

## HARROW COUNCIL

### Licensing Act 2003 Pool of Conditions

Version 1 dated Sept 2016

When deciding to grant or vary a premises licence under the Licensing Act 2003, we must do so subject to conditions which we consider are necessary for the promotion of the licensing objectives.

In carrying out our licensing functions we must have regard to Guidance issued under the Act by the Secretary of State. Current Guidance provides pools of conditions (although not an exhaustive list), which relate to the four licensing objectives and which could be used where necessary and appropriate to the particular circumstances of an individual licensed premises. The Guidance states however, that it is important that conditions should not be applied universally and treated as standard conditions irrespective of circumstances. Under no circumstances should we regard the pools of conditions as standard conditions to be automatically imposed in all cases. Guidance also urges partnership working to promote the licensing objectives.

Conditions which are necessary to promote the licensing objectives should emerge initially from the prospective licence holders risk assessment and be translated to form part of the operating schedule for the premises. This basket of model conditions has been produced to assist prospective licence holders where they consider that they would promote the licensing objectives in the circumstances of their application (see page x of our Statement of Licensing Policy).

Once an application has been made, the police, Environmental Health service, other responsible authorities, and interested parties are encouraged to engage with the applicant if they are considering making a representation to the application. This basket of model conditions has been produced to assist all parties and promote a consistent approach when proposing conditions on a premises licence.

**This basket of model conditions is not an exclusive or exhaustive list of conditions which may be included on a premises licence. It does not restrict any applicant, responsible authority, or interested party from proposing any alternative conditions, nor would it restrict a licensing sub-committee from imposing any reasonable condition on a licence it considers necessary for the promotion of the licensing objectives.**

Where appropriate, conditions should specify who is responsible for its implementation and should state, for example, “The premises licence holder shall...” or “The designated premises supervisor will...”.

The conditions will be updated as required and the current version published on [www.harrow.gov.uk](http://www.harrow.gov.uk)

Comments on the content and use of the model conditions are welcomed. Please contact Jeffrey Leib (Principal Licensing Officer) on 01923 278476 or email [licensing@harrow.gov.uk](mailto:licensing@harrow.gov.uk)

**Key:**

The second column in the table that follows indicates the types of premises to which the condition in the third column might be of most relevance.

<b>A</b>	<b>Restaurants</b>
<b>B</b>	<b>Public houses, wine bars or other drinking establishments</b>
<b>C</b>	<b>Café-bars</b>
<b>D</b>	<b>Hotel bars</b>
<b>E</b>	<b>Night-clubs</b>
<b>F</b>	<b>Off-licences</b>
<b>G</b>	<b>Pavement licences</b>
<b>H</b>	<b>Qualifying clubs</b>
<b>I</b>	<b>Take-aways</b>
<b>J</b>	<b>Other entertainment venues</b>
<b>K</b>	<b>Public houses, café-bars and night-clubs within Harrow town centre</b>

Number	Applicable to premises	Condition
1	B, D, E, F and J	The premises shall install and maintain a comprehensive CCTV system to the satisfaction of the police. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available immediately upon the request of Police or authorised officer in accordance with the Data Protection Act 1998 throughout the preceding 31 day period. A CCTV monitor screen shall be displayed in full view of customers.
2	B, D, E, F and J	A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open to the public. This staff member shall be able to show Police recent data or footage with the absolute minimum of delay when requested.
3	A,B,C,D,E and F	There shall be a personal licence holder on duty on the premises at all times when the premises are authorised to sell alcohol.
4	B & E	No drinks shall be served in glass containers at any time.
5	B, D, E, I & J	A minimum of (X) SIA licensed door supervisors shall be on duty at the premises at all times whilst it is open for business.
6	B, D, E, I & J	At least (X) SIA licensed door supervisors shall be on duty at the entrance of the premises at all times whilst it is open for business.
7	E	No patrons shall be admitted or re-admitted to the premises after 21.00 unless they have passed through a metal detecting search arch and, if the search arch is activated or at the discretion of staff, then physically searched in accordance with a procedure agreed with the Metropolitan Police, which will include a 'pat down search' and a full bag search.
8	B & E	All persons entering or re-entering the premises shall be searched by an SIA trained member of staff.
9	B, E & J	All staff engaged outside the entrance to the premises, or supervising or controlling queues, shall wear high visibility jackets or vests.
10	B, E & J	The designated queuing area shall be enclosed within appropriate barriers to ensure that the footway is kept clear.

