alcohol these include:-
- **Public Spaces Protection Orders (PSPO)** -all of the BCP area is covered by an alcohol PSPO this is not an alcohol ban, it means that anyone drinking in a manner that adversely impacts on others must cease drinking and must also surrender the alcohol on request.
 - **Community Protection Warning/Notice (CPW and CPN)** - can be used to address individuals' behaviour which is having a detrimental impact on a communities quality of life. Initially a CPW is issued to the individual to make them aware that their

behaviour is not acceptable, if there is then evidence that the behaviour is continuing then a CPN will be issued.

- **Civil Injunction** – is a civil power to deal with antisocial is a formal process resulting in court action and is only used once other measures have not been successful.

21.14 The Licensing Authority support organisations such as Best Bar None, Town Watch and Pub Watch which contribute towards providing safer environments for the patrons of premises operating in the evening and night time economy. There are a number of groups covering areas and districts throughout Bournemouth, Christchurch and Poole that seek to improve the network of real time information that allows them to take proactive action to minimise the effects on crime and disorder and anti-social behaviour. The Licensing Authority expects licensees to support and be active members of trade led best practice schemes.

22.Planning and Building Control

22.1 The Secretary of State has provided guidance on the relationship between planning and licensing stating that they are separate regimes. Where the Licensing Authority receives relevant representations that a licensing proposal is contrary to a planning consent and that to grant a licence for such activity would be likely to affect the licensing objectives then a refusal, or the attaching of conditions to prevent such a use until the position has been regularised may be appropriate.

22.2 In appropriate situations a hearing could be deferred until planning consent has been obtained, or arrangements made for the applications to be considered together. A responsible and prudent applicant would ensure that an appropriate planning consent was in place before submitting a licence application or choose to submit both at the same time. The Council will not duplicate restrictions on planning permissions unless such restrictions are necessary to promote the licensing objectives.

22.3 Whilst recognising that licensing and planning are separate regimes the Licensing Authority will work closely with planning to ensure that where possible the two regimes will align with each other. The 'agent of change' principle which seeks to protect existing uses, particularly with regard to venues that provide regulated entertainment through permissions under the Licensing Act, is recognised as an important concept under both regimes and is supported by this policy. Where reviews are sought by residents or responsible authorities in relation to public nuisance alleged to arise from a licensed premises, the nature of the premises, it's track record and length of time it has been providing the activities complained of will all be taken into account in determining the application.

22.4 The granting by the licensing sub-committee of any variation of a licence which involves a material alteration to a building will not relieve the applicant of the need to apply for planning permission or building control where appropriate.

22.5 In circumstances when, as a condition of planning permission, a terminal hour has been set for the use of premises for commercial purposes and where those hours are different to the licensing hours, the applicant must observe the earlier closing time. Premises operating in breach of their planning permission will be liable to prosecution under planning law.

22.6 The Planning Authority may also make representations as a responsible authority as long as they relate to the licensing objectives. The Licensing Authority recognises that nuisance and crime and disorder are matters that share common ground within the planning and licensing regimes. Concerns relating to the character and function of an area and aspects of amenity that do not constitute a public nuisance are outside the scope of the licensing regime and will be dealt with separately by the Planning Authority. The Licensing Authority

therefore recognises that a combination of licensing and planning powers together with effective management of the street environment is required to overcome these problems.

23. Promotion of Equality

- 23.1 Under the Equality Act 2010 it is against the law to discriminate against anyone because of age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex, or sexual orientation.
- 23.2 The Equality Act 2010 requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities.
- 23.3 The licensing authority will look to discharge this duty by making arrangements where appropriate to provide information in a format that meet the requirements of those with special needs such as large type, audio information and information in foreign languages. Specific needs will be dealt with on an individual basis.
- 23.4 The licensing authority has had regard to this duty when publishing this statement of policy and will have regard to the duty when determining applications for relevant authorisations under the Licensing Act 2003.
- 23.5 In the design and layout of premises, applicants and licence holders are encouraged to consider access and facilities for customers with protected characteristics.
- 23.6 Any person who is concerned that a premises is failing to comply with the Equality Act should make their complaint to the premises in the first instance. Advice can also be sought from the Equality Advisory Support Service (EASS) - www.equalityadvisoryservice.com

24. Management of Premises

- 24.1 The Statement of Licensing Policy sets out the Authority's expectations in relation to certain matters. Whilst applicants are not obliged to meet these expectations in their operating schedules, they may find that responsible authorities and other persons and businesses are more likely to raise representations if they do not. This can lead to a delay with the application having to be considered by a Committee/Panel which may then either refuse the application or impose conditions if the licensee is not found to sufficiently promote the licensing objectives and meet this policy.
- 24.2 The licensing authority encourages licence holders and operators of licensed premises:
- To adhere to all relevant national legislation regarding the sale of alcohol, including ensuring that sales are not made to underage persons and alcohol is not knowingly sold to a person who is drunk.
 - Take all reasonable steps to prevent the entry of people with drugs into licensed premises, to take appropriate steps to prevent drugs changing hands within the premises and to take practical measures to prevent drug use.
 - To have regard for relevant Dorset Police policies relating to drugs.
 - Consider wider local concerns in the conurbation as a whole, including drink spiking, sexual abuse, alcohol-related violence, alcohol-related road traffic incidents and other alcohol related harm.
 - Ensure alcohol delivery businesses complete ID checks at the point of sale and at the point of delivery.
 - Where appropriate, provide leaflets or posters for alcohol treatment services from agreed commissioned alcohol services.

- Encourage and promote the reduction of street litter and other forms of waste associated with licenced premises.
- To understand that the sexual exploitation of a child is sexual abuse and a crime ensure that staff are aware of the signs of child sexual exploitation and trafficking, and;
- To provide intelligence to relevant authorities on any identified criminal activity witness on or linked to the premises.

24.3 The policy is only engaged where the licensing authority has a discretion following the receipt of objections. In such cases, the licensing authority will not apply the policy rigidly. The licencing authority will always have regard to the merits of the case with a view to promoting the licensing objectives.

Designated Premises Supervisor (DPS)

- 24.4 Any premises where alcohol is sold under a premises licence must have a designated premise supervisor. The DPS will be named in the premises licence, a summary of which must be displayed on the premises. A DPS must be a personal licence holder. Every sale of alcohol must be made or authorised by a person who holds a personal licence (or must be made or authorised by the management committee in the case of community premises).
- 24.5 The Licensing Act 2003 does not require a DPS or any other personal licence holder to be present on the premises at all times when alcohol is sold. However, the DPS and the premises licence holder remain responsible for the premises at all times.
- 24.6 The Licensing Authority will normally expect the DPS to have been given the day-to-day responsibility for running the premises and as such it is expected that the DPS would usually be present at the licensed premises on a regular basis.
- 24.7 The premises licence holder will be expected to ensure that the DPS has experience commensurate with the size, capacity, nature and style of the premises and licensable activities to be provided..
- 24.8 Within all licensed premises, whether or not alcohol is to be sold, the Licensing Authority will expect there to be proper management arrangements in place which will ensure that there is an appropriate number of responsible, trained/instructed persons at the premises to ensure the proper management of the premises and of the activities taking place, as well as adherence to all statutory duties and the terms and conditions of the premises licence.

