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### **LOCAL CONDITIONS**


# LOCAL CONDITIONS: PREMISES LICENCES

## A. THE ABERDEENSHIRE LICENSING BOARD


General Management for All Premises		
1	The provisions relating to management of licensed premises contained within the Board's current policy statement, particularly <b>Appendix 1</b> thereto, <b>must</b> be complied with.	PCD, SPS, PPN PIPH, PCYPFH 
2	Premises Licence Holders <b>must</b> ensure that the premises, internally and externally, are maintained in good, clean and tidy condition at all times.	SPS, PPN 
3	Premises Licence Holders <b>must</b> ensure that Refusal Registers and Daily Incident logs are accessible for inspection by Police and Licensing Standards Officers	PCD, SPS 
4	The Licence Holder <b>must</b> ensure that any general authorisation for the sale of alcohol required within the premises is – <ul style="list-style-type: none"> <li>• in writing</li> <li>• available for inspections by Police and Licensing Standards Officers</li> <li>• brought to the attention of and signed by all parties; and</li> <li>• enforced by the premises manager</li> </ul>	PCD, SPS, PPN, PIPH, PCYPFH 
Noise – All Premises		
5	Noise from amplified and non-amplified music, singing and speech sourced from licensed premises <b>shall not</b> be audible in adjoining properties after 11.00 p.m.	PPN 
Lockfast Store – All Premises		
6	All alcohol not on display within the premises <b>must</b> be kept within a designated lockfast store on the premises, and shown on the layout plan attached to the premises licence.	PCD, SPS 
Children and Young Persons – On Sale Premises		
7	Children under the age of twelve years, <b>shall not</b> have direct access to pool tables, darts boards or gaming machines in any part of the premises to which they have access or are allowed entry.	PCYPFH 
8	The Licence Holder <b>shall</b> provide safe high chairs for the use of young children	SPS, PCYPFH 
9	The Licence Holder <b>shall</b> provide heating facilities for baby/toddler's food at no cost to the customer.	SPS, PCYPFH 
10	The Licence Holder <b>shall</b> provide containers for the disposal of soiled nappies	SPS, PPN, PCYPFH 

11	The Licence Holder <b>shall</b> ensure that heating sources are adequately protected.	SPS, PCYPFH  
<b>Premises Providing Late Night Entertainment – On Sale Premises</b>		
12	Alcohol <b>shall</b> be provided for consumption on the premises only.	PCD, SPS, PPN   
13	The entertainment to be provided <b>shall</b> be:XXX to be defined by the Board on a case-by-case basis	PCD, SPS, PPN   
14	The entertainment provided <b>shall</b> be on a continuous basis with breaks of not more than 15 minutes in any one hour.	PCD, SPS, PPN   
15	All public notices or advertisements including social media <b>shall</b> contain the following information:- a. The name and address of the premises b. The entertainment to be provided on the premises c. The commencement time of the entertainment d. The price of entry e. The terminal hour for the premises. f. The time of the curfew, where operated, <b>must</b> be advertised.	PCD, SPS, PPN   
16	The Licence Holder <b>shall</b> display a notice at the entrances to the venue clearly defining the policy of the venue relating to the use of illegal substances and weapons within the venue and stating that criminal offences will be reported to Police Scotland	PCD, SPS, PPN, PIPH    
17	The premises <b>shall</b> have a dispersal policy to ensure patrons are not put in vulnerable situations after leaving the premises. The policy <b>must</b> be in writing. All members of staff <b>shall</b> be informed of the policy. The policy <b>shall</b> be made available to customers, and for inspection. The policy <b>shall</b> be reviewed regularly and a detailed record of reviews kept.	PCD, SPS, PPN, PIPH    
<b>Adult Entertainment – On Sale Premises</b>		
18	Children and young persons <b>are not permitted</b> to attend any event involving adult entertainment.	PCYPFH 
<b>Vulnerability – All Premises</b>		
19	The Licence Holder <b>must</b> have in place a duty of care policy to ensure a standard approach is taken when any patron appears to be displaying signs of excessive intoxication.  The Licence Holder <b>must</b> ensure that all staff have additional training in identifying signs of excessive intoxication and an enhanced awareness of vulnerability through intoxication.  The Licence Holder <b>shall</b> ensure that staff training records are made accessible for inspection by Police Scotland and Licensing Standards Officers.	PCD, SPS, PPN PIPH, PCYPFH     