11	B, E & J	A sound limiting device located in a separate and remote lockable cabinet from the volume control shall be fitted to any musical amplification system and set at a level determined by and to the satisfaction of an Environmental Health Officer to ensure that no noise nuisance is caused to local residents. The operational panel of the noise limiter shall then be secured to the satisfaction of an Environmental Health Officer or Licensing Authority authorised officer. The keys securing the noise limiter cabinet shall be held by the licence holder or authorised manager only, and shall not be accessed by any other person. The limiter shall not be altered without prior agreement of the Environmental Health Officer.
12	ALL	No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
13	B, E, H & J	No amplified noise shall be louder than XX dB(A)LAeq (5 mins) when measured at point X on the agreed plan [at any time between XX hours and XX hours]
14	ALL	Loudspeakers shall not be located in the entrance lobby or outside the premises building. Loudspeakers and other sound amplification equipment must not be directed outwards towards any street or installed externally to the Premises
15	B, E, H & J	All windows and external doors shall be kept closed between 21:00 hours and 08:00 hours, or at any time when regulated entertainment takes place, except for the immediate access and egress of persons.
16	B & E	There shall be no admittance or re-admittance to the premises after XX hours.
17	A, B, D, E, H & I	There shall be no sales of alcohol for consumption off the premises.
18	F	All sales of alcohol for consumption off the premises shall be in sealed containers only, and shall not be consumed on the premises.
19	A, B, C & G	Alcohol consumed outside the premises building shall only be consumed by patrons seated at tables.
20	A, B, C & G	Outside tables and chairs [in the beer garden] shall be rendered unusable by XX.00 hours each day.
21	A, B, C & G	All tables and chairs [in the beer garden] shall be removed from the outside area by XX.00 hours each day.
22	A, B, C, D, H, I & J	Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and leave the area quietly.
23	B & E	Patrons permitted to temporarily leave and then re-enter the premises shall be limited to (XX) persons at any one time.

24	B, E & J	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.
25	B, E & J	A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents in the vicinity.
26	E	An attendant shall be on duty in the cloakroom during the whole time that it is in use.
27	B, E, I & J	Any queue to enter the premises which forms outside the premises is orderly and supervised by licensed door supervisors so as to ensure that there is no public nuisance or obstruction to the public highway.
28	B, E & F	There shall be no promotional sales of alcohol at the premises where alcohol is sold at a price lower than that at which the same or similar alcoholic drinks are sold, or usually sold, on the premises.
29	F	Outside of the hours authorised for the sale of alcohol, all alcohol within the trading area is to be secured behind locked grills/screens or secured behind locked cabinet doors to the satisfaction of the Police or Licensing Authority.
30	F	No super-strength beer, lagers or ciders of 5.5% ABV (alcohol by volume) or above shall be sold at the premises.
31	F	No single cans or bottles of beer or cider shall be sold at the premises.
32	F	No more than ( <b>XX</b> ) % of the sales area to be used at any one time for the sale, exposure for sale, or display of alcohol.
33	F	There shall be no self-service of spirits on the premises.
34	F	Prominent signage indicating the permitted hours for the sale of alcohol shall be displayed so as to be visible before entering the premises, where alcohol is on public display, and at the point of sale.
35	ALL	All waste shall be properly presented and placed out for collection no earlier than 30 minutes before the scheduled collection times.
36	ALL	No rubbish, including bottles, shall be moved, removed or placed in outside areas between 2300 hours and 0800 hours.
37	A & I	Sales of alcohol for consumption off the premises shall only be supplied with, and ancillary to, a take-away meal.
38	B, E, I & J	The number of persons permitted in the premises at any one time (including staff) shall not exceed ( <b>X</b> ) persons, and such number shall be prominently displayed by each entrance to the premises. The premises licence holder shall ensure a suitable method of calculating the number of people present during licensable activities is in place and the results are

