
















































Aberdeenshire Licensing Board






LOCAL CONDITIONS: OCCASIONAL LICENCