

Appendix 1

APPENDIX 1

pd £190

108451

12-1-18

Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/ LEE FOX

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
KINGS ENTERTAINMENT VENUE TRINITY STREET,			
Post town	GAINSBOROUGH	Postcode	DN21 2AL
Telephone number at premises (if any)			
Non-domestic rateable value of premises		£7000	

Part 2 - Applicant details

Please state whether you are applying for a premises licence as Please tick as appropriate


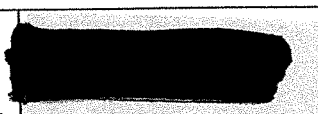



- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
- i as a limited company/limited liability partnership please complete section (B)
- ii as a partnership (other than limited liability) please complete section (B)
- iii as an unincorporated association or please complete section (B)
- iv other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)

- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
 - statutory function or
 - a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname FOX			First names LEE		
			I am 18 years old or <input checked="" type="checkbox"/> Please tick yes		
Current residential address if different from premises address					
Post town	DONCASTER			Postcode	
Daytime contact tele					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
-----------------------------	------------------------------	-------------------------------	-----------------------------	--------------------------------	--

Surname		First names	
Date of birth over		I am 18 years old or	<input type="checkbox"/> Please tick yes
Nationality			
Current residential address if different from premises address			
Post town		Postcode	
Daytime contact telephone number			
E-mail address (optional)			

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
01	04	2018

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)
KINGS ORIGINALLY BUILT IN 1825 AS A PLAYHOUSE/THEATER, THEN BECAME A CINEMA AND THEN A BINGO HALL. IT HAS A BALCONY FLOOR, GROUND FLOOR AND A BASEMENT (STORAGE ONLY). IT IS LOCATED ON THE MAIN ROAD THROUGH THE CENTRE OF GAINSBOROUGH

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

- | Provision of regulated entertainment (please read guidance note 2) | Please tick all that apply |
|---|----------------------------|
| a) plays (if ticking yes, fill in box A) | ✓ |
| b) films (if ticking yes, fill in box B) | ✓ |
| c) indoor sporting events (if ticking yes, fill in box C) | ✓ |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | ✓ |
| e) live music (if ticking yes, fill in box E) | ✓ |
| f) recorded music (if ticking yes, fill in box F) | ✓ |
| g) performances of dance (if ticking yes, fill in box G) | ✓ |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | |
| <u>Provision of late night refreshment</u> (if ticking yes, fill in box I) | ✓ |
| <u>Supply of alcohol</u> (if ticking yes, fill in box J) | ✓ |

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon	0800	2300			
Tue	0800	2300			
Wed	0800	2300	<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur	0800	2300			
Fri	0800	2300	<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	0800	2300			
Sun	0800	2300			

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon	0800	2300			
Tue	0800	2300			
Wed	0800	2300			
			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Thur	0800	2300			
Fri	0800	2300			
			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	0800	2300			
Sun	0800	2300			

C

Indoor sporting events Standard days and timings (please read guidance note 7)			Please give further details (please read guidance note 4) DARTS SNOOKER
Day	Start	Finish	
Mon	0800	2300	
Tue	0800	2300	<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed	0800	2300	
Thur	0800	2300	<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Fri	0800	2300	
Sat	0800	2300	
Sun	0800	2300	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	0800	2300	Please give further details here (please read guidance note 4)	Both	<input type="checkbox"/>
Tue	0800	2300			
Wed	0800	2300	State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)		
Thur	0800	2300			
Fri	0800	0100	Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat	0800	0100			
Sun	0800	2300			

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon	0800	2300			
Tue	0800	2300			
Wed	0800	2300			
			State any seasonal variations for the performance of live music (please read guidance note 5) DEC 16 TH TO DEC 24 TH 0800-0100 NEW YEARS EVE 0800-0200		
Thur	0800	2300			
			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri	0800	0100			
Sat	0800	0100			
Sun	0800	2300			

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	0800	2300	<u>Please give further details here</u> (please read guidance note 4) USE OF DJ	Both	<input type="checkbox"/>
Tue	0800	2300			
Wed	0800	2300	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5) DEC 16 TH TO DEC 24 TH 0800-0100 NEW YEARS EVE 0800-0200		
Thur	0800	2300			
Fri	0800	0100	<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	0800	0100			
Sun	0800	0100			