		securely recorded in a log-book for a period of at least 12 months.
39	A & C	The supply of alcohol at the premises shall only be to a person seated taking a table meal there and for consumption by such a person as ancillary to their meal.
40	A, B & C	The sale of alcohol shall only be by waiter service to seated customers, and there shall be no sales of alcohol at the bar. Waiters must be suitably dressed at all times.
41	B & E	Substantial food and non-intoxicating beverages, including drinking water, shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises during the periods when alcohol is authorised for sale.
42	ALL	The pavement from the building line to the kerb edge immediately outside the premises, including gutter/channel at its junction with the kerb edge, shall be swept and or washed, and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements.
43	ALL	No authorised advertisements of any kind (including placard, poster, sticker, flyer, picture, letter, sign or other mark) is inscribed or affixed upon the surface of the highway, or upon any building, structure, works, street furniture, tree, or any other property, or is distributed to the public, that advertises or promotes the establishment, its premises, or any of its events, facilities, goods or services.
44	E	There shall be no payment made by or on behalf of the licence holder to any person for bringing customers to the premises.
45	B, E & F	A log (which may be electronically recorded) shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised officer of the licensing authority at all times whilst the premises is open.
46	B, E & J	<p>An incident log shall be kept at the premises for at least 12 months, and examined on a regular basis by the DPS and the date and time of each examination will be endorsed in the register.</p> <p>The register shall 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"> <li>(a) all crimes reported to the venue, or by the venue to the Police</li> <li>(b) all ejections of patrons</li> <li>(c) any complaints received</li> <li>(d) any incidents of disorder</li> <li>(e) seizures of drugs, offensive weapons, fraudulent ID or other items</li> <li>(f) any faults in the CCTV system or searching equipment or scanning equipment</li> <li>(g) any refusal of the sale of alcohol</li> <li>(h) any visit by a relevant authority or emergency service</li> </ul>

47	ALL	The Licence [or Club Premises Certificate] will have no effect until the Licensing Authority are satisfied that the premises is constructed or altered in accordance with the appropriate provisions of the District Surveyor's Association – Technical Standards for Places of Entertainment and the reasonable requirements of the relevant responsible authorities, at which time this condition will be removed from the Licence [Certificate].
48	B, E & J	<p>Any special effects or mechanical installations shall be arranged and stored so as to minimise any risk to the safety of those using the premises. The following special effects will only be used on 10 days prior notice being given to the Licensing Authority where consent has not previously been given.</p> <ul style="list-style-type: none"> <li>• dry ice and cryogenic fog</li> <li>• smoke machines and fog generators</li> <li>• pyrotechnics including fire works</li> <li>• firearms</li> <li>• lasers</li> <li>• explosives and highly flammable substances.</li> <li>• real flame.</li> <li>• strobe lighting.</li> </ul>
49	ALL except F, G and I	<p>No person shall give at the premises any exhibition, demonstration or performance of hypnotism, mesmerism or any similar act or process which produces or is intended to produce in any other person any form of induced sleep or trance in which susceptibility of the mind of that person to suggestion or direction is increased or intended to be increased.</p> <p>NOTE: (1) This rule does not apply to exhibitions given under the provisions of Section 2(1A) and 5 of the Hypnotism Act 1952.</p>
50	D	<p>In relation to the <i>specified function room</i> there shall be no admission after midnight other than to</p> <p>(1) residents of the hotel and their bona fide guests, or</p> <p>(2) persons attending the pre-booked function</p>
51	B, D & E	All functions in the <i>specified function room</i> shall be pre-booked or ticketed events
52	D	With the exception of residents and their bona fide guests, no alcohol shall be consumed more than 30 minutes after the permitted hour for the supply of alcohol
53	B, E & J	There shall be a dispersal policy for the premises agreed with the relevant responsible authorities and approved by an authorised officer of the Licensing Authority
54	B, E & F	There shall be a policy agreed with the Metropolitan Police and approved by an authorised officer of the Licensing Authority for the premises on the handling of fraudulent identification used to obtain the sale of alcohol
55	B, E & J	There shall be a policy agreed with the Metropolitan Police and approved by an authorised officer of the Licensing Authority for the premises relating to illegal drugs found on persons or on the premises