Door Supervisors

- 24.9 The premises licence holder and DPS should ensure that their premises do not increase the fear of crime as well as actual crime in their locality. To this end they should ensure, so far as is possible, that customers do not cause nuisance or disorder outside the premises and that measures to ensure the safety of customers and prevention of nuisance are in place.
- 24.10 Door supervisors have an important role in managing customers, not only on the doors but also in the immediate area of premises.

Dispersal Policies

- 24.11 The Licensing Authority accepts that licensed premises can have a diffuse impact. People can cause disturbance when returning to residential areas from later-opening premises elsewhere and people who use off-licences may locate to a remote spot to drink. These problems may not be within the direct control of any particular licensed premises. However, premises licence holders are generally expected to take measures to encourage people to

leave their premises quietly and considerately. The Licensing Authority would encourage premises to adopt a dispersal policy where appropriate.

Risk Assessments

- 24.12 The Licensing Authority will expect that appropriate and satisfactory general and technical risk assessments, management procedures and documentation have been made available to the relevant responsible authorities and to the Licensing Authority, that demonstrate that the public will be safe within and in the vicinity of the premises.
- 24.13 As a minimum the following matters must be taken into consideration:
- Whether the premises already have a licence which specifies the maximum number of people that can be present and, whether a risk assessment has been undertaken as to the maximum number of people who can be present in various parts of the premises, so that they can be operated safely and can be evacuated safely in the event of an emergency
 - Whether patrons can arrive at and depart from the premises safely
 - Whether music and dance venues and performance venues will use equipment or special effects that may affect public safety (e.g. moving equipment, vehicles, pyrotechnics, strobe lights, smoke machines)
 - Whether there are defined responsibilities and procedures for medical and other emergencies and for calling the emergency service

25. Temporary Events Notices

- 25.1 The system of permitted temporary activities is intended as a light touch process and as such, the carrying on of licensable activities does not have to be authorised by the Licensing Authority on an application.
- 25.2 Temporary Event Notices are subject to various rules which are set out in the home office guidance using this link.
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/118375/tens.pdf
- 25.3 **Standard TEN** - The Licensing Authority encourages applicants to give as much notice as possible of such events in excess of the minimum statutory period of ten working days so that appropriate advice and guidance can be given to organisers. Ten working days' notice means ten working days exclusive of the day on which the event is to start and exclusive of the day on which the notice is given.
- 25.4 **Late TEN** - Applicants can apply for a 'late TEN' up to 5 working days before the event and can apply for up to 10 late TENs per calendar year.
- 25.5 The most important aspect of the system of temporary event notices is that no permission is required for these events from the Licensing Authority. Instead a person wishing to hold an event at which such activities are proposed to be carried on (the "premises user") gives notice to the Licensing Authority of the event (a "Temporary Event Notice" or TEN). Once notification is received only the Police or Environmental Health (EH) may intervene to prevent such an event or modify the arrangements for such an event. The Licensing Authority will only intervene itself if the limits on the number of notices that may be given in various circumstances would be exceeded.

- 25.6 It is recognised that many applicants submitting a Temporary Event Notice will not have a commercial background or ready access to legal advice. They will include, for example, people acting on behalf of charities, community and voluntary groups, all of which may stage public events to raise funds and usually the event will include licensable activities. The Licensing Authority will ensure that applicants are guided and supported through the process.
- 25.7 In exceptional circumstances, the Police or Environmental Health may issue an objection notice because they believe the event would undermine the one or more of the four licensing objectives set out in the 2003 Act.
- 25.8 The Police or Environmental Health must issue an objection notice within three working days of being notified, they can subsequently withdraw the notice if the applicants can provide robust assurances. The issuing of such an objection notice requires the consideration of the objection by the Licensing Committee or Sub Committee. If an objection notice is issued in relation to a late notification (between 9 – 5 working days) before the event the notification is cancelled, and licensable activities are not authorised.
- 25.9 The ability of the Police and Environmental Health to serve such a notice is a further reason why event organisers are strongly encouraged by the Licensing Authority not to rely on giving the minimum amount of notice and to contact the local Police and Environmental Health at the earliest possible opportunity about their proposals.
- 25.10 Outside spaces should provide a location plan which clears the area to be covered by the TEN.
- 25.11 In large events the location of the TEN shall also show the position of the TEN within an event.

26. Outside Events

- 26.1 The Licensing Authority advises applicants for outside events to plan well in advance and contact a licensing officer to discuss the need for a premises licence or other permission.
- 26.2 Where events may be of large, diverse or contentious in nature, the Licensing Authority advise that the organisers discuss the event with the responsible authorities to consider potential issues relating to the licensing objectives that could result in representations being made. The event may be referred to a Safety Advisory Group (SAG) which is made up of the responsible authorities, emergency services and other relevant bodies that advise on the safety and local impact of events within BCP Council.
- 26.3 An Event Management Plan (EMP) should be drawn up for final approval by the SAG members and should include details regarding drug testing if appropriate.
<https://www.bournemouth.co.uk/dbimqs/Event-guidelines-update-joint-2020.pdf>
- 26.4 Any advice given by the Safety Advisory Group will not preclude responsible authorities and interested parties from making representations relating to the event.
- 26.5 The Licensing Authority advises any applicant for an outside event to be aware of and take note of the Purple Guide and Managing Crowds Safely (HSG 154) and any other official guidance to ensure the safety of the public attending the event.