**Door Supervisors – On Sale Premises**









<p>20</p>	<p>The Premises Licence Holder <b>must</b> ensure that sufficient numbers of Security Industry Authority licensed stewards are on duty to ensure a safe and responsibly run premises. Such persons <b>must</b> be easily identifiable as such to persons present, display the appropriate identification, and should be made aware of their duties, policies and practices, by the Premises Licence Holder. They <b>must</b> be responsible, capable, aware of their duties and not drink alcoholic liquor for the duration of their active employment. Their duties are to:</p> <ul style="list-style-type: none"> <li>a. Confirm that persons who seek access to the premises have paid for admission or have appropriate passes/invitations;</li> <li>b. Identify and refuse entry to drunken persons</li> <li>c. Identify and refuse entry to any persons banned through pubwatch or by any other means;</li> <li>d. Actively police the premises and to perform all activities in line with their role under the Private Security Act 2001;</li> <li>e. Supervise entrance doors/access points at all times to ensure that no fire or other exits are blocked;</li> <li>f. Be aware of the fire safety precautions and procedures and all other policies and practices;</li> <li>g. Be aware of the premise’s drug prevention policy;</li> <li>h. Provide assistance to patrons, including customer care, directions to facilities and health and safety;</li> <li>i. Ensure that no patron removes glasses, or open or closed vessels from the premises when exiting for any reason.</li> <li>j. Remain on the premises until the end of permitted hours and all patrons have vacated the premises, including patrolling the vicinity outside the premises to assist dispersal from the premises after the premises close;</li> <li>k. Be aware of the provisions of the Licensing (Scotland) Act 2005 which impact on the running of the premises;</li> </ul>	<p><b>PCD, SPS, PPN PIPH</b></p> 
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**CCTV – All Premises**

<p>21</p>	<p>Where a CCTV system is installed this <b>must</b> comply with the required standard and be maintained in working order and staff <b>must</b> be able to operate the system.</p> <p>Images recorded on CCTV <b>must</b> be kept for at least seven days and <b>must</b> be made available to Police Scotland on request</p>	<p><b>PCD, SPS, PPN</b></p> 
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**Members Clubs**




<p>22</p>	<p>Members Clubs <b>must</b> comply with the provisions of <b>Supplementary Policy Statement 7</b> of the Board’s current policy statement.</p>	<p><b>PCD, SPS, PPN, PIPH, PCYPFH</b></p> 
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23	Members Clubs <b>shall</b> adhere to the terms of the Club's constitution or rules attached to their premises licence	<b>PCD, SPS, PPN, PIPH, PCYPFH</b> 
24	Where the Club has submitted draft constitution or rules with their application for a premises licence, they <b>shall</b> submit a copy of the approved constitution or rules to the Clerk to the Board within 28 calendar days of the draft constitution/rules being approved by the Club's governing body.	<b>PCD, SPS, PPN, PIPH, PCYPFH</b> 
25	Where the Club revises its constitution or rules in the future, the Club <b>must</b> submit a copy of the proposed revisions to the Board for approval and thereafter submit a copy of the approved revised constitution or rules to the Clerk to the Board, within 28 calendar days of the draft constitution/rules being approved by the Club's governing body.	<b>PCD, SPS, PPN, PIPH, PCYPFH</b> 
26	Where there are any changes to the list of connected persons in relation to the Club, the Club <b>must</b> submit details of the names, addresses, postcodes, dates and places of birth of the new connected persons and an updated list of all connected persons, to the Clerk to the Board, within 28 calendar days of the changes to connected persons being approved by the Club's governing body.	<b>PCD, SPS, PPN, PIPH, PCYPFH</b> 
27	The Club <b>must</b> ensure that at all times, there at least two members of staff, or Committee Members, or volunteers involved in the management of the Club who are trained to the standard of a Personal Licence Holder. If the persons trained change at any time, evidence of an up-to-date training certificate <b>must</b> be submitted to the Clerk within two months of change in personnel.	<b>PCD, SPS, PPN, PIPH, PCYPFH</b> 
28	Any person requiring to hold a training certificate for the purposes of condition 26 above, <b>must</b> complete a refresher training course within a period of 3 months of the 5-year anniversary of the date of the initial training certificate and submit a copy of the refresher training certificate to the Clerk within 28 calendar days of receipt of the updated certificate. Further refresher training will be completed at 5 yearly intervals thereafter in line with this condition.	<b>PCD, SPS, PPN, PIPH, PCYPFH</b> 
29	That up to 5 visitors per member <b>shall</b> be permitted in the club premises provided they are signed into the club by that member into a book kept for that purpose by the club. Such visitors <b>must</b> be bone fide guests of the member signing them in.	<b>SPS, PPN</b> 
30	All promotional materials, including the use of social media, <b>must</b> specify that events are open to Members and Guests only, unless an Occasional Licence is in place. Events <b>must</b> be advertised in the press as for "Members and Guests only"	<b>SPS, PPN</b> 