56	B, E & J	There shall be a policy agreed with the Metropolitan Police and approved by an authorised officer of the Licensing Authority for the premises relating to unlawful weapons being used by customers
57	E	The XX area shall be designated as a “chill-out” area whilst music and dancing are permitted on the premises which shall include adequate ventilation or fresh air; ready access to free drinking water; suitable seating accommodation; and access to First Aid facilities
58	B, C, D, E, I & J	A Pubwatch radio must be available for use by staff trained in its use at all times the premises are open to the public. The radio will be kept in good working order, monitored by a responsible member of staff and used to report incidents of crime and disorder to the CCTV control room or police.
59	F & I	The premises will have an [intruder] [panic] alarm installed to the satisfaction of the Metropolitan Police, such alarm to be properly maintained and regularly tested and staff trained in its use
60	ALL	The Premises Licence Holder will arrange for a crime prevention audit to be conducted by the Metropolitan Police and/or an authorised officer of the Licensing Authority, and the recommendations of the audit to be implemented within three months.
61	B, E & J	Entry by children under the age of 18 to [the premises] [a specified part of the premises] is prohibited whilst the following licensable activities take place:
62	B, E & J	Entry by children under the age of 18 to [the premises] [a specified part of the premises] is prohibited between XX hours and XX hours
63	B, E & J	Entry by children under the age of XX to [the premises] [a specified part of the premises] is prohibited unless accompanied by an adult over the age of 18
64	B, E & J	No events solely for those under 18 will be permitted on the premises
65	ALL	All pre-arranged deliveries or unloading of goods to the premises must be made via the rear of the premises
66	ALL	No pre-arranged deliveries or unloading of goods may be made to the premises between XX hours and XX hours
67	B, C, D & E	Alcohol is to be served in polycarbonate, plastic or shatter-proof glasses [on specified days or events] [when notified at least 28 days in advance by the Metropolitan Police]
68	A, B & E	No glass waste including bottles shall be handled externally after 23.00 with the exception of the collection of empty glasses from the outside drinking area and streets in the vicinity of the premises
69	B, D & E	No bottles, glasses or similar items may be disposed of in outside receptacles in bulk quantities between midnight and 8 am.
70	B, D, E & H	Kegs, bottles, barrels, crates and other similar items are to be securely stored.



71	B	No jukebox or other similar recorded music shall be provided on the premises
72	ALL except I & J	The designated premises supervisor should attend a formal training course on avoiding underage sales such as National Certificate for Designated Premises Supervisors or the BIIAB Award in Responsible Retailing, and provide evidence of attendance if requested.
73	F	In addition to any other training, the premises licence holder shall ensure all staff are trained to prevent underage sales, to maintain the refusals book, enter sales correct on the tills so the prompts show when appropriate and monitor staff to ensure their training is put into practise.
74	B & F	No person who is subject of a court banning order or who is restricted access through a Pubwatch scheme will be allowed in the premises provided the details of the person have been provided to the premises by the licensing authority.
75	B & F	Any customer who behaves inappropriately will be barred from the premises and their details passed to Pubwatch.
76	B & F	28 days' notice shall be given to the Metropolitan Police of any events held which are organised by an outside promoter, including full details of the nature of the event and of the promoter.
77	ALL	The Licensee shall comply with all reasonable crime prevention and/or public safety measures that may be required by the Licensing Authority and/or the Environmental Health Officer and/or the Metropolitan Police and which are consistent with the premises operating schedule
78	B, F & J	The Licensee shall ensure that at all times when the public is present there is at least one competent person able to administer First Aid, that an adequate and appropriate supply of First Aid equipment and materials is available on the Premises and that adequate records are maintained in relation to the supply of any First Aid treatment
79	A, B, C, D & E	The Licensee shall make arrangements to ensure so far as is reasonably practicable that no customers shall be permitted to remove from the Premises any open bottles, glasses or foodstuff for consumption or disposal outside the Premises.
80	E	The rules of admission to the premises shall be clearly and prominently displayed at each entrance to the Premises.
81	E	A clearly visible notice shall be placed at each entrance to the Premises advising those attending that it is a condition of entry that customers agree to being searched and that the police will be informed if anyone is found in possession of controlled substances or weapons
82	E & J	The Premises Licence Holder must ensure that there is a minimum of one member of staff on duty for every fifty children in the Premises at any one time to assist in the evacuation of children in an emergency. Such numbers of staff may include Licensed Door Supervisors