27. The Review Process

- 27.1 The proceedings set out in the 2003 Act for reviewing premises licenses and club premises certificates represent a key protection for the community where problems associated with the licensing objectives occur after the grant or variation of a premises licence or club premises certificate.
- 27.2 At any stage, following the grant of a premises licence or club premises certificate, a responsible authority, or any other person, may ask the Licensing Committee to review the licence or certificate because of a matter arising at the premises in connection with any of the four licensing objectives. In incidents of serious crime and/or disorder the Police may apply for an Expedited/Summary Review of a premises licence.
- 27.3 An application for review may be made electronically as long as it is on the required form and in accordance with the Regulations.
- 27.4 In addition, the Licensing Authority must review a licence if the premises to which it relates was made the subject of a closure order by the Police based on nuisance or disorder and the Magistrates' Court has sent the Authority the relevant notice of its determination, or if the Police have made an application for summary review on the basis that premises are associated with serious crime and/or disorder.
- 27.5 Any responsible authority under the 2003 Act may apply for a review of a premises licence or club premises certificate. Therefore, the Licensing Authority may apply for a review if it is concerned about licensed activities at premises and wants to intervene early without waiting for representations from other persons. However, it is not expected that Licensing Authorities should normally act as responsible authorities in applying for reviews on behalf of other persons, such as local residents or community groups. These individuals or groups are entitled to apply for a review of a licence in their own right if they have grounds to do so. It is also reasonable for the Licensing Authority to expect other responsible authorities to intervene where the basis for the intervention falls within the remit of that other authority. For example, the Police should take appropriate steps where the basis for the review is concern about crime and disorder or the sexual exploitation of children. Likewise where there are concerns about noise nuisance, it is reasonable to expect the Local Authority exercising environmental health functions for the area in which the premises are situated to make the application for review.
- 27.6 Where the Licensing Authority does act as a Responsible Authority and applies for a review, it is important that a separation of responsibilities is still achieved in this process to ensure procedural fairness and eliminate conflicts of interest. Further information on how the Licensing Authority should achieve this separation of responsibilities can be found in Chapter 9 of the Statutory Guidance. ([Guidance issued under s182 LA03](#))
- 27.7 Where authorised persons and Responsible Authorities have concerns about problems identified at premises, it is good practice for them to give licence holders' early warning of their concerns and the need for improvement, and where possible they should advise the licence or certificate holder of the steps they need to take to address those concerns. A failure by the holder to respond to such warnings is expected to lead to a decision to apply for a review.
- 27.8 If the application for a review has been made by a person other than a responsible authority (for example, a local resident, residents' association, local business or trade association), before taking action the Licensing Authority must first consider whether the complaint being made is relevant, frivolous, vexatious or repetitious. Further guidance on determining whether a representation is frivolous or vexatious can be found in Chapter 11 of the Statutory Guidance. ([Guidance issued under s182 LA03](#))

- 27.9 When the Licensing Authority receives an application for a review it must arrange a hearing. The arrangements for the hearing must follow the provisions set out in regulations. These regulations are published on the Government's legislation website. www.legislation.gov.uk It is particularly important that the Premises Licence Holder or Club Premises Certificate Holder is made fully aware of any representations made in respect of the premises, any evidence supporting the representations and that the holder or the holder's legal representative has therefore been able to prepare a response.

Powers of the Licensing Authority on the Determination of a Review

- 27.10 Where the Licensing Committee considers that action under its statutory powers is appropriate, it may take any of the following steps;
- Modify the conditions of the premises licence
 - Exclude a licensable activity from the scope of the licence
 - Remove the Designated Premises Supervisor, for example, because they consider that the problems are the result of poor management
 - Suspend the licence for a period not exceeding three months
 - Revoke the licence
- 27.11 In deciding which of these powers to invoke, the Licensing Committee will seek to establish the cause or causes of the concerns that the representations identify. The remedial action taken will generally be directed at these causes and will always be no more than an appropriate and proportionate response to address the causes of concern that instigated the review.

28. Late Night Levy

- 28.1 The Licensing Authority acknowledges that the Police Reform and Social Responsibility Act 2011 enables a Licensing Authority to charge a levy on premises who are licensed to sell alcohol late at night in the conurbation (between midnight and 06:00 hours), as a means of raising a contribution towards the costs of policing the late-night economy. BCP Council has not introduced such a levy but the option of introducing such a levy may be kept under review by the Licensing Committee.

29. Early Morning Restriction Orders (EMROs)

- 29.1 In addition to the provisions contained within the Police Reform and Social Responsibility Act 2011 for the Late Night Levy, there is an additional power for the Licensing Authority to restrict sales of alcohol in the whole or part of their areas for any specified period between midnight and 06:00 hours if it considers it appropriate for the promotion of the licensing objectives, the option of introducing an EMRO may be reviewed by the Licensing Committee.

30. Personal Licences

- 30.1 Every supply of alcohol under the premises licence must be made or authorised by a person who holds a Personal Licence. The Act does not require the presence of a Personal Licence Holder at all times but if any sales are made when a Designated Premises Supervisor (DPS) is not present, then they must have been authorised by somebody who holds a Personal Licence. Regardless of whether a Personal Licence holder is present or not he will not be able to escape responsibility for the actions of those authorised to make such sales.
- 30.2 The Licensing Authority recommends that the DPS authorises authorisations for the sale of alcohol be made by other staff members to be in writing to ensure that those authorised are

clear what their legal responsibilities are. Any premises at which alcohol is sold or supplied may employ one or more Personal Licence Holders.

- 30.3 The Council recognises it has no discretion regarding the granting of personal licences where;
- the applicant is 18 or over
 - possesses a licensing qualification
 - has not had a licence forfeited in the last five years and
 - has not been convicted of a relevant offence
- 30.4 An application for a personal licence to sell alcohol must be made in the form specified in government guidance or regulations. The application form must be accompanied by the requisite fee. The applicant should also produce evidence of the relevant qualifications and their right to work in the UK.
- 30.5 Applicants should produce a Disclosure and Barring Service (DBS) certificate along with the application form. The certificate must be current (produced within 1 month of application) and comply with the Regulations on personal licence applications. Applicants are also expected to make a clear statement as to whether or not they have been convicted outside England and Wales of a relevant offence or a similar offence.
- 30.6 Where the application discloses relevant unspent convictions the Licensing Authority will notify the Police of the application and the convictions. The police may make objection on the grounds of crime and disorder. If an objection is lodged a hearing must be held. The Licensing Authority will, at such a hearing, consider carefully whether the grant of the licence will compromise the promotion of the crime prevention objective. It will consider the seriousness and relevance of the conviction(s), the period that has elapsed since the offence(s) were committed and any mitigating circumstances. The Licensing Authority will normally refuse the application unless there are exceptional and compelling circumstances which justify granting it.

31. How to use this Policy

- 31.1 This policy is a guidance document for applicants and members to assist the decision making process in line with the licensing act 2003. Failure to have reference to this policy could result in an appeal to the magistrate's court and costs being awarded to either party depending on the outcome of the appeal.
- 31.2 This statement of licensing policy should be used in conjunction with the following documents;
- The Licensing Act 2003 <http://www.legislation.gov.uk/ukpga/2003/17/contents>
 - The revised guidance issued under section 182 of the Licensing Act 2003 <https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>
 - The Licensing Act 2003 (Premises Licences and Club Premises Certificates) Regulations 2005 <http://www.legislation.gov.uk/uksi/2005/42/contents/made>
 - The Licensing Act 2003 (Hearings) Regulations 2005 <http://www.legislation.gov.uk/uksi/2005/44/contents/made>
 - The Licensing Act 2003 (Fees) Regulations 2005 <http://www.legislation.gov.uk/uksi/2005/79/contents/made>
 - Alcohol Licensing Guidance <https://www.gov.uk/guidance/alcohol-licensing>
 - Live Music Act 2012 <http://www.legislation.gov.uk/ukpga/2012/2/contents/enacted>

- Entertainment Licensing Reform
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/328492/Entertainment_Licensing_Legislative_Reform_Order_Explanatory_Document.pdf

32. Roles and Responsibilities

- 32.1 The 2003 Act provides that the functions of the Licensing Authority are to be taken or carried out by its Licensing Committee. Many of the decisions and functions will be purely administrative in nature, and in the interests of speed, efficiency and cost effectiveness, the Licensing Authority shall undertake a process of delegation of its functions.
<https://democracy.bcpccouncil.gov.uk/documents/s12892/Part%203%20-%20Responsibility%20for%20Functions.pdf>
- 32.2 In accordance with the Licensing Act 2003, BCP Council has established a Licensing Committee consisting of 15 Council members. Where relevant representations are made against an application (and not withdrawn) or review requested, the application shall be determined at either a Licensing Committee or Sub Committee which will constitute three members of the Licensing Committee.