**Beer Gardens and Outside Drinking Areas**

31	Beer Gardens and outside drinking areas <b>must not</b> be used for activities linked to the sale or consumption of alcohol after 11.00pm	<b>PCD, SPS, PPN, PIPH, PCYPFH</b> 
32	The Licence Holder <b>must</b> take reasonable steps to ensure that litter and, where used, glass and bottles are removed from beer gardens and outside drinking areas on a regular basis.	<b>SPS, PPN, PIPH, PCYPFH</b> 
33	The Licence Holder <b>shall</b> consider the use of safe alternatives to glass containers and bottles in beer gardens and outside drinking areas.	<b>PCD, SPS, PPN, PIPH, PCYPFH</b> 
<b>Hybrid Premises</b>		
34	Premises operating as “other premises” during the day and wishing to operate as Nightclubs thereafter <b>must</b> ensure that the premises are closed down and cleared of patrons, particularly children and young persons, for at least one hour prior to the commencement of operating as a nightclub at the premises	<b>PCD, SPS, PPN, PCYPFH</b> 
<b>Festive Season Conditions for Premises opening after 1.00a.m.</b>		
35	A person trained to the satisfaction of the Licensing Board in administering first aid <b>must</b> be present on the premises from 1.00a.m. (on any day when the premises are open at that time) until the time at which the premises next close	<b>SPS, PIPH, PCYPFH</b> 
36	A designated person who is the holder of a personal licence <b>must</b> be present on the premises from 1.00a.m. (on any day when the premises are open at that time) until the time at which the premises next close	<b>PCD, SPS, PPN, PIPH, PCYPFH</b> 
37	There <b>must</b> be written policies in existence concerning - <ul style="list-style-type: none"> <li>• The evacuation of the premises; and</li> <li>• The prevention of the misuse of drugs on the premises.</li> <li>• Duty of care ('Vulnerability through Intoxication')</li> </ul>	<b>PCD, SPS, PPN, PIPH, PCYPFH</b> 
38	There <b>must</b> be persons responsible for checking on the safety and wellbeing of persons using any toilet facilities on the premises.	<b>PCD, SPS, PPN, PIPH, PCYPFH</b> 
39	A person who holds a licence granted under Section 8 of the Private Security Industry Act 2001 <b>must</b> be positioned at every entrance to the premises from 1.00a.m. (on any day when the premises are open at that time) until the time at which the premises next close.	<b>PCD, SPS, PPN, PIPH, PCYPFH</b> 

	<b>PCD</b>	Prevention of Crime and Disorder
	<b>SPS</b>	Securing Public Safety

	<b>PPN</b>	Preventing Public Nuisance
	<b>PIPH</b>	Preventing and Improving Public Health
	<b>PCYPFH</b>	Protecting Children and Young Persons from Harm

**NOTE: Additional Conditions specific to individual licensed premises may be attached by the Board to premises licences depending on the circumstances of the particular application, over and above the pool conditions listed in this document.**