83	E & J	The Premises Licence Holder shall ensure that adequate arrangements, including transport, are implemented for ensuring the well-being of children at the conclusion of any regulated entertainment under this licence
84	E & J	The Premises Licence Holder shall ensure that adequate arrangements are implemented to prevent the consumption of alcohol or unlawful substances, or the carrying of any offensive items, on the Premises by children
85	B, D, E & J	Other than searches of pockets, bags and outer clothing, no door supervisor may search a customer of the opposite sex
86	B & E	The designated premises supervisor shall ensure that tables are cleared of all bottles and glasses on a regular basis during trading hours to avoid an accumulation of glassware
87	B & E	A number of bottle bins shall be provided in designated places as agreed with the Metropolitan Police and/or an authorised officer of the Licensing Authority
88	B & E	At least one First Aider trained to deal with problems associated with alcohol and drugs will be on duty when premises are open for licensable activities.
89	A, B, C, D, E, H & J	Customers will not be permitted to drink outside the premises save for in any seated area authorised under a pavement licence.
90	ALL except J	All drinks promotions will be subject to consultation with the police and licensing authority for suitability prior to the promotion.
91	B, D, E & H	Unless otherwise specified on this licence no regulated entertainment shall take place at the premises with the exception of pre-booked private events limited to the provision of music and dancing for pre-invited guests
92	B & E	An identification recognition system will be installed and used whilst premises are open and fully maintained, and records made by the system retained for 31 days in a format to be made available to a police constable on request
93	B, D, F & H	Clearly visible signage is to be displayed at the entrances and at points of sale indicating it is illegal to sell alcohol to people under the age of 18
94	B, E, H & J	<p>The following conditions shall apply in relation to any consent given for an exhibition, demonstration or performance of hypnotism ("the performance").</p> <p>no poster, advertisement or programme for the performance which is likely to cause public offence shall be displayed, sold or supplied by or on behalf of the Licensee either at the premises or elsewhere;</p> <p>every poster, advertisement or programme for the performance, which is displayed, sold or supplied shall include, clearly and legibly, the following</p>