33. Further Information and Evidence

- 33.1 Further information relating to this policy can be found at the following sites;
- <https://democracy.bcpccouncil.gov.uk/ieListMeetings.aspx?CommitteeId=288>
 - [Home \(saferbcp.co.uk\)](http://saferbcp.co.uk)
 - [Equality Action Commission | BCP \(bcpccouncil.gov.uk\)](http://equality.bcpccouncil.gov.uk)
 - [Statistics, data and census | BCP \(bcpccouncil.gov.uk\)](http://statistics.bcpccouncil.gov.uk)

Glossary

This section explains the key terms used in the policy statement. These terms are all defined in the Licensing Act 2003 and Guidance. This glossary is only intended to clarify the general meaning of each of the terms. This list is not exhaustive nor are the definitions legally comprehensive.

ACPO	Association of Chief Police Officers (see www.acpo.police.uk)
Applicant	A person making an application in respect of a Premises Licence or Club Premises Certificate
Application to vary a Premises Licence	Where a Premises Licence holder wishes to amend the licence the Act allows, in most cases for an application to vary to be made rather than requiring an application for a new Premises Licence
ASB	Anti social behaviour
British Beer and Pub Association (BBP)	See www.beerandpub.com
British Board of Film Classification (BBFC)	The national body responsible for the classification of cinema films and videos
CCTV	Closed Circuit Television
Child	The Licensing Act 2003s145(2) defines a child as an individual under the age of 16
Club Premises Certificate	Club Premises Certificates are authorisations needed by clubs to carry on certain activities eg. selling alcohol to members and their guests. They may be granted to clubs that meet the special requirements set out in Part 4 of the 2003 Act regarding membership, that the club is established and conducted in good faith and special conditions where the club supplies alcohol to its members). The application process is similar to that for a Premises Licence, for example there are similar provisions about advertising applications and making representations. However, a key difference is that, unlike a Premises Licence, there is no requirement to identify a designated premises supervisor to allow the supply of alcohol under a Club Premises Certificate
Community Alcohol Partnership Scheme (CAP)	CAP is the national co-ordinating organisation for the establishment of local Community Alcohol Partnerships
Community Safety and Accreditation Scheme (CSASS)	Officers who have been given some police powers who patrol key areas within the BCP Council Area
Community Protection Notices (CPN)	A Community Protection Notice (CPN) is aimed to prevent unreasonable behaviour that is having a negative impact on the local community's quality of life
Conditions/Conditions consistent with the Operating Schedule	Conditions include any limitations or restrictions attached to a licence or certificate and essentially they 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
Councillor	An elected member of the Council
CSE	Child Sexual Exploitation

Decile	Ten equal groups into which a population can be divided according to the distribution of values of a particular variable. Such as "the lowest income decile of the population"
DPS	The Designated premises Supervisor is a personal licence holder specified in the Premises Licence. All premises licensed to sell alcohol will have an identified personal licence holder, known as the DPS. The purpose of the DPS is to ensure there is always one specified individual who can be identified as a person in a position of authority on the premises
Early Morning Alcohol Restriction Order (EMRO)	An additional power for the Licensing Authority to restrict sales of alcohol in the whole or part of their areas for any specified period between midnight and 06.00 hours if it considers it appropriate for the promotion of the licensing objectives
Expedited/Summary Review	An application undertaken when the Police consider that the premises concerned are associated with serious crime and/or disorder
Guidance	Section 182 of the Licensing Act 2003 provides that the Secretary of State must issue and from time to time may revise guidance to Licensing Authorities on the discharge of their functions under the 2003 Act. The Guidance is provided for Licensing Authorities carrying out their functions. It also provides information for magistrates hearing appeals against licensing decisions and has been made widely available for the benefit of operators of licensed premises, their legal advisers and the general public. It is a key mechanism for promoting best practice, ensuring consistent application of licensing powers across the country and for promoting fairness, equal treatment and proportionality
In the Vicinity	Whether somebody lives or works 'in the vicinity' of a premises is a matter that will be decided by the relevant licensing authority. The word has no particular technical meaning and in licensing matters should be interpreted as an ordinary English word and in a common sense fashion. In doing this, Licensing Authorities might take into account whether the party is likely to be affected by any disorder or disturbance occurring or potentially occurring at those premises
Irresponsible Promotions	An irresponsible promotion is one that encourages the sale or supply of alcohol for consumption on the premises and carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance or harm to children. This is dealt with by mandatory conditions which are attached to all premises authorised for the sale of alcohol on the premises
Late Night Levy	A means of raising a contribution towards the costs of policing the late-night economy
Late-night Refreshment	The provision of late-night refreshment means the supply of hot food or hot drink to the public, for consumption on or off the premises, between 11pm and 5am or the supply of hot food or hot drink to anyone

	between 11pm and 5am on or from premises to which the public has access. However, there are a number of exemptions in Schedule 2 of the Licensing Act 2003 eg, vending machines in certain circumstances, where the hot food or hot drink is supplied free of charge or where it is supplied by a registered charity
Licensable Activities	Licensable activities are the sale of alcohol, the supply of alcohol by or on behalf of a club to or to the order of, a member of the club, the provision of regulated entertainment and the provision of late-night refreshment. If you carry on any of these activities you are likely to need an authorisation by way of a (a Premises Licence, a Club Premises Certificate or a Temporary Event Notice)
Licensee	Generally refers to the holder of a Premises Licence but also includes in this policy an applicant for a Premises Licence or applicant for a provisional statement unless otherwise stated
Licensing Act 2003	The Licensing Act 2003 became law on 24 November 2005. The Licensing Act 2003 introduced a single licence scheme for licensing premises that; <ul style="list-style-type: none"> – Supply alcohol – Provide regulated entertainment – Provide late-night refreshment
Licensing Authority	This refers to Bournemouth Christchurch and Poole Council as the body responsible for licensing under the Licensing Act 2003
Licensing Objectives	Licensing Authorities must carry out their functions with a view to promoting four licensing objectives. These are; <ul style="list-style-type: none"> – The prevention of crime and disorder – Public safety – The prevention of public nuisance – The protection of children from harm Licensing Authorities must decide applications in connection with Premises Licences and Club Premises Certificates on the basis of the steps it considers appropriate to promote these objectives. Each objective is of equal importance
Licensing Policy	See Statement of Licensing Policy
Licensing Subcommittee	The full Licensing Committee delegates a number of their functions to one or more 'Licensing Subcommittees'. These are made up of three members of the full Licensing Committee
Lower Super Output Areas (LSOA)	LSOA is a geographic area used by the NHS to highlight statistical health data. Also known as Lower Layer Super Output Areas they are a geographic hierarchy designed to improve the reporting of small area statistics in England and Wales
Mandatory Conditions	The 2003 Act provides for Mandatory Conditions to be included in every licence and/or Club Premises Certificate. See Mandatory Condition section for conditions
Memorandum of Understanding (MOU)	An MOU is an agreement between two or more parties. It expresses a convergence of will between the parties, indicating an intended common line of action