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	0800	2300	<u>Please give further details here</u> (please read guidance note 4)		
Tue	0800	2300			
Wed	0800	2300	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5) DEC 16 TH TO DEC 24 TH 0800-0100 NEW YEARS EVE 0800-0200		
Thur	0800	2300			
Fri	0800	0100	<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	0800	0100			
Sun	0800	2300			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun					




I

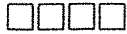
Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5) DEC 16 TH TO DEC 24 TH 2300-0100 NEW YEARS EVE 2300-0200		
Thur					
Fri	2300	0100	<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	2300	0100			
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5) DEC 16 TH TO DEC 24 TH 0800-0100 NEW YEARS EVE 0800-0200		
Mon	0800	2300			
Tue	0800	2300			
Wed	0800	2300			
Thur	0800	2300			
Fri	0800	0100			
Sat	0800	0100			
Sun	0800	2300			
			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name	
MR LEE FOX	
	
	
P	
P	
L	
Issuing licensing authority (if known) DONCASTER METROPOLITAN COUNCIL	



K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

LADIES EVENINGS FEATURING MALE STRIPPERS
GENTLEMENS EVENINGS FEATURING LADY STRIPPERS
ON THESE OCCASIONS NO BODY UNDER THE AGE OF 18 WILL BE ALLOWED ON THE PREMISES

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5) DEC 16 TH TO DEC 24 TH 0800-0200 NEW YEARS EVE 0800-0300
Day	Start	Finish	
Mon	0800	0000	<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 6)
Tue	0800	0000	
Wed	0800	0000	
Thur	0800	0000	
Fri	0800	0200	
Sat	0800	0200	
Sun	0800	0000	

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

SEE ATTACHED

b) The prevention of crime and disorder

SEE ATTACHED

c) Public safety

SEE ATTACHED

d) The prevention of public nuisance

SEE ATTACHED

e) The protection of children from harm

SEE ATTACHED

Checklist:

Please tick to indicate agreement


- I have made or enclosed payment of the fee. ✓
- I have enclosed the plan of the premises. ✓
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ✓
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ✓
- I understand that I must now advertise my application. ✓
- I understand that if I do not comply with the above requirements my application will be rejected. ✓
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15). ✓

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Declaration	<ul style="list-style-type: none"> • [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)
Signature	
Date	06/01/18
Capacity	APPLICANT

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for

a) General

Off sales will only be made in sealed containers

No drinks, whether alcoholic or otherwise shall be taken from the premises for consumption in any external areas forming part of the premises or in the near vicinity.

All licensable activities taking part on the premises shall be either organised directly by the premises licence holder or if by a third party organiser, then with prior agreement with the premises licence holder.

Details of any licensable activities organised by a third party shall be recorded on a booking form and logged by the premises licence holder.

No third party booking shall take place until:

- a) The third party organiser(s) has submitted proof of their public liability insurance;
- b) A risk assessment has been submitted for the event; and
- c) The risk assessment has been reviewed by competent person at the licensed premises.

All risk assessments submitted by third party event organisers shall be reviewed by the premises licence holder to determine:

- a) Whether the level of risk in enforcing the licensing objectives requires the support of SIA approved personnel and/or stewards; and
- b) If so, in what numbers.

Any bar provided shall be staffed by employees of the site. All staff will be given training in their responsibilities linked to the licensing objectives, led by the Designated Premises Supervisor or any Personal Licence Holder designated on their behalf.

Boxing Events:

The following conditions shall also apply when a boxing, wrestling or similar event is held on the premises:

- a) Where it is intended or can be reasonably expected that more than 500 persons will attend the event, the Premises Licence Holder shall;
 - i. Notify Lincoln Police Licensing Department and Lincoln Police Events Planning Officer of the event at least 28 days prior to the event date.
 - ii. Comply with all advice, guidance and timescales given by any Safety Advisory Group for each particular event.
- b) Where it is intended or can reasonably be expected that less than 500 persons will attend the event, the Premises Licence Holder shall;
 - i. Provide a finely detailed risk assessment and operating schedule for such events, addressing each of the four licensing objectives.
 - ii. Notify Lincoln Police Licensing Department of the event at least 28 days prior to the event date.
 - iii. Any responsible authority as defined under the Licensing Act 2003 shall have the absolute right to order the cancellation of the event if it is considered, on reasonable grounds, that any one or more of the licensing objectives shall be put at risk if the event was to proceed.

