

Proposed conditions for discussion with Officers

- 1) The premises will install and maintain a comprehensive CCTV system covering all parts of the premises as per the minimum requirements of the Metropolitan Police. Further:
 - (a) All entry and exit points will be covered enabling frontal identification of every person entering in any light condition.
 - (b) The CCTV system will continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises.
 - (c) All recordings will be stored for a minimum period of 31 days with date and time stamping.
 - (d) Viewing of recordings will be made available immediately upon request of the Metropolitan Police or Responsible Authority Officer throughout the preceding 31 day period, providing the request complies with the Data Protection Act or any other Primary Legislation
 - (e) All searches will be recorded on the CCTV system
 - (f) There will be external CCTV (installed and operated) which monitors the queue.
 - (g) A staff member from the premises who is conversant with the operation of the CCTV system will be always on the premises when the premises are open. This staff member will be able to provide Metropolitan Police or Authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested, providing the request complies with the Data Protection Act or any other Primary Legislation.
 - (h) The CCTV system will be checked daily to confirm that it is working.
 - (i) The CCTV system will be maintained bi-annually and details of maintenance will be made available upon request to the council.
 - (j) The licence holder will always ensure that there is a sufficient supply of portable media (USB sticks, DVDs or similar) to be provided to the Metropolitan Police in the event of copy CCTV footage being requested.
 - (k) The recording equipment and data storage devices will be kept in a secure environment and fitted with security functions (such as passwords) to prevent recordings being tampered with.
 - (l) The system will be register with the Information Commissions Office.
 - (m) The system will abide by the Surveillance Camera Code of Practice.

- 2) When engaged, all SIA licensed door supervisors will:
 - a) wear their SIA badges;
 - b) be equipped with closed circuit radios;
 - c) be equipped with "body worn video" camera devices that will record both sound and images. All recordings will be stored for a minimum of 31 days with date and time stamping. Viewing of recordings will be made available immediately upon request of the Metropolitan Police or Responsible Authority Officer throughout the preceding 31 day period, providing the request complies with the Data Protection Act or any other Primary Legislation; and

- d) when stationed outside the premises, wear high visibility jackets or vests.
 - e) ask customers not to stand around talking in the street outside the premises and ask customers to leave quickly and quietly.
 - f) require all patrons who enter the premises to be searched
 - g) ask anyone who appears to be drunk to leave the premises
 - h) refuse entry to anyone else appears to be intoxicated, or under the influence of drugs.
 - i) will remain on site until 30 mins after the last person has left the area.
 - j) refuse entry to any customer carrying open or sealed beverage containers.
 - k) refuse entry to anyone who declines to be searched.
 - l) be required by terms of their employment to start recording of there Body Warn Video for any event that would generate a log entry in Condition 7.
 - m) To eject and/or refuse entry to anyone who is found in possession of an illegal substance or weapon.
- 3) There shall be a personal licence holder on duty on the premises at all times when the premises are open to sell alcohol.
- 4) 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.
- 5) Notices shall be prominently displayed:
- a) at all exits requesting patrons to respect the needs of local residents and leave the area quietly.
 - b) all entrances and exits advising customers that CCTV is operating at the premises and will be a minimum size of 200 x 148 mm and clearly legible at all times when the premises conducts licensable activities.
 - c) at the entrance and exits stating that the premises has a zero tolerance towards drugs and weapons, and if any is found in possession of either the police will be called.
 - d) throughout the premises warning of potential criminal activity such as theft that may target customers shall be displayed.
 - e) outside the premises indicating the licensable hours and opening hours permitted under the premises licence.
 - f) throughout the premises advising customers that the premises operates a Challenge 25 proof of age scheme.
 - g) at all entrances informing customers of that their ID will be scanned upon entry, and refusal will result in no admission.
 - h) in every toilet cubical informing people that if they feel unwell, they should contact the inhouse medical team.
 - i) for "ask for anglea"
 - j) raising awareness of drink spiking
- 6) A Challenge 25 proof of age scheme 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.

- 7) A log shall be kept at the premises, and made available on request to an authorised officer of the Council or the Metropolitan Police, which will record the following:
- a) all crimes reported to the venue
 - b) all ejections of patrons
 - c) any complaints received concerning crime and disorder
 - d) any faults in the CCTV system or searching equipment
 - e) any refusal of the sale of alcohol
 - f) any visit by a relevant authority, Metropolitan Police, London Ambulance Service or The London Fire Brigade.
 - g) any CCTV images seized by Metropolitan Police or other relevant authority or supplied by license holder on request, including name of person requesting and name of person supplying
 - h) any attempted underage alcohol purchases
 - i) any acts of violence or criminal damage
 - j) any theft or attempted theft of alcoholic drinks
 - k) any attempted underage alcohol purchases

- 8) The premises licence holder will ensure that all staff are trained commensurate with their roles at the premises including:
- a) The Licensing Act 2003, responsibilities in supporting the four key objectives.
 - b) Crime Scene Preservations
 - c) Welfare and Vulnerability Engagement (WAVE) training

The premises licence holder will ensure that records of staff training are kept and made available to Responsible Authority Officers on request.
The premises licence holder will ensure that refresher training is provided every 6 months.

- 9) The premises licence holder shall provide and maintain a dedicated telephone number of the designated premises supervisor for use by any responsible authority or any person who may wish to make a complaint during the operation of the licence. This shall be provided to The London Borough of Barking & Dagenham and Metropolitan Police. The premises licence holder shall ensure that any changes to these details are sent to these parties within seven days.
- 10) Deliveries or collections of materials necessary for the operation of the business (including waste or recyclable materials, and bottles) shall be carried out at such time or in such a manner as to prevent nuisance and disturbance to nearby residents.
- 11) The premises licence holder will devise and maintain the following policies:
- a) Dispersal
This policy will include but not limited to:
 - i. How patrons leaving the premises will be directed away from the premises;

- ii. How patrons will be informed of the services of taxi and private hire operators;
 - iii. What staff will be responsible for supervising those leaving the premises and how they will supervise such persons;
 - iii. Any 'wind' down periods;
 - iv. Methods to prevent re-entry to the premises;
 - v. How bottles and glasses will be prevented from being removed from the premises.
 - vi. Any management controls and practical steps
 - vii. All measures to control any noise generated by patrons leaving the premises
- b) Security
This policy will include but not limited to:
- i. Clear expectations of staff roles (including the DPS, managers/supervisors and door supervisors);
 - ii. Staff training regarding identification of suspicious activity and what action to take;
- c) Drugs, this will be a zero-tolerance policy with regard to the use/possession of controlled drugs and psychoactive substances
Including but not limited to:
- i. Dealing with patrons suspected of using drugs on the premises;
 - ii. Scrutiny of spaces including toilets or outside areas;
 - iii. The handling of items suspected to be illegal drugs or psychoactive substances.
 - iv. Steps taken to discourage and disrupt drug use on the premises
 - v. Steps to be taken to inform patrons of the premises drug policy/practice.

A copy of the policies will be on site and available to view by an authorised officer of London Borough of Barking & Dagenham, or the Metropolitan Police immediately. Any revisions to the above policies shall be submitted to The London Borough of Barking & Dagenham, and the Metropolitan Police Service with 28 days of such revisions.

- 12) At all times the venue will carry out a risk assessment as to the number of SIA Door Supervisors needed at the venue. Further on Friday, Saturdays, and Sundays there will be a minimum ratio of 1 per 75.
- 13) The Designated Premises Supervisor will actively seek to be a member of any active local Pub Watch and attend pub watch meetings on a regular basis.
- 14) Windows and doors shall be closed at 22:00 when live or recorded music is playing except for the immediate entrance or egress of persons to or from the premises.
- 15) No person under 18 years of age shall be allowed admitted to the premises or allowed to remain on the premises after 21:00 except in the company of an

adult. Further No person under 18 years of ages shall be allowed admitted to the premises or allowed to remain on the premises after 23:00.

Notwithstanding the above, with the written agreement of Metropolitan Police a copy of which will be held at the premises reception, person under 18 years of age shall be allowed on the premise for specific events.

- 16) No patrons, DJ's, performers, (along with their guests and entourage) or guests of staff will be admitted (or re-admitted) to the premises unless:
 - (a) They have passed through a functioning metal detecting search arch and been physically searched in accordance with the Premises' entry policy which will include a full bag search and;
 - (b) The searching will be supplemented by the use of two functional metal detecting wands operated by a male and (so far as reasonably possible) female door supervisor dedicated to that duty either until the end of permitted hours or until there are no further admissions. Where a female Door Supervisor is not available this shall be logged.
 - (c) They have had their ID scanned on entry;

- 17) Notwithstanding the above patrons, DJs, performers (along with their guests and entourage) or guests of staff may be admitted to the premises if:
 - (a) they are attending a private, pre-booked event (when a list of attendees will be kept at the premises for a minimum of 31 days after the event); or
 - (b) a biometric scanning system is in place (where fingerprint scanning is required for all customers) and they have had their ID scanned previously; or
 - (c) in exceptional circumstances where a member of a larger group of patrons does not have a formal identity document with them, the manager on duty may on being satisfied as to the identity of the individual may admit the individual at the manager's discretion without ID being scanned and recorded.
 - i) A record will be made including full face photo, name and address of the individual and any means by which identity is confirmed.
 - ii) A maximum of 2 persons in any one group may be admitted under this discretion.
 - iii) A maximum number of persons admitted under this discretion on any one night is 20.
 - iv) The record will be retained at the premises for inspection by the Responsible Authorities for a minimum period of 31 days.
 - v) The record must also contain the date and time of the admission and the name of the manager (who must hold a personal licence) authorising entrance without scanning will also be recorded;

Or

- (d) with the written agreement of the police, a copy of which will be kept at the premises.

The premises licence holder will not permit entry to any person who refuses to be searched.

- 18) The premises shall install and maintain a computer-based identification entry system.
 - a) The provision and maintenance of such equipment shall be to the satisfaction of the Metropolitan Police Service.
 - b) The details of customers recorded by the system is to be made available to the Metropolitan Police Service upon request throughout the preceding 31 day period, providing the request complies with the Data Protection Act or any other Primary Legislation.
- 19) A noise limiter must be fitted to the musical amplification system and maintained in accordance with the following criteria:
 - (a) the limiter must be set at a level to ensure that no noise nuisance is caused to residents.
 - (b) The operational panel of the noise limiter shall then be secured by key or password and access shall only be by persons authorised by the Premises Licence holder.
 - (c) No additional sound generating equipment shall be used on the premises without being routed through the sound limiter device.
 - (d) If deemed necessary, by an authorised officer of The London Borough of Barking & Dagenham, the noise limiting device shall be reset to a level in consultation with authorised officer of The London Borough of Barking & Dagenham, the licence holder will be available to accommodate this limiter setting within 14 days of notification.
- 20) The licence holder will conduct a vigorous vetting procedure for any Private Party, Promoter (and their known associates), DJ or artist or outside agent. This vetting must be documented and should consider
 - (a) any open-source material,
 - (b) reference checks, from pervious event
 - (c) Where the above is a company checks will be made with companies house
 - (d) Electoral roll registration

If there are any concerns these should be communicated to the Metropolitan Police at least 14 days before the event.

- 21) The licence holder will record the following details for any Private Party, Promoter (and their known associates), DJ or artist or outside agent. This record must be documented and should contain:
- (a) Date and time of event and brief description of it;
 - (b) Name of the promoter(s), that is, the person(s) responsible for organising the event;
 - (c) Where the promoter is a company, its registered number.
 - (d) the proper address of the promoter
 - (e) contact telephone number for promoter.

The Licence holder will provide the details upon request to an authorised officer of The London Borough of Barking & Dagenham, or a Police Officer of Metropolitan Police, providing the request complies with the Data Protection Act or any other relevant legislation.

- 22) When SIA are employed at the premises the licence holder will:
- a) keep a photographic copy of each SIA door supervisor's badge.
 - b) Record the Name, Date of Birth, Contact telephone number, email address, Start time of duties, end time of duties and the name of the agency they are employed by.
 - c) The Licence holder will inform the police if they change the company that provides SIA Door Supervisors.

The Licence holder will provide the details upon request to an authorised officer of The London Borough of Barking & Dagenham, or a Police Officer of Metropolitan Police, providing the request complies with the Data Protection Act or any other relevant legislation.

- 23) All drinking vessels used in the venue shall be a sustainable material other than glass. All drinks in glass bottles are to be decanted into aforementioned non-glass carafes prior to being served, with the exception of champagne or bottles of spirits with a minimum size of 70cl supplied by waiter/waitress service to tables. Staff shall clear all empty champagne and spirit bottles promptly from the tables. Customers shall not be permitted to leave their table carrying any such glass bottles or drink directly from the bottle. When the venue is operating solely as a "Night Club" bottle will be restricted to the VIP area only.

Notwithstanding the above, with the written agreement of Metropolitan Police a copy of which will be held at the premises reception, glass drinking vessels may be used for private or pre-booked events.

- 24) Drugs and weapons seized will be placed in a locked receptacle set aside for this purpose. The means for securing or unlocking the receptacle will be retained by the premises licence holder or the designated premises supervisor or in their absence any other responsible person. A record shall be made of the seizure, the time, date and by whom, and to whom the items were handed on to in a bound book specifically kept for that purpose. Such a book to be

produced to an authorised officer of The London Borough of Barking & Dagenham or a Police officer from the Metropolitan Police upon request. The premises licence holder shall make suitable arrangements with the Metropolitan Police for the collection of any seized items.

- 25) Every Friday, Saturday, and Sunday as well as at any other non-standard timings the premises licence holder shall designate at least one (1) State Registered Paramedic, NMC Registered Nurse, or GMC Registered Doctor on site. Further the Premises Licence Holder will carry out a risk assessment as to the number of Medical and/or Welfare Staff (and their qualifications) needed at the venue. Further a register of Medical and welfare staff will be maintained at the premises, and available for inspection to an authorised officer of The London Borough of Barking & Dagenham, or a Police Officer of Metropolitan Police.