Minor Variation	<p>Small variations that will not impact adversely on the licensing objectives are subject to a simplified 'minor variations' process. Variations to;</p> <ul style="list-style-type: none"> – extend licensing hours for the sale or supply of alcohol for consumption on or off the premises between the hours of 11pm and 7am or; – increase the amount of time on any day during which alcohol may be sold or supplied for consumption on or off the premises are excluded from the minor variations process and must be treated as full variations in all cases
Off-Sales	Supply of alcohol in a sealed or open container for consumption off the premises
Operating Schedule	<p>The Operating Schedule is the part of the application form for a Premises Licence or Club Premises Certificate where the applicant sets out various details about how they propose to operate the premises when carrying on licensable activities. Among other things, it must include a description of the proposed licensable activities, proposed opening hours and times for licensable activities, proposed duration of the licence or certificate and a statement of the steps the applicant proposes to take to promote the licensing objectives, (for example, arrangements for door security to prevent crime and disorder). The significance of the Operating Schedule is that if the application for the Premises Licence or Club Premises Certificate is granted it will be incorporated into the licence or certificate itself and will set out the permitted activities and the limitations on them</p>
Personal Licence	<p>Personal Licences authorise an individual to supply alcohol or authorise the supply of alcohol in accordance with a Premises Licence or a Temporary Event Notice. Not everybody who works in any licensed premises will need to hold a Personal Licence, however all premises licensed to sell alcohol will have an identified personal licence holder, known as the designated premises. In addition, all supplies of alcohol under a Premises Licence must be made or authorised by a person who holds a Personal Licence</p>
Premises Licence	A Premises Licence authorises the use of premises for 'licensable activities'
Provisional Statement	<p>This 'statement' can be applied for where premises are being or about to be constructed for licensable activities. This will give the owner some reassurance about whether a licence would be granted if the premises were built as set out in the application for the Provisional Statement. However a Provisional Statement is not an authorisation, so the relevant permission must still be obtained in order to carry on licensable activities</p>
Public Space Protection Order (PSPO)	<p>Public Spaces Protection Orders (PSPOs) were brought in under the Antisocial Behaviour Crime and Policing Act 2014. PSPOs specify an area where activities are taking place that are or may be detrimental to the local community's quality of life. PSPOs impose conditions or</p>

	restrictions on individuals using that area such as to stop drinking alcohol, not act in a manner that causes alarm or distress to others in the area.
Purple Guide	Best practice guidance document for outside events
Qualifying Clubs (with regard to Club Premises Certificates)	Qualifying clubs are those clubs that meet the special requirements set out in Part 4 of the 2003 Act regarding membership, that the club is established and conducted in good faith and special conditions where the club supplies alcohol to its members. These are clubs where members join together for a particular social, sporting or political purpose and then combine to purchase alcohol in bulk for its members (see examples under 'Club Premises Certificate' above). Such clubs carry on activities from premises to which public access is restricted and where alcohol is supplied other than for profit
Regulated Entertainment	<p>Generally speaking, the provision of regulated entertainment means the commercial or public provision of entertainment facilities or the commercial or public provision of any of the following sorts of entertainment;</p> <ul style="list-style-type: none"> – The performance of a play – An exhibition of a film – An indoor sporting event – Boxing or wrestling entertainment – A performance of live music – Any playing of recorded music – A performance of dance – Entertainment of a similar description to live music, recorded music or dance <p>Schedule 1 of the Licensing Act 2003 contains further specific rules about where the definition of 'regulated entertainment' applies. These rules concern the intended audience and whether the regulated entertainment is for profit</p>
Relevant Representation	These are written representations about the likely effect of the grant of an application for or variation to a Premises Licence or Club Premises Certificate on the promotion of the licensing objectives. Any persons, such as local residents or businesses and Responsible Authorities, such as Environmental Health, can make representations. The term 'relevant' refers to representations that are considered 'valid' by the Licensing Authority. The representations must be made within 28 days after the day on which the application is given and if made by a person other than a Responsible Authority, must be made seriously eg, must not be frivolous or vexatious. Representations can also be made in relation to an application for the review of a Premises Licence or Club Premises Certificate
Responsible Authorities	Responsible Authorities include public bodies that must be notified of applications and are entitled to make representations to the Licensing Authority in relation to the application for the grant, variation or review of a Premises Licence or Club Premises Certificate. Any representations must be about the likely effect of

	<p>granting the application on the promotion of the licensing objectives. Responsible Authorities include the following for the area in which the premises are situated;</p> <ul style="list-style-type: none"> – The Licensing Authority – The Chief officer of Police – The Fire Authority – The Planning Authority – The Health Authority – The Health and Safety Authority – The Environmental Health Authority – The body recognised as being responsible for protection of children from harm – Inspectors of Weights and Measures (trading standards officers) <p>and in respect of vessels only;</p> <ul style="list-style-type: none"> i) The Environment Agency ii) The British Waterways Board iii) The Maritime and Coastguard Agency and if different from these iv) The relevant navigation authority/authorities for the place(s) where the vessel is usually moored or berthed or any waters where it is proposed to be navigated at a time when it is used for licensable activities <ul style="list-style-type: none"> - Home Office Immigration Enforcement
Review	<p>Interested parties including local residents can also request a review of a particular Premises Licence when problems occur that are related to the licensing objectives. Following the review, the Licensing Authority can consider a range of responses such as suspending or revoking the licences, excluding certain licensable activities or changing conditions attached to a licence. However it can only take these actions where they are appropriate to address the problem and promote one or more of the four licensing objectives</p>
Risk Assessment	<p>The overall process of identifying all the risks to and from an activity and assessing the potential impact of each risk.</p>
Safety Advisory Group (SAG)	<p>Safety Advisory Group or SAG is made up of representatives from the Local Authority such as Environmental Health, Licensing Authority, Emergency Services such as Police and Fire and Rescue Service, other relevant bodies and the event organiser. It is a platform for discussing and advising on public safety and concerns at an event</p>
SIA	<p>Security Industry Authority who is the authority who licence for door supervisors. Door supervisors are responsible for the safety and security of customers and staff in venues such as pubs, bars, nightclubs and other licensed premises or at public events</p>
Statement of Licensing Policy	<p>Every Licensing Authority will publish a 'Statement of Licensing Policy' every five years. This will set out the general approach the Licensing Authority will take when making licensing decisions</p>

