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








Local Conditions		Objectives
11	The Licence Holder shall ensure that heating sources are adequately protected.	SPS, PCYPFH
Premises Providing Late Night Entertainment – On Sale Premises		
12	Alcohol shall be provided for consumption on the premises only.	PCD, SPS, PPN   
13	The entertainment to be provided shall be: XXX to be defined by the Board on a case-by-case basis	PCD, SPS, PPN   
14	The entertainment provided shall 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 shall 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, must be advertised.	PCD, SPS, PPN   
16	The Licence Holder shall 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 shall have a dispersal policy to ensure patrons are not put in vulnerable situations after leaving the premises. The policy must be in writing. All members of staff shall be informed of the policy. The policy shall be made available to customers, and for inspection. The policy shall be reviewed regularly and a detailed record of reviews kept.	PCD, SPS, PPN, PIPH    
Adult Entertainment – On Sale Premises		
18	Children and young persons are not permitted to attend any event involving adult entertainment.	PCYPFH 
Vulnerability – All Premises		

Local Conditions	Objectives
<p>19</p> <p>The Licence Holder must 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.</p> <p>The Licence Holder must ensure that all staff have additional training in identifying signs of excessive intoxication and an enhanced awareness of vulnerability through intoxication.</p> <p>The Licence Holder shall ensure that staff training records are made accessible for inspection by Police Scotland and Licensing Standards Officers.</p>	<p>PCD, SPS, PPN PIPH, PCYPFH</p> <p>  </p>







Door Supervisors – On Sale Premises


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

Local Conditions		Objectives
21	<p>Where a CCTV system is installed this must comply with the required standard and be maintained in working order and staff must be able to operate the system.</p> <p>Images recorded on CCTV must be kept for at least seven days and must be made available to Police Scotland on request</p>	<p>PCD, SPS, PPN</p> 
Members Clubs		
22	Members Clubs must comply with the provisions of Supplementary Policy Statement 7 of the Board's current policy statement.	<p>PCD, SPS, PPN, PIPH, PCYPFH</p> 
23	Members Clubs shall adhere to the terms of the Club's constitution or rules attached to their premises licence	<p>PCD, SPS, PPN, PIPH, PCYPFH</p> 
24	Where the Club has submitted draft constitution or rules with their application for a premises licence, they shall 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.	<p>PCD, SPS, PPN, PIPH, PCYPFH</p> 
25	Where the Club revises its constitution or rules in the future, the Club must 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.	<p>PCD, SPS, PPN, PIPH, PCYPFH</p> 
26	Where there are any changes to the list of connected persons in relation to the Club, the Club must 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.	<p>PCD, SPS, PPN, PIPH, PCYPFH</p> 
27	The Club must 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 must be submitted to the Clerk within two months of change in personnel.	<p>PCD, SPS, PPN, PIPH, PCYPFH</p> 
28	Any person requiring to hold a training certificate for the purposes of condition 26 above, must 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	<p>PCD, SPS, PPN, PIPH, PCYPFH</p>

Local Conditions		Objectives
	certificate. Further refresher training will be completed at 5 yearly intervals thereafter in line with this condition.	
29	That up to 5 visitors per member shall 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 must be bone fide guests of the member signing them in.	SPS, PPN
30	All promotional materials, including the use of social media, must specify that events are open to Members and Guests only, unless an Occasional Licence is in place. Events must be advertised in the press as for “Members and Guests only”	SPS, PPN
Beer Gardens and Outside Drinking Areas		
31	Beer Gardens and outside drinking areas must not be used for activities linked to the sale or consumption of alcohol after 10.00pm	PCD, SPS, PPN, PIPH, PCYPFH
32	The Licence Holder must 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.	SPS, PPN, PIPH, PCYPFH
33	The Licence Holder shall consider the use of safe alternatives to glass containers and bottles in beer gardens and outside drinking areas.	PCD, SPS, PPN, PIPH, PCYPFH
34.	The Licence Holder shall ensure that: a. No amplified music shall be played within the area. b. The area is delineated by a physical barrier or similar. c. Signage is displayed indicating that alcohol is not to be removed from the area	PCD, SPS, PPN, PIPH, PCYPFH
Hybrid Premises		
35	Premises operating as “other premises” during the day and wishing to operate as Nightclubs thereafter must 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	PCD, SPS, PPN, PCYPFH
Festive Season Conditions for Premises opening after 1.00a.m.		
36	A person trained to the satisfaction of the Licensing Board in administering first aid must 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	SPS, PIPH, PCYPFH

Local Conditions		Objectives
37	A designated person who is the holder of a personal licence must 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	PCD, SPS, PPN, PIPH, PCYPFH 
38	There must be written policies in existence concerning - <ul style="list-style-type: none"> The evacuation of the premises; and The prevention of the misuse of drugs on the premises. Duty of care ('Vulnerability through Intoxication') 	PCD, SPS, PPN, PIPH, PCYPFH 
39	There must be persons responsible for checking on the safety and wellbeing of persons using any toilet facilities on the premises.	PCD, SPS, PPN, PIPH, PCYPFH 
40	A person who holds a licence granted under Section 8 of the Private Security Industry Act 2001 must 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.	PCD, SPS, PPN, PIPH, PCYPFH 
Alcohol Deliveries, Click and Collect, and Internet Sales		
41	The Licence Holder shall ensure that: <ol style="list-style-type: none"> There is an age verification policy for delivery drivers and at click and collect locations where the recipient of the alcohol is believed to be under the age of 25. Delivery drivers are trained to the same level as staff who sell or supply alcohol within licensed premises. That the customer signs on receipt of delivery of alcohol. That deliver drivers keep refusal registers. That orders are not left in nominated places 	SPS, PIPH, PCYPFH 
42	The Licence Holder shall ensure compliance with Section 119 of the 2005 Act which requires the following in relation to delivery of alcohol from vehicles – <ol style="list-style-type: none"> A daybook kept on the premises from which the alcohol is dispatched, and A delivery book or invoice carried by the person delivering the alcohol. Information referred to above must include – <ol style="list-style-type: none"> The quantity, description, and price of the alcohol, and The name and address of the person to whom it is to be delivered to. 	SPS, PIPH, PCYPFH 

Local Conditions		Objectives
Street Cafes and Licensed Pavement Areas		
43	<p>The Licence Holder shall ensure that there is a Street Café consent in place and shall comply with the street café consent conditions including (but not limited to) the following conditions:</p> <p>a. Barriers, Tables and Chairs are only allowed on the pavement/road between 0900 hrs and 2100hrs and must be removed from the area promptly at 2100 hrs, and</p> <p>b. Alcohol may only be consumed within the street café when it accompanies food* served at the premises.</p> <p>*"Food" is defined as being an item that needs a plate and implements to be used to prepare an item for consumption such as scones, cakes etc, or an item that requires to be delivered on a plate and requires utensils for consumption. It does not include snack items such as crisps or nuts</p>	<p>SPS, PPN, PIPH, PCYPFH</p> 

Key to Objectives		
	Preventing crime and disorder.	PCD
	Securing public safety.	SPS
	Preventing public nuisance.	
	Protecting and Improving public health.	PIPH
	Protecting children and young persons from harm.	PCYPFH

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