		<p>statement:</p> <p>“Volunteers, who must be aged 18 or over, can refuse at any point to continue taking part in the performance.”</p> <p>The performance shall be covered by public liability insurance to a level of at least £2 million. The hypnotist must provide evidence of this to the local authority if requested; and it must be available for inspection at the performance.</p> <p>(a) the means of access between the auditorium and the stage for participants shall be properly lit and free from obstruction; a continuous white or yellow line shall be provided on the floor of any raised stage at a safe distance from the edge. This line shall run parallel with the edge of the stage for its whole width. The hypnotist shall inform all subjects that they must not cross the line while under hypnosis, unless specifically told to do so as part of the performance.</p> <p>(a) Before starting the performance the hypnotist shall make a statement to the audience, in a serious manner, identifying those groups of people who should not volunteer to participate in it; explaining what volunteers might be asked to perform; informing the audience of the possible risks from embarrassment or anxiety; and emphasising that subjects may cease to participate at any time they wish. The following is a suggested statement, which might be amended as necessary to suit individual styles as long as the overall message remains the same:</p> <p>“I shall be looking for volunteers aged over 18 who are willing to be hypnotised and participate in the show. Anyone who comes forward should be prepared to take part in a range of entertaining hypnotic suggestions but can be assured that they will not be asked to do anything which is indecent, offensive or harmful. Volunteers need to be in normal physical and mental health and I must ask that no-one volunteers if they have a history of mental illness, are under the influence of alcohol or other drugs or are pregnant.”</p> <p>no form of coercion shall be used to persuade members of the audience to participate in the performance. In particular, hypnotists shall not use selection techniques which seek to identify and coerce onto the stage the most suggestible members of the audience without their prior knowledge of what is intended. Any use of such selection techniques (eg asking members of the audience to clasp their hands together and asking those who cannot free them again to come onto the stage) shall only be used when the audience is fully aware of what is intended and that participation is entirely voluntary at every stage;</p> <p>if volunteers are to remain hypnotised during an interval in the performance, a reasonable number of attendants as agreed with the licensing authority shall be in attendance throughout to ensure their safety;</p> <p>(a) The performance shall be so conducted as not to be likely to cause</p>
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		<p>offence to any person in the audience or any hypnotised subject; the performance shall be so conducted as not to be likely to cause harm, anxiety or distress to any person in the audience or any hypnotised subject. In particular, the performance shall not include:</p> <p>any suggestion involving the age regression of a subject (ie, asking the subject to revert to an earlier age in their life; this does not prohibit the hypnotist from asking subjects to act as if they were a child etc);</p> <p>(ii) any suggestion that the subject has lost something (eg, a body part) which, if it really occurred, could cause considerable distress;</p> <p>(iii) any demonstration in which the subject is suspended between two supports (so called "catalepsy");</p> <p>(iv) the consumption of any harmful or noxious substance;</p> <p>(v) any demonstration of the power of hypnosis to block pain (eg, pushing a needle through the skin);</p> <p>the performance shall not include the giving of hypnotherapy or any other form of treatment.</p> <p>57.(a) all hypnotised subjects shall remain in the presence of the hypnotist and in the room where the performance takes place until all hypnotic suggestions have been removed.</p> <p>All hypnotic or post-hypnotic suggestions shall be completely removed from the minds of the subjects and the audience before the performance ends. All hypnotised subjects shall have the suggestions removed both individually and collectively and the hypnotists shall confirm with each of them that they feel well and relaxed (the restriction on post-hypnotic suggestions does not prevent the hypnotist telling subjects that they will feel well and relaxed after the suggestions are removed).</p> <p>The hypnotists shall remain available for at least 30 minutes after the show to help deal with any problems that might arise. (Such help may take the form of reassurance in the event of headaches or giddiness but this condition does not imply that the hypnotist is an appropriate person to treat anyone who is unwell).</p> <p>The hypnotist must keep a record of the names and addresses of each person to be hypnotised.</p> <p>The Licensee must note the name and address of the hypnotist and retain a copy of their public liability insurance certificate.</p>

95	K	<p>(1) At least 14 days before any “significant event” is held at the Premises, the Designated Premises Supervisor must serve on the Harrow Police Licensing Unit a the Metropolitan Police approved Risk Assessment Form.</p> <p>(2) A “significant event” is an event that is:</p> <p>(a) promoted / advertised to the public at any time before the event, and</p> <p>(b) predominantly features “DJs” or “MCs” performing to a recorded backing track, and</p> <p>(c) is provided between the hours of 10pm and 4am.</p>
96	K	<p>(1) The Designated Premises Supervisor must be employed at the Premises and be responsible for its day to day management. (When the DPS is away from the Premises – for example on holiday - a nominated deputy who holds a personal licence and whose details have been provided in writing to the Harrow Police Licensing Officer in advance shall fulfil this role).</p> <p>(2) The Designated Premises (or nominated deputy as defined above) is to be responsible for the bookings of all “significant events” at the Premises (as defined in condition [95]).</p>
97	B, C, D, E, H, K	The Designated Premises Supervisor shall ensure there is a ratio of at least 1 door supervisor licensed by the Security Industry Authority for every 75 customers on duty at the Premises at all times licensable activities are taking place (unless authorised by Harrow Police Licensing Officer otherwise in writing for a particular event).
98	B, C, D, E, H, K	All licensed door supervisors must wear high-visibility clothing of a style and type agreed with the Harrow Police Licensing Officer when working at entrances or exits to the Premises.
99	B, C, D, E, H, K	The Designated Premises Supervisor shall be responsible for implementing a dispersal management plan agreed (and revised from time to time) with the Harrow Police Licensing Officer and the Licensing Authority. They will also ensure that licensed door supervisors remain on duty outside the Premises for 30 minutes after the Premises close to assist with dispersal of persons from the Premises and the vicinity of the Premises.
100	B, C, D, E, H, K	The Designated Premises Supervisor shall maintain a register/log of licensed door supervisors indicating the number of licensed door supervisors on duty, their identity, contact details including addresses and phone numbers and the times they were on duty. A copy should be available immediately upon request to officers of the the Metropolitan Police or the Licensing Authority.
101	B, C, D, E, H, K	At least one First Aider trained to deal with problems associated with alcohol and drugs will be on duty when the Premises are open for licensable activities.