Temporary Event Notice (TEN)	This is the notice that organisers of small-scale temporary events must give to make it a 'permitted temporary activity'. This notice must be in a prescribed form. There are certain limitations imposed on this system. A TEN can be referred to as a Standard TEN or a Late TEN
Variation	See Application to vary a Premises Licence

Regulated Entertainment Exemptions

Overview of circumstances where entertainment activities are not licensable

There are a number of exemptions that mean that a licence (or other authorisation) under the Act is not required. Whilst it is not possible to give examples of every eventuality or possible entertainment activity that is not licensable, the following activities are examples of entertainment which is not licensable:

- Activities which involve participation as acts of worship in a religious context;
- Activities in places of public religious worship;
- Education - teaching students to perform music or to dance;
- The demonstration of a product – for example, a guitar - in a music shop;
- The rehearsal of a play or performance of music for a private audience where no charge is made with a view to making a profit;
- Morris dancing (or similar);
- Incidental music - the performance of live music or the playing of recorded music if it is incidental to some other activity;
- Incidental film - an exhibition of moving pictures if it is incidental to some other activity;
- A spontaneous performance of music, singing or dancing;
- Garden fetes - or similar if not being promoted or held for purposes of private gain;
- Films for advertisement, information, education or in museums or art galleries;
- Television or radio broadcasts - as long as the programme is live and simultaneous;
- Vehicles in motion - at a time when the vehicle is not permanently or temporarily parked;
- Games played in pubs, youth clubs etc (e.g. pool, darts and table tennis);
- Stand-up comedy; and • Provision of entertainment facilities (e.g. dance floors).

Amendments to the Licensing Act 2003

There have been a number of deregulatory changes to the Act in relation to regulated entertainment, these are listed, for information, below:

- The Live Music Act 2012; Licensing Act 2003 (Descriptions of Entertainment)(Amendment) Order 2013;
- The Legislative Reform (Entertainment Licensing) Order 2014; and
- The Deregulation Act 2015.

Activities where no licence is needed

Plays

No licence is required for performances between 08:00 and 23:00 hours on any day, provided that the audience does not exceed 500.

Dance

No licence is required for performances between 08:00 and 23:00 hours on any day, provided that the audience does not exceed 500.

Films

No licence is required for "not for profit" film exhibitions held in community premises

between 08:00 and 23:00 hours on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that such screening abides by age classification ratings.

Indoor Sporting Events

No licence is required for an event between 08:00 and 23:00 hours on any day provided that those present do not exceed 1000.

Boxing or wrestling entertainment

No licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000.

Live Music - no licence permission is required for:

- A performance of unamplified live music between 08:00 and 23:00 on any day, on any premises;
- A performance of amplified live music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500;
- A performance of amplified live music between 08:00 and 23:00 on any day, in a workplace¹⁴ that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500;
- A performance of amplified live music between 08:00 and 23:00 hours on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises;
- A performance of amplified live music between 08:00 and 23:00 hours on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500 and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.

Recorded Music - no licence permission is required for:

- Any playing of recorded music between 08:00 and 23:00 hours on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500;
- Any playing of recorded music between 08:00 and 23:00 hours on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
- Any playing of recorded music between 08:00 and 23:00 hours on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organisers gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Cross activity exemptions - no licence is required between 08:00 and 23:00 on any day, with no limit on audience size for:

- Any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
- Any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care

provider;

- Any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
- Any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Local authorities, hospital healthcare providers and school proprietors: cross-entertainment activity exemption

No licence is required for any entertainment provided by or on behalf of a local authority, health care provider, or school proprietor to the extent that it takes place on defined premises, between 08:00 and 23:00 hours on any day provided that:

- For entertainment provided, or on behalf of, a local authority it takes place on premises in which that authority has a relevant property interest, or is in lawful occupation;
- For entertainment provided by, or on behalf of, a health care provider it takes place on any premises forming part of a hospital in which the provider has a relevant property interest, or is lawful occupation; and
- For entertainment provided by, or on behalf of, a school proprietor it takes place on the premises of the school.

Local authority, hospital and school premises: third party music entertainment

No licence is required for a performance of live music or the playing of recorded music on local authority, hospital or school premises, that are not domestic premises, between 08:00 and 23:00 hours on any day provided that:

- It is performed in front of an audience of no more than 500 people; and
- A person concerned in the organisation or management of the music entertainment has obtained the prior written consent of the local authority, health care provider or school proprietor (as appropriate) for that entertainment to take place. It is for these "trusted providers" to determine whether, or not, they wish to make their premises available for music entertainment by a 3rd party and on what terms they deem it appropriate.

Community premises: music entertainment

No licence is required for a performance of live music or the playing of recorded music on community premises between 08:00 and 23:00 hours on any day provided that:

- The community premises are not authorised, by a premises licence or club premises certificate, to be used for the supply of alcohol for consumption on the premises.
- The music entertainment is in the presence of an audience of no more than 500 people; and
- A person concerned in the organisation or management of the music entertainment has obtained the prior written consent of the management committee of the premises, or if there is no management committee, a person who has control of the premises in connection with the carrying on by that person of a trade, business or other undertaking, or failing that a person with a relevant property interest in the premises.

Community premises: exhibition of film

No licence is required for an exhibition of a film on community premises between 08:00 and 23:00 hours on any day provided that:

