

**Wyld Premises Licence Application  
Updated Operating Schedule and Conditions to be attached to the licence if granted:**

**Licensable Activities**

<b>Activity</b>	<b>Days of Week</b>	<b>Start</b>	<b>Finish</b>
Films (Indoors)	Monday to Saturday Sunday	11:00hrs	00:00hrs 23:00hrs
Late Night Refreshment (Indoors)	Monday to Saturday	23:00hrs	00:00hrs
Live Music/Performances of Dance and anything similar to Live/Recorded Music or Performance of Dance (Indoors)	Monday to Saturday	23:00hrs	00:00hrs
Recorded Music (Indoors)	Monday to Saturday Sunday	23:00hrs	00:30hrs 23:30hrs
Sale of Alcohol (for consumption both on and off the premises)	Monday to Saturday Sunday	11:00hrs	00:00 hrs 22:30 hrs

**Hours premises are open to the public**

<b>Days of Week</b>	<b>Open</b>	<b>Close</b>
Monday to Saturday Sunday	11:00hrs	00:30 hrs 23:00 hrs

**Non standard timings**

<p>All Activities: From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.</p>
---

**The Prevention of Crime and Disorder**

1. A CCTV system shall be installed, maintained and must be in operation at all times that the premises are open to the public. Recorded images must:
  - a) be of sufficient clarity to allow personal identification
  - b) display the correct time and date of the recording, which shall be checked regularly for accuracy taking account of GMT and BST.
  - c) provide coverage of:
    - i. every public entrance or exit
    - ii. every area where alcohol is sold or displayed for sale
    - iii. outside of the premises and service yard at the rear and
    - iv. any other location deemed appropriate by the Police or Licensing Authority.
  - d) be retained for a period of at least 28 days
  - e) be produced for a police officer or an authorised officer of the local authority to review on request and
  - f) be exported to removable media (e.g. CD/DVD/USB device) if requested by a police officer or an authorised officer of the local authority.

2. A member of staff capable of operating the CCTV system shall be present at all times the premises are open to the public and shall have access to the system to enable images to be reviewed and/or produced upon request.
3. Access to the CCTV System will be via password protected access only to prevent recordings being tampered with.
4. If the CCTV equipment is temporarily inoperative, the police and local authority will be informed as soon as possible and in any case within 24 hours and immediate steps must be taken by the DPS to restore the equipment to full working order. No licensable activity shall be allowed after 24 hours from the time of the last timed recording without the prior written approval of the licensing authority.
5. An Incident Logbook (which may be electronic) will be maintained and stored at the premises and made available on request to a police officer or an authorised officer of the local authority which will record any incidents of disorder including but not limited to:
  - a) Any seizures of drugs or offensive weapons
  - b) Any ejections of customers or refusals of entry
  - c) Any ID seizuresSuch records will include details of the staff members involved and a summary of the circumstances as well as the action taken by staff. Entries will be completed as soon as practicable, but prior to the end of the staff member's shift.
6. The customer toilets within the premises will be checked every 30 minutes when the premises are open for licensable activity, and a record of such checks shall be kept at the premises, and available upon request. These records will be kept for a period of no less than 12 weeks.
7. The number of door supervisors to be engaged on any occasion shall be determined by the licence holder, taking into account such factors as the nature and duration of licensable activities proposed, the number, age and character of persons likely to attend, and any known risks to impact on the promotion of the licensing objectives. The licence holder shall make a written record of the number of door supervisors to be engaged and the factors taken into account by the licence holder. Any such record shall be produced to a police officer or authorised officer of the local authority on reasonable request.
8. The DPS shall maintain a Duty Register outlining details of each and every person employed in the role of a Security/Door person and shall provide this upon request to any Police Officer or Local Authority representative. Such records must include:
  - a) The licence number, name, and residential address and telephone number of that person;
  - b) The time in which they commenced their period of duty, with a signed acknowledgement by that person;
  - c) The time in which they finished their period of duty, with a signed acknowledgement by that person;
  - d) Any times during the period of duty when that person was not on duty;
  - e) Should that person not be directly employed directly by the licence holder, then details of the third party will be supplied (i.e. Company Name, Number and out of office contact details)The register shall be stored securely so that it can be readily inspected by an authorised Police or Council officer and shall comprise of a bound, consecutively page-numbered book and the licence holder shall ensure that this is kept securely to prevent unauthorised access and alterations.
9. All door supervisors shall wear clothing or other identification in accordance with that which has been agreed with the licensing authority in writing so that they can be easily and clearly identifiable to the public and on CCTV.

10. All searches conducted on female customers will only be undertaken by a female SIA licensed door supervisor.
11. During busy periods, a nominated door supervisor shall be positioned at the entrance/exit doors for the purpose of counting customers in and out of the premises. They shall use a device suitable for counting as approved by the local authority, and as such an accurate number of persons in the venue (including staff) will be known at all times when the premises are operating under its premises licence.
12. No drinks are permitted to be taken for consumption directly outside the premises or in the immediate vicinity.

### **The Protection of Children from Harm**

13. All persons engaged in the sale of alcohol shall receive training or instruction to prevent the sale to anyone who is drunk or apparently under the age of 18 years. Such training will also include the details of the Premises Licence as well as its conditions. Staff members shall receive such training on induction, also at intervals not greater than one year apart. A record shall be made of:
  - a) the date the training or instruction was delivered,
  - b) its content, and
  - c) the names of the members of staff who received it.The record shall be produced to a police officer or an authorised officer from the local authority on reasonable request and kept for a period of no less than three years.
14. A record shall be made of every refusal to sell alcohol to a person who is drunk or apparently aged under 18 years. Each entry shall include the date, time and the name of the member of staff responsible for the refusal and the reasoning for it. The record shall be checked and counter signed by the DPS on at least a weekly basis. Such records will be kept for a period of no less than 21 months and shall be produced to a police officer or authorised officer of the local authority on reasonable request.
15. The "Challenge 25" scheme will be adopted at the point of the sale of alcohol. This means that the DPS shall ensure that every individual, who visually appears to be under the age of 25 years of age and is seeking to purchase or be supplied with alcohol at the premises, shall produce identification providing that individual to be 18 years of age or older. If the person seeking alcohol is unable to produce acceptable means of identification, no supply will be made to or for that person.
16. Challenge 25 posters shall be displayed in prominent positions at the premises.
17. During periods when films are being shown, staff will ensure that no children under the age of the certification as recommended by the British Board of Film (BBFC) are present.

### **The Prevention of Public Nuisance**

18. Prominent, clear and legible notices will be displayed at the public exit to the premises requesting customers to leave quietly, with staff also reminding customers verbally.
19. The music policy will be strict with no music such as garage, jungle, drum and bass or any genres that could be deemed problematic.
20. No regulated entertainment authorised by this licence shall take place inside the premises after 23:00hrs unless all external doors and windows are fully closed.
21. To prevent nuisance from noise, no glass or bottle disposal to the external waste bin in the Service Yard area is permitted between 8pm and 8am. Deliveries to the premises shall not be made outside of the permitted hours between 8am and 6pm.

## **Public Safety**

22. A qualified First Aider will always be present when the premises are open for any licensable activity.
23. During busy periods, a Floor Walker will be present to ensure customer welfare and conduct perimeter checks of the premises.