

OPERATING SCHEDULE

1. For those who are not residents in overnight accommodation on the estate or their bona fide guests, the hours for the sale of alcohol and films shall be 10:00 – 02:00 daily and for late night refreshment shall be 23:00 – 02:00 daily (subject to non-standard timings for New Year's Eve and British Summer Time as per other licensable activities).

A) The Prevention of Crime and Disorder

1. A CCTV system shall be maintained and operated at the premises with cameras positioned within the buildings which offer licensable activities.
2. Recorded CCTV images will be maintained and stored for a period of twenty-eight days and shall be produced to the Police or Licensing Authority upon request.
3. CCTV will be in operation at any time a person is in the premises. Where CCTV is recorded onto a hard drive system, any DVDs subsequently produced will be in a format so it can be played back on a standard PC or DVD player.
4. Any person left in charge of the premises must be trained in the use of any such CCTV equipment, and be able to produce CCTV images to an officer from a responsible authority upon request.
5. SIA registered door staff shall be employed at the premises, in accordance with a risk assessment, to be carried out by the DPS on an event by event basis. When employed, door staff will wear high visibility armbands.
6. When employed, a register of those door staff employed shall be maintained at the premises and shall include:
 - (i) the number of door staff on duty;
 - (ii) the identity of each member of door staff;
 - (iii) the times the door staff are on duty.
7. Open containers of alcohol shall not be removed from the estate.
8. Staff will be trained in the requirements of the Licensing Act 2003 with regard to the licensing objectives and the laws relating to under age sales and the sale of alcohol to intoxicated persons, and that training shall be documented and repeated at 6 monthly intervals.
9. Any and all instances of crime and disorder will be reported promptly to the police.
10. An incident log shall be kept at the premises and made available for inspection on request to an authorised officer of the Council or Police, which will record the following:
 - (i) All crimes reported to the venue
 - (ii) Any complaints received
 - (iii) Any refusal of the sale of alcohol
 - (iv) Any visit by a responsible authority or emergency service

The incident log shall be reviewed and signed by the DPS on a monthly basis.

B) Public Safety

1. Adequate and appropriate first aid equipment and materials will be kept on site, regularly checked and kept in an easily accessible place by staff.

2. Regular safety checks shall be carried out by staff.
3. Management shall liaise with the Fire Authority as necessary to ensure compliance with all necessary fire regulations.
4. The premises shall maintain public liability insurance.
5. All exit routes throughout the premises shall be kept unobstructed, free of trip hazards and clearly signed.
6. Public areas will be maintained free from obstruction and trip hazards.

C) The Prevention of Public Nuisance

1. Noise from amplified music or voices shall not be such as to cause a noise nuisance to occupants of nearby premises.
2. The grounds of the estate and highways and public spaces in the vicinity of the premises shall be cleared of litter at regular intervals.
3. Notices will be positioned at the exits to the building requesting customers to leave in a quiet manner.
4. Doors and windows of the buildings at the premises which offer licensable activities are to remain closed after 11pm, save for access and egress.
5. A Dispersal Policy will be implemented and adhered to (see attached).
6. No licensable activities shall take place outside after 11pm daily.

D) The Protection of Children From Harm

1. A "Challenge 25" Policy shall be implemented in full and appropriate identification sought from any person who appears to be under the age of 25. The only acceptable forms of ID are photographic driving licences, passports, HM forces warrant cards, EU/EEA national ID card or similar document or a form of identification with the "PASS" hologram.
2. Staff training will include the Challenge 25 Policy and its operation. In particular, staff shall be trained to take such action as is necessary to prevent the sale of alcohol to persons over the age of 18 where those customers are engaged in the distribution of alcohol to persons under the age of 18. The training must be given to a new member of staff before they commence employment and all staff must receive refresher training every 6 months.
3. Notices advising what forms of ID are acceptable must be displayed.
4. Notices must be displayed in prominent positions indicating that the Challenge 25 policy is in force.
5. Any outside caterers whose staff serve alcohol will be supplied with a copy of the age verification policy prior to the event in question and will be required to sign to confirm that they understand and will ensure adherence to the above conditions.