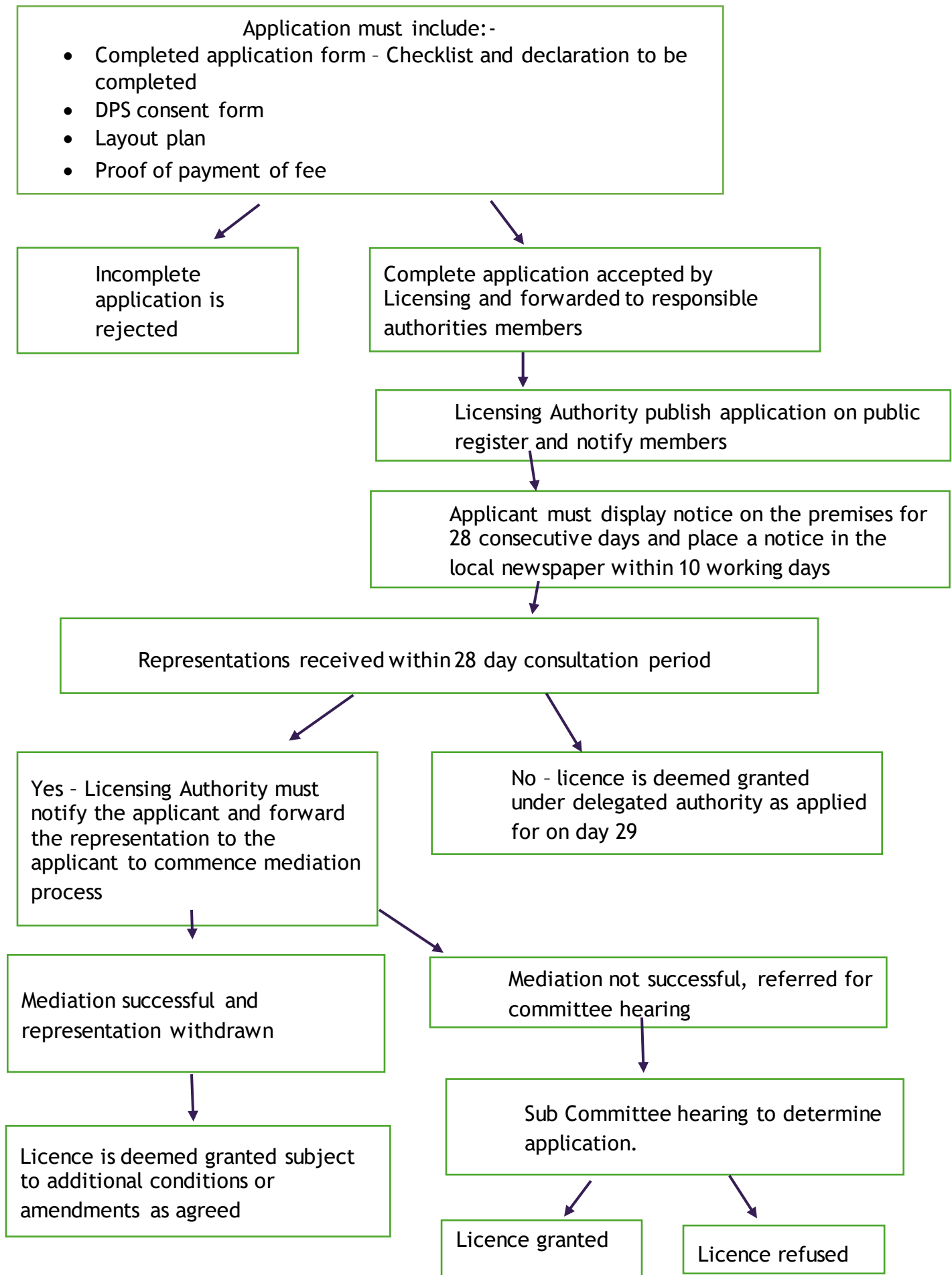
- The film entertainment is not provided with a view to profit; and
- The film entertainment is in the presence of an audience of no more than 500 people.

Travelling circuses

Where types of entertainment are present in a performance by a travelling circus they will not be licensable provided that certain qualifying conditions are met. The qualifying conditions are that:

- The entertainment is not an exhibition of a film or a boxing or wrestling entertainment;
- The entertainment takes place between 08:00 and 23:00 hours on the same day;
- The entertainment takes place wholly within a moveable structure and the audience present is accommodated wholly inside that moveable structure; and
- The travelling circus has not been located on the same site for more than 28 consecutive days

Application process



Model Pool of Licensing Conditions

The following list of proposed model conditions has been produced by the Licensing Authority in order to assist in the application process for the grant or variation of Premises Licence or Club Premises Certificate.

Relevant conditions shall be added to the operating schedule (Part M of the application form which sets out the steps the applicant will take to promote the four licensing objectives should the application be granted. These then form the conditions which will be attached to any issued licence if granted.

It is important that applicants consider the contents of their Operating Schedule carefully and only offer those which they consider appropriate to promote the licensing objectives for their particular premises and style of operation. Location, size and capacity, hours of operation and licensable activities should be considered.

This list is not exhaustive and is not intended to prevent or deter applicants from proposing their own conditions which they consider appropriate for their particular premises.

Licensing Objective:	Suggested wording
Prevention of Crime and Disorder	
Refusals Register	<p>A Refusals Register shall be maintained at the premises and used to record any and all occasions upon which any person is refused the sale of alcohol (or delivery of the same) with a note of the reason for the refusal, the date and time and a brief description of the person(s) concerned</p> <p>If the refusal relates to a delivery, the record shall also contain a note of the delivery address and the name of the customer concerned</p> <p>The register shall be kept at the premises for a minimum period of 12 months and made available for inspection by Police, Licensing Authority and other authorised officers on request</p>
Incident Log	<p>An incident log shall be kept at the premises</p> <p>The log should include the date and time of the incident and the name of the member of staff involved</p> <p>The log to be made available on request to an authorised officer of the Licensing Authority or the Police, which will record the following;</p> <ul style="list-style-type: none"> (a) All crimes reported to the venue as having occurred within or immediately outside the premises (b) All ejections of patrons (c) Any complaints received relating to crime and disorder (d) Any incidents of disorder (e) All seizures of drugs or offensive weapons (f) Any faults in the CCTV system or searching equipment or scanning equipment

	<p>The incident log shall be kept at the premises for a minimum period of 12 months and be made available for inspection by Police, the Licensing Authority and other authorised officers on request</p>
Alcohol Deliveries	<p>All persons making deliveries of alcohol from the premises shall be instructed to report to the holder of the licence or the DPS any and all occasions when a delivery is refused and the reason for that refusal and a record of all such refusals shall be maintained at the premises</p> <p>ID Checks for proof of age will be completed and recorded for all deliveries. This will be available for review on request.</p> <p>The record shall be checked by the DPS or the manager(ess) in charge of the premises at least once a week and shall be signed to that effect</p> <p>Delivery of alcohol shall be limited to XXXX per delivery.</p>
<p>ABV Limit</p> <p>Useful for example where there are particular concerns about street drinking</p>	<p>No beer, lagers or ciders of 5.5% ABV (alcohol by volume) or above shall be sold at the premises</p>
CCTV	<p>A CCTV system, shall be installed and thereafter maintained in good working order to cover all public parts of the premises (excluding lavatories) Cameras covering entry and exit points shall be capable of enabling frontal identification of every person entering in any light condition</p> <p>The CCTV system shall continually record and cover areas where alcohol is kept for selection and purchase by the public, whilst the premises is open for licensable activities. It shall operate during all times when customers remain on the premises</p> <p>All recordings shall be stored for a minimum period of 31 days with correct date and time stamping Recordings shall be made available for viewing (subject to Data Protection Act 2018 or any replacement legislation) immediately upon the request of Police or an authorised officer and copies provided in a playable format as soon as is reasonably practicable, provided in each case that requests for viewing and/or copies are compliant with data protection regulations</p> <p>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 are open to the public</p>

