

PROPOSED CONDITIONS

CRIME & DISORDER

DOOR SUPERVISORS

1. The premises will deploy door staff when trading. Door staff will sign on and off duty.
2. The premise shall maintain staff profiles for all door staff working at the premises, and for any door staff that have worked on the premises in the last three months.
3. The door staff profile will consist of identification for the member of staff which shall include the following: a) A copy of his/her SIA Badge. b) Passport or driving licence.
If the proof of identification is anything other than the photo driving licence, then the member of staff will need proof of address, which must be a utility bill and to be dated within the last three months.
4. Door staff will sign on and off duty. The signing in & out sheets and profiles will be kept on the premises for a minimum of 3 months and made immediately available to any of the responsible authorities on request.
5. The numbers of door staff will be risk assessed by the premises. This risk assessment will be made available to any of the responsible authorities immediately on request.
6. Door supervisors stationed outside the frontage of the premises will wear high visibility jackets/coats and will have their SIA badge held in a clear arm sleeve holder. Door supervisors inside the premises will wear hi visibility waist coats, again with the SIA badge positioned in a clear arm sleeve holder in visible view to the public.
7. Door staff will remain on duty until all the customers have dispersed and this will form part of the premises dispersal plan.
8. The following areas will be covered by a Door Supervisor wearing a Body Cam. The search area covering the knife arch and ID scanner. The area inside the premises. If there is an incident in the premises, then management will ensure that one of the door supervisors with a body cam attends the incident.

SEARCH POLICY

9. When a security team is deployed at the premises, they are under the control and supervision of a manager from the premises.
10. The premises will operate a search policy which will be made available to responsible authorities upon request.
11. From 9pm, Friday & Saturday, to also include all bank holidays and the days immediately preceding and any other day when a medium/high event risk assessment is required, the search will be conducted in a sterile area at the front of the premises. Each person entering the premises will be subject to a full body search, metal detection search in the form of a knife arch with metal wand detection as support as required.
12. Any person who has gone outside the premises and then wishes to re-enter, they will be subject to the same search regime as when they initially entered.

DRUGS POLICY

13. The premises has an absolute "zero tolerance" in relation to Misuse of Drugs. This fact will be emphasised by signage at premises and within any promotional literature.
14. The premises will operate a drugs policy which will be made available to any of the responsible authorities on request.

DISPERSAL

15. The premises will operate a dispersal policy which will be made available to any of the responsible authorities on request.

ID SCAN

16. From 9pm, Friday & Saturday and any other day when a medium/high event risk assessment is required, the licence holder shall maintain and operate an ID Scan to all persons entering the premises. This will include all bank holidays and the days immediately preceding.

17. The premises is to adopt and display a clear notice to the effect that there is a strict policy of NO ID, NO ENTRY.

INCIDENT BOOK

18. The premise must operate an incident book and record all incidents that occur inside and immediately outside the premises. Incident book can be inspected at any time upon request. The incident book to be available for inspection by any regulatory body.

EVENTS

19. The premises will take details of persons booking the venue including the name, address telephone number of the person making the booking. Details are to be confirmed by photographic ID or in exceptional circumstances a utility bill no older than 3months old. Booking details are to be kept on the premises for a minimum of 28 days after the event and made available to West Midlands Police on request. A deposit is to be taken for all bookings. Additionally, the persons booking will be informed that it is subject to agreement to the deployment of door staff and the entry/ search policies of the venue.

20. Venue to provide 28 days' notice or less if agreed with WMP, for new events or new promoters to include co-promoters, who wishes to conduct a promotion at the premises. Premises also to provide a full risk assessment with the notification.

21. The condition of notification for events to the Police 28 days from the event is for events deemed to be Medium/High risk.

22. When the premises wish to hold an event as above, all recommendations made by the risk assessment to become conditions of the licence for that event.

23. The premises will supply to West Midlands Police Licensing Unit a standard operating risk assessment for internal events deemed as low risk.

24. The Premises has a last entry time of 01:30hrs.

CCTV

25. CCTV that is approved by West Midlands police and able to capture images particularly outside under conditions of low lighting will be fitted in the premises.

26. Images will be retained for a period of at least 31 days and will be made available to any of the responsible authorities to view or copies produced on request.

27. If for any reason the CCTV hard drive needs to be replaced the previous / old hard drive will be kept on site for a minimum of 31 days and made immediately available to any of the responsible authorities on request.

28. The CCTV will be checked each day to ensure that it is working prior to licensable activity taking place. The date, time, identity of the checker and the result of the check will be recorded in the premises incident log.

CHILDREN

29. A challenge 25 policy will be operated at the premises.

30. Notices informing customers of the policy will be displayed within the premises.

31. Staff shall be trained on this policy and will be regularly reminded and trained to enforce the challenge 25 policy.

32. A refusals log will be maintained at the premises. The log will be made immediately available to members of the responsible authorities on request.

33. All staff will receive training regarding the Licencing Act 2003 and the premises operating conditions. Staff will also receive training regarding the premises vulnerability policy.

All training will be documented and signed by both the trainer and trainee.

34. No staff will work at the premises until this training has been completed and the required refresher training have been completed. Refresher training should take place as a minimum once a year. Training records to be made available to any of the responsible authorities on request.

35. The premises will operate a vulnerability policy which will be made available to any of the responsible authorities on request. As part of this policy the premises will have a safe space for vulnerable people.

FIRST AID

36. When the premises is trading at least one of the members of staff on duty will be first aid trained and they will take the lead in any medical incidents or where the incident is vulnerability.

37. The licence holder will have available for use a working bleed kit whenever licensable activities are carried on from the premises.

TRAINING

38. All training records for all staff, regarding drunkenness and the protection from harm for children to be maintained, and to be available to any Responsible Authority.

39. All staff will receive initial & refresher training regarding the four Licensing Objectives and the premises operating condition, this is to include Crime Scene Preservation training.

All training will be documented and signed by both the trainer and trainee.

Dated: 02.01.2024

Revised: 05.01.2024