c) A registered Medical Practitioner shall be present at any sports entertainment involving boxing, wrestling, judo, karate or other sports entertainment of a similar nature. (To remove any doubt, this condition shall not apply to sparring or practice not done before an audience.)

d) Where the entertainment requires the provision of a ring, the Premises Licence Holder shall ensure that:

- i. the ring is installed by a competent person;
- ii. it is properly constructed and supported; and
- iii. all materials used in its construction are non-combustible.

e) The Premises Licence Holder shall obtain a certificate from that competent person that the ring has been correctly constructed is fit for use and is constructed of non-combustible material and shall produce that certificate, if required to do so to, an Authorised Officer of the Council or Lincolnshire Fire and Rescue Service.

f) There shall be provided at the premises door supervisors to such a number as the Premises Licence Holder considers sufficient to control the entry or persons to the premises and for the keeping of order in the premises when they are used for the activity;

- i. Door supervisors shall keep an accurate record of numbers in attendance, including separate numbers for individual rooms and / or levels.
- ii. Door supervisors shall control any queue to ensure that customers are advised of the amount of time they are going to have to wait to gain entry and to prevent any customers who have behaved in such a way as to cause a public nuisance or disturbance from entering the premises.
- iii. Door supervisors shall remain outside the premises until the last customer have left the premises.
- iv. No person in possession of a drink in a sealed or unsealed container shall be allowed to enter the premises except for the purposes of delivery.
- v. No drink shall be removed from the premises in an unsealed container.

g) Only polycarbonate, non-splintering plastic or paper drinking vessels shall be used to serve alcoholic and non-alcoholic drink during this type of event.

h) No drink shall be sold in either glass bottles or in any other vessel or container made of glass. Any drink shall be either served in a bottle, which is not made from glass or alternatively will be decanted into a container or vessel made from non-splintering plastic, polycarbonate or paper before being given to the customer at this type of event.

i) With regard to wrestling or other entertainments of a similar nature no member of the public shall be allowed to be seated or to enter an area within 2.5 metres of the outermost edge of the playing area of the sport.

Adult Entertainment:

When Adult Entertainment is provided at the premises, (FOR THE PURPOSES OF THIS LICENCE CONDITION 'ADULT ENTERTAINMENT' WILL BE DEFINED USING THE DEFINITION FOR 'RELEVANT ENTERTAINMENT' FOUND IN Schedule 3 TO THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 (as amended by section 27 of the Policing and Crime Act 2009)) - THAT IS "any live performance or live display of nudity which is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any

member of an audience (whether by verbal or other means)". IN THIS CONDITION an audience can consist of just one person, (e.g. in a private booth).

- No still or moving photographic or video recordings other than by CCTV monitoring equipment installed for crime prevention purposes shall be made of any performance of adult entertainment.
- There shall be no images of nakedness, nudity or of any description of a sexually explicit nature to cause offence as to the nature of the entertainment being held on the premises on any external advertising.
- Performances of adult entertainment shall only be the subject of any advertising involving the distribution of leaflets, promotion by canvassers or by touting in the street, subject to written approval by Lincolnshire Police and on the undertaking that the Premises Licence Holder shall ensure that all associated litter is collected at the end of each day's opening hours within any area defined and agreed with Lincolnshire Police.
- The adult entertainment shall not be visible from the street.
- Any person who can be observed from outside the premises shall be decently dressed.
- No person either resident, staff, performer, entertainer, visitor or customer under the age of 18 years shall be allowed in any part of the premises whilst adult entertainment is being performed or at any time whilst a rehearsal or audition for such entertainment is being conducted.
- A clear notice shall be displayed at each entrance to the premises, in a prominent position so that it can easily be read by people entering the premises, saying,

· **NO PERSONS UNDER THE AGE OF 18 YEARS SHALL BE ADMITTED**
- The adult entertainment shall be given only by performers/entertainers who are engaged exclusively for that purpose.
- No performer shall be allowed to work if they appear to be under the influence of intoxicating liquor and/or drugs.
- The entertainment shall be restricted to dancing and the removal of clothes, there shall not be any other form of sexual activity.
- There shall be no physical participation between any member of the audience and any other performer. The DPS, management or anyone concerned in providing the adult entertainment shall not encourage or permit the encouragement of the audience to throw money or other gratuities to the performers.
- No performer shall accept or give any telephone number or business card or note to or from members of the audience.