SIA Door Supervisors	<p>The holder of the licence shall undertake a risk assessment with regard to the deployment of SIA Door Supervisors at different times of the day and on different days of the week to determine whether it is appropriate to deploy door staff on those days and/or at any other time(s) and to then implement the outcome of the risk assessment</p> <p>A copy of the risk assessment should be made available to an authorised officer of the Licensing Authority or Dorset Police upon request</p>
Queues	<p>The licence holder 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</p> <p>The designated queuing area shall be enclosed within appropriate barriers to ensure that the footway is kept clear</p> <p>All staff engaged outside the entrance to the premises, or supervising or controlling queues shall wear high visibility yellow jackets or vests</p>
Pub and Town Watch	<p>The premises shall maintain membership of the Townwatch scheme (or any successor scheme) a senior member of staff shall attend all Townwatch meetings unless an emergency arises preventing such attendance and the premises will support Townwatch initiatives</p>
Off Sales	<p>There shall be no sales of alcohol for consumption off the premises</p> <p>All sales of alcohol for consumption off the premises shall be in sealed containers only and shall not be consumed on the premises.</p>
Drugs	<p>There shall be a written drugs policy detailing the actions to be undertaken to minimize the opportunity to use or supply illegal substances with the premises</p> <p>Training of staff in relation to this policy shall be recorded and available for inspection by an authorised officer at all reasonable times</p> <p>Records shall be retained for at least 12 months A drug safe shall be available on the premises to deposit any illegal substances found</p> <p>There shall be a clear policy with the agreed procedure for handling and the retention of any article seized</p> <p>There shall be a clear visible notice displayed on the premises advising those attending that the Police</p>

	may be informed if anyone is found in possession of controlled substances or weapons
Glass and Bottles	<p>All drinks shall be served in plastic/paper/toughened glass or polycarbonate containers</p> <p>The contents of any bottled beverage shall be decanted into a plastic/paper/toughened glass or polycarbonate container before service to any customer</p> <p>The collection of glass and bottles shall be undertaken at regular intervals Bottle bins shall be provided at the exit doors and staff shall show due diligence in preventing bottles and glasses being taken from the premises</p>
Licensing Objective : Prevention of Public Nuisance	
<p>Noise Limiter</p> <p><i>For High Risk Businesses with residential located above or in the local vicinity and/or a business whose main purpose is provision of music</i></p>	<p>A noise limiter shall be fitted to the musical amplification system set at a level determined by and to the satisfaction of an authorised officer of the Environmental Health Service so as to ensure that no noise nuisance is caused to local residents or businesses</p> <p>The operational panel of the noise limiter shall then be secured by key or password to the satisfaction of officers from the Environmental Health Service and access shall only be by persons authorised by the Premises Licence holder</p> <p>The limiter shall not be altered without prior agreement with the Environmental Health Service</p> <p>No alteration or modification to any existing sound system(s) should be effected without prior knowledge of an authorised Officer of the Environmental Health Service</p> <p>No additional sound generating equipment shall be used on the premises without being routed through the sound limiter device</p>
<p>Noise Control</p> <p><i>For all businesses with residential located above or in the local vicinity.</i></p>	<p>No noise generated on the premises-or by its associated plant or equipment-shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance</p> <p>All audio from the music system will be played at background level only</p> <p>A lobbied entrance, that is two sets of doors that are set so that one is closed when the other one is open shall be installed at the premises</p>

	<p>Loudspeakers shall not be located in the entrance lobby or outside the premises building</p> <p>Live/recorded music will stop at (XX.XX)</p> <p>The front entrance doors to the premises shall have self-closers and be maintained as such for the duration of the licence</p> <p>Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly</p> <p>No waste or recyclable materials, including bottles, shall be moved, removed from or placed in outside areas between (23.00) hours and (08.00) hours on the following day</p> <p>No collections of waste or recycling materials (including bottles) from the premises shall take place between (23.00) and (08.00) on the following day</p>
Doors and Windows	<p>All windows and external doors shall be kept closed after 23.00 hours, except for the immediate access and egress of persons</p>
Control of People Outside/Smoking	<p>There shall be no admittance or re-admittance to the premises after (XX.XX) except for patrons permitted to temporarily leave the premises to smoke or to make a telephone call, if impractical to do so from within the building</p> <p>Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke or to make a telephone call, shall be limited to (X) persons at any one time</p> <p>Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke or to make a telephone call, shall not be permitted to take drinks or glass containers with them</p> <p>The Premises Licence Holder shall ensure that any patrons drinking and/or smoking outside the premises do so in an orderly manner and are supervised by staff so as to ensure that there is no public nuisance or obstruction of the public highway Loudspeakers shall not be located outside the building</p> <p>Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly</p> <p>Patrons permitted to temporarily leave and then re-enter the premises to smoke or to make a telephone</p>

	<p>call shall be restricted to a designated smoking area defined as (specify location)</p> <p>After 23.00 Patrons will only be permitted to use the outside area for temporary purposes e.g. to smoke or to make a telephone call</p>
When intending to use external tables and chairs	<p>No food or alcohol shall to be served on the patio/terrace area after 23.00 hours</p> <p>All outside tables and chairs shall be rendered unusable by 23.00 each day</p> <p>All tables and chairs shall be removed from the outside area by 23.00 each day</p>
Takeaways For all businesses operating takeaway/delivery functionality late into the evening	All staff including delivery drivers will be trained making them aware that they must be considerate of neighbouring premises, a sign requiring this will also be placed on any door used for the collection of the delivery at all times
Manager's Phone Number to be Available For high risk businesses likely to cause a nuisance	<p>A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open</p> <p>This telephone number is to be made available to residents and businesses in the vicinity</p>
Licensing Objective: Protection of Children from Harm	
Challenge 25	<p>Challenge 25 shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence or passport I holographically marked PASS scheme identification cards</p> <p>Appropriate signage advising customers of the policy shall prominently displayed in the premises</p>
No Proof of Age No Sale NPOANS	All staff shall receive training and guidance using the NPOANS toolkit which is available for free from No Proof Of Age, No Sale .
Staff Training	<p>All staff working at the premises concerned with the sale of alcohol shall be trained with regard to the law on restricted sales to persons under the age of 18 and/or who are intoxicated</p> <p>All staff shall be aware of the premises licence and all conditions attached to it.</p> <p>A written record of all staff training shall be maintained and kept on the premises and made available on request to an authorised officer of the Licensing Authority or the Police</p>
Considerations for child safeguarding	Children (under 18) shall not be allowed upon the premises

	<p>Clear signage of the times and areas children (under 18) admitted shall be displayed</p> <p>Children (under 18) shall only be allowed to remain on the premises between the hours of XXXX and XXXX on any day</p> <p>A lost children procedure shall be in place with DBS checked staff to care for any lost children</p>
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