102	B, C, D, E, F, H, K	The Designated Premises Supervisor shall ensure that all staff and licensed door supervisors receive training on checking customer identification, and in not serving those under the influence of alcohol and drugs. Records of such training shall be maintained by the Designated Premises Supervisor and made available to an authorised employee of the Metropolitan Police or the Licensing Authority upon request.
103	K	<p>(1) The Premises must employ the Scannet electronic identification system (or an alternative electronic identification system if agreed in writing with an Harrow Police Licensing Officer in advance). All customers must have their identity verified using the system before entry, except at times agreed in advance in writing by the Police Licensing Officer.</p> <p>(2) Any faults with the electronic identification system shall be repaired as soon as possible and in any case within two working days after which time, if the system is still inoperative no licensable activities shall take place until the fault is rectified or an alternative system agreed with Harrow Police Licensing Officer.</p> <p>(3) The Designated Premises Supervisor must ensure that all data recorded on the Scannet (or alternative electronic identification) system is kept for at least 31 days and not deleted during that period.</p> <p>(4) Data recorded by the Scannet (or alternative electronic identification) system shall be made immediately available upon request by the Police providing that such request is in connection with the prevention or detection of crime.</p>
104	K	No glass drinking vessels or containers (including bottles) of any sort may be provided to, or used by, customers on the Premises unless agreed with Harrow Police Licensing Officer and the Licensing Authority.
105	B, C, D, E, J, K	<p>(1) No more than ** customers are permitted in the outside smoking area at any one time (unless a different number is agreed in writing in advance with the Harrow Police Licensing Officer in consultation with an Environmental Health Officer).</p> <p>(2) At least ** door supervisors must monitor the smoking area in person when the Premises is open for licensable activities (unless a different number or ratio of licensed door supervisors to customers is agreed in writing in advance with the Harrow Police Licensing Officer).</p> <p>(3) The Designated Premises Supervisor shall ensure that at all “significant events” (as defined in condition [95]) at least ** licensed door supervisors are tasked with specific responsibility for marshalling the public areas of the Premises to detect and deter the use of illegal drugs.</p> <p>(4) The structure and control of the smoking area (including walls, fences, barriers, lighting and CCTV cameras) is to be of a type and design approved in writing by the architectural liaison officer of the the Metropolitan Police, an Environmental Health Officer and the Local Planning authority .</p>