- Performers shall be provided with changing room(s) which shall be located separately, and apart from, public facilities.
- No person other than performers and authorised staff shall be permitted in the changing room(s).

b) The Prevention of crime and disorder

A CCTV system shall be installed, recording and maintained in working order and operated at the premises to the satisfaction of Lincolnshire Police, specifically:

- a) There shall be a minimum of one high-resolution colour camera fitted to each public entrance/exit. To provide a quality head and shoulder image for facial recognition/identification purposes of all persons entering the premises.
- b) There shall be sufficient cameras able to cope with the normal operating illumination to reasonably cover all licensed public areas.
- c) Recordings must be kept for a minimum of 31 days and endorsed with the accurate, correct time/date (BST/GMT adjusted).
- d) Police and/or Authorised Licensing Officers shall be able on attendance to view immediate playback of any incident without the necessity for download.
- e) Recordings of incidents at the premises must be provided to the police following lawful request.
- f) A member of staff shall be on the premises at all times they are open to the public who is capable of operating the CCTV system and providing recordings on request. When this is not possible recordings shall be provided within 24 hours of the original request.
- g) Recording equipment shall be housed in a secure room/cabinet where access and operation is strictly limited to authorised persons.

An incident book shall be kept at the premises in which details of the crime and/or disorder relating to the premises shall be recorded. The incident book shall contain the following details;

- a) Time, date and location of incident;
- b) Nature of incident;
- c) Names, addresses and contact details of persons involved.
- d) Result of the incident.
- e) Action taken to prevent further such incidents;
- f) Each entry signed by the DPS or other responsible person employed at the premises and so authorised by the DPS; and
- g) Retained for a period of no less than 12 months and made available to Lincolnshire Police for inspection upon request.

Door supervisors shall be provided in such numbers as the licence holder considers necessary for the keeping of order on the premises when used for licensable activities.

A record/log book shall be kept on the premises by the designated premises supervisor of every person employed on the premises as a door supervisor. The records shall contain:

- a) The door supervisor's name;

- b) His/her security industry authority licence number;
- c) The time and date he/she commenced and concluded their duty;
- d) The door supervisor shall be asked to sign each entry;
- e) The signature of the Designated Premises Supervisor, or their agent, certifying each entry as having checked the authenticity of each individual door supervisor
- f) Each entry shall be retained for a period of no less than 12 months from date of completion.

That record shall be available for inspection on demand by an authorised officer of the Licensing Authority, the Security Industry Authority, or a Police Constable.

Staff shall be trained in crime prevention and drug awareness measures, as set out below:

- a) There shall be a written drugs policy for the premises.
- b) All staff shall be trained on the most recent drugs policy in operation at the premises.
- c) A written record shall be kept detailing the following:
 - i. Content of training;
 - ii. Name of member of staff;
 - iii. Name of trainer;
 - iv. Date training completed; and
 - v. The member of staff and trainer to sign the entry.

e) The Protection of children from harm:

The premises shall operate the "Challenge 25 Proof of Age Policy to prevent the sale or supply of alcohol to persons under 18 years of age. The policy shall require any person who appears to be under the age of 25 years to produce one of the following forms of identification:

- a) A recognised proof of age card credited under the British Retail Consortiums Proof of Age Standards Scheme (PASS);
- b) Photo driving licence;
- c) Passport;
- d) Any other means of identification approved and accredited in writing by Lincoln Police.

All point of sale staff shall undergo periodic training in the Challenge 25 policy with a record kept of the date of the training, signed by the member of staff and the trainer.

Each entry shall be retained for a period of not less than 24 months from the date of completion.

The training record shall be made available for inspection by Lincolnshire Police Officers or other parties acting on their behalf.

Clear, prominent and unobstructed signage informing customers of the Proof of Age scheme in operation shall be clearly displayed at all entry points to the premises, adjacent to the alcohol displays and all points of sale.

Children under 16 years of age will be supervised at all times whilst on the premises by an accompanying responsible adult.

In regards to teenage functions

- All guests shall be admitted to the venue by written invitation only. A copy of the invitation and guest list to be provided to the DPS prior to the event in order to allow for monitoring of guests
- There shall be provided at the premises door supervisors to such a number as the management of the premises consider are sufficient to control the entry of persons to the premises and for the keeping of order in the premises when they are used for the provision of a licensable activity.