

Draft Conditions Deco

1. A digital closed circuit television (CCTV) system to be installed internally ensuring the following:-
 - All entry and exit points must be covered to enable frontal identification of every person entering the premises in any light condition
 - The CCTV system shall continually record whilst the premises is open for licensable activities and during 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 throughout the preceding 31 day period.
 - A staff member from the premises who is knowledgeable with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public and this staff member must be able to show and supply if requested a Police or authorised office recent data or footage with the absolute minimum of delay when requested.
2. A Personal Licence Holder must be present at the premises when alcohol is being sold.
3. A written record of all refused sales shall be kept on the premises. The record shall be made available to Police and/or local authority immediately upon request and shall be kept for a least one year from the date of last entry.
4. An incident book shall be maintained to record any activity related to drugs or of a violent, criminal or anti-social nature and be available for inspection at all times (when the premises is open) by an authorised officer of relevant responsible authority, it should record the following details:-
 - a) Time and date and nature of the incident,
 - b) People involved
 - c) Action taken
 - d) Details of the person responsible for the management of the premises at the time of the incident.
5. A written drugs policy, approved by a Police Licensing Officer, to be in place and a copy available at the premises. The policy must cover as a minimum the measures taken to minimise the possibility of drug use or supply within the premises. The policy must be followed at all times.
6. A written dispersal policy, approved by a Police Licensing Officer, will be in place and a copy available at the premises. As minimum the policy must cover actions to be taken to reduce the impact on the local community when customers are leaving the premise. The policy must be operated and adhered to by the staff at the premises.

7. In addition to the dispersal policy the premises licence holder will ensure that a soft closure procedure is followed at the end of the evening, 30 mins before the time the premises are due to close, this must include lowering any music, informing people of the approaching closing time, not selling excessive amounts of drinks to people within this time period, encourage sensible drinking and ensuring people have time to finish the drinks they have prior to closure.
8. A search policy, approved by a Police Licensing Officer, will be in place and a copy available at the premises. The policy must be operated and adhered to by the staff at the premises.
9. No customers to be allowed to exit the premise onto Parliament Square with drink glasses, bottles, cans or any other vessel containing alcohol.
10. The Premises Licence Holder or Designated Premises Supervisor to ensure that all management and staff are fully trained and briefed on the four licensing objectives, Challenge 21, the conditions on this licence, policies referred to in this licence. Every 6 (six) months these staff are to be given refresher training and this is to be documented in such a way that it can be given to an authorised officer on request. Staff should also sign documentation confirming the training has taken place and the date.
11. The Licence Holder shall actively participate in the Pubwatch Scheme, including attending the meetings, participating in radio link, and supporting the Pubwatch banning systems including keeping records and sharing information with the police.
12. The following conditions apply to the outside courtyard area at the rear of the premises:-
 - a) After 2300 hours no more than 15 people to be using the Courtyard at anyone time, excluding those queuing or exiting the premise onto Parliament Square.
 - b) After 2300 hours no more than 10 people to be queuing in the Courtyard area.
13. On nights when licensable activities are provided after 9pm, there will be from 9pm until 30 minutes following the time at which the sale of alcohol finishes a minimum of one SIA registered door supervisor per area open to the public. (Areas within the premise are defined as follows, Ground floor bar, 1st floor VIP bar, Outdoor Courtyard and Basement Club). In addition there must be two SIA registered door supervisors must be present at the entry / exit points on Parliament Square. At all times one of the door supervisors must be monitoring the outside Courtyard area.
14. Where SIA registered door supervisors are used at the premises,
 - a) a record must be kept of their SIA registration numbers and the dates and times when they are on duty

- b) they must wear high visibility arm bands or jackets when engaged outside the entrance to the premises
15. A suitable system to control entry to the premises will be used to count the number of persons entering and leaving the premises to ensure that the maximum specified occupancy is not exceeded at any one time. The number of persons present within the premises will be supplied to any Police Officer who requests the information.
16. An ID scan system shall be installed on the premises and used when SIA staff are on duty to scan the majority of people entering the premises. In the event of system malfunction, action must be taken immediately to rectify the fault. Information held on the system shall be made available with minimum delay upon request of Police or an authorised person.
17. No entry or re-entry of customers shall be permitted to the premises after 0100 hours
18. The number of persons (excluding staff, attendants and performers) to be allowed at any time in the licensed premises shall not exceed **(insert number)**.
19. A4 white notices in size 50 black Arial stating "Please respect our neighbours and leave the area quietly" need to be displayed at all entry/exits points and in the outside Courtyard.
20. No children aged under 18 years to be on the premises after 2100 hours until closing if alcohol is being served. No children under the age of 18 years to be in the basement club at any time.
21. The age verification policy operated at the premises shall be "Challenge 21". This means that whilst alcohol may be sold to persons aged 18 years or over, any person who appears under 21 years of age shall be required to provide proof of age using an acceptable form of ID. Notices advertising that the premises operate a "Challenge 21" scheme shall be displayed in a clear and prominent position at the premises entrance(s)/and inside at the premises serving area. The only forms of ID that may be accepted shall be a proof of age card bearing the PASS hologram logo;
- a. Passport
 - b. UK photo driving licence; or
 - c. Military Card ID
22. The premise licence holder will not hire the venue to those wanting to hold 18th birthday parties.
23. Glasses and bottles must be collected throughout the evening and will not be allowed to accumulate within the public areas of the premise.