		(5) No customers shall be permitted to take food or drink into the smoking area.
106	All	All assaults resulting in physical injury to a customer or member of staff must be reported immediately to the Police contact centre (999 or 101 telephone numbers).
107	B, C, D, E, H, J, K	Any person found with illegal drugs must be reported to a Police officer immediately.
108	B, C, D, E, H, J, K	The Premises Licence Holder and Designated Premises Supervisor are to co-operate with pre-arranged police operations involving the searching of customers at entry for weapons and drugs.
109	B, C, D, E, H, J, K	Whilst licensable activities are taking place, the toilets at the Premises must be checked at least hourly for illegal drug use or supply. A written log of all checks must be kept at the Premises for at 31 days and made available for immediate inspection on the request of an authorised officer of the Metropolitan Police or the Licensing Authority.
110	All	The Premises Licence Holder and/or Designated Premises Supervisor shall co-operate with reasonable requests made by authorised officers of responsible authorities under the Licensing Act 2003 to ensure the licensing objectives are not undermined, providing such requests do not involve additional expenditure.
111	All	The Premises must implement a "Challenge 25" policy whereby all customers who appear to be under 25 must produce photographic identification in the form of a passport, driving licence or Proof of Age Scheme (P.A.S.S) approved identification before being allowed to enter the Premises whilst licensable activities are taking place.
112	K	All customers, promoters, performers, artists and DJ's must be searched prior to entry to a "significant event" (as defined in condition [95]). The search must include (but is not limited to) the use of a metal search arch or use of a metal detecting wand, the searching of bags, and a full pat down search of each person with removal of jackets or coats.
113	B, C, H, E, J, K	The Designated Premises Supervisor must ensure that a working Pubwatch radio is in use/operation by the manager/licensed door supervisors at all times the Premises are open to the public for licensable activities. The radio must be carried by the person responsible for its use.
114	B, C, H, E, J, K	No person who is subject of a court banning order or who is restricted access through a Pubwatch scheme will be allowed in the Premises provided the details of the person have been provided to the Premises by the Police or Licensing Authority.
115	All	(1) The Premises Licence Holder or Designated Premises Supervisor shall install and maintain a comprehensive CCTV system to the satisfaction of the Metropolitan Police. All entry and exit points must be covered enabling frontal identification of every person entering.

		<p>(2) The Designated Premises Supervisor shall ensure that the CCTV system shall continually record whilst the Premises is open for licensable activities and during all times when customers remain on the Premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping.</p> <p>(3) Recordings shall be made available immediately upon the request of the Police or authorised officer of the Licensing Authority providing such requests are in connection with the prevention or detection of crime. Recordings are to be supplied to in the form of digital download burned onto a flash driver.</p> <p>(3) A staff member from the Premises who is conversant with the operation of the CCTV system shall be on the Premises at all times when the Premises is open to the public. This staff member shall be able to show Police or an authorised officer to the licensing authority recent data or footage with the minimum delay when so requested.</p> <p>(4) All faults/defects in the CCTV system must be reported to the Metropolitan Police immediately the fault is discovered. The notification must be made to the Metropolitan Police non-emergency telephone number 101 and a log number obtained from the Police and recorded in the incident book. The Harrow Police Licensing Unit must also be notified as soon as reasonably practicable.</p> <p>(5) All faults with the CCTV system shall be repaired as soon as possible and in any case within two working days after which time, if the system is still inoperative no licensable activities shall take place without the agreement of Harrow Police Licensing Officer and Licensing Authority until the fault is rectified.</p> <p>(6) A monitor on which CCTV pictures can be displayed will be installed in the reception area</p>
116	All	<p>(1) The Designated Premises Supervisor shall be responsible for maintaining a record for at least 12 months of "Significant Incidents" that occur on the Premises whilst licensable activities are being provided.</p> <p>(2) "Significant Incidents" to be recorded include (but are not limited to):</p> <ul style="list-style-type: none"> <li>(a) failures of or faults with the electronic identification system</li> <li>(b) failures of or faults with the CCTV system</li> <li>(c) refusals of alcohol sales</li> <li>(d) calls to the police arising from illegal drugs on the Premises</li> <li>(e) other matters that may affect the licensing objectives</li> <li>(f) assaults or other injuries whether or not police or medical assistance is required</li> <li>(g) CCTV and electronic identification system records supplied to Police and Licensing Authority officers</li> <li>(h) seizures of false identification</li> <li>(i) records of reasonable requests from authorised officers in accordance with condition [110].</li> </ul>



117	All	No licensable activities shall be advertised by posters, stickers, banners or other printed means which are displayed to the public or at any other Premises or other location except for the licensed Premises. This condition does not exclude the handling out of leaflets by a distributor acting under the authority of a consent to distribute printed matter which has been issued by Harrow Borough Council, but does not prohibit such items being left unattended on or display at any location except for within the licensed Premises.
118	All	All litter to include discarded flyers, cigarettes, fast food packaging and any other litter, whether caused by the venue or not, to be cleaned from an area of ** metres (depending on the size of the Premises) in all directions from the front of the Premises, such waste to be disposed of as trade waste by the Premises.