

**HALF MOON, BISHOP'S STORTFORD**

**AGREED  
~~PROPOSED~~ CONDITIONS**

1. A digital closed circuit television (CCTV) system to be installed internally ensuring the following:-
  - a. It is maintained in good working order and faults are repaired without delay
  - b. All entry and exit points must be covered to enable frontal identification of every person entering the premises in any light condition
  - c. The CCTV system shall continually record whilst the premises is open for licensable activities and during times when customers remain on the premises.
  - d. The CCTV shall cover clearly any area where alcohol is on display
  - e. 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.
  - f. 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. The age verification policy operated at the premises shall be "Challenge 25". This means that whilst alcohol may be sold to persons aged 18 years or over, any person who appears under 25 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 25" scheme shall be displayed in a clear and prominent position at the premises entrance(s)/and inside at the premises serving area and the website. The only forms of ID that may be accepted shall be:
  - a. Proof of age card bearing the PASS hologram
  - b. Passport
  - c. UK photo driving licence
  
3. DPS/PLH will ensure that the details of those persons that have been refused sale will be recorded in a refusals book, which will include date, time, name of persons if known, delivery address (if applicable) and reason for refusal. The refusals book will be made available for inspection upon request within 24 hours for Police and Local Authority Licensing Officers.
  
4. All events held at the premises must be risk assessed in order to identify areas of concern and establish actions to reduce risk and on occasions following consultation with the Police.
  
5. A written drugs and search 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 between 21:00 hours and close of business.

6. An incident book shall be maintained to record any activity of a violent, criminal or anti-social nature and be available for inspection at all reasonable times by an authorised officer of relevant responsible authority, it should record the following details:-
  - Time and date and nature of the incident,
  - People involved
  - Action taken
  - Details of the person responsible for the management of the premises at the time of the incident.
7. On nights when licensable activities are provided beyond 00:00 hours, there will be from 21:00 hours until 30 minutes following the time at which the sale of alcohol finishes:
  - a. A minimum of 1 SIA registered door supervisor on duty when between 0-50 people are on the premises.
  - b. A minimum of 2 SIA registered door supervisors on duty when between 51-150 people on the premises.
  - c. A minimum of 3 SIA registered door supervisors on duty when between 151-250 people on the premises
  - d. A minimum of 4 SIA registered door supervisors on duty between 250-300 people on the premises.
8. Where SIA door supervisors are used at the premises, a record must be kept of their SIA registration number and the dates and times when they are on duty.
9. 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 counting system will be sufficiently accurate to inform an authorised person, on request, of the number of persons on the premises.
10. No outdoor musical events to take place in garden courtyard area beyond 23:00 hours.
11. All staff engaged outside the entrance to the premises, or supervising or controlling queues, shall wear high visibility arm bands or jackets.
12. Any (designated) queuing area must be within suitable barriers.

13. No under 18 year olds to be on the premises unless accompanied by an adult who is 21 years or older.
14. No 18 year old birthday parties to be held at the premises.
15. The premise licence holder or Designated Premises Supervisor to ensure groups of people will not be allowed to gather/loiter outside the premises.
16. No drinks in open vessels to be taken outside after 00:00 hours.
17. No persons to be admitted or readmitted to the premises after 01:00 hours unless using the garden courtyard smoking area.
18. The garden courtyard smoking area to be limited to 10 persons after 00:00 hours.
19. Noise or vibration shall not emanate from the premises which could cause a nuisance to nearby properties. Except ingress and egress through the entrance, doors and windows shall be kept closed (but not locked) whilst regulated entertainment is taking place.
20. A4 size 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 premises car park.
21. 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.
22. 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.
23. The Premises Licence Holder or Designated Premises Supervisor to ensure that all management and staff who are not personal licence holders are fully trained and briefed on the four licensing objectives, Challenge 25, the conditions on this licence and other police initiatives such as CSE training. Every 12 (twelve) months staff are to be reminded of the training aspects relevant to their roles and trained in any new areas. All training 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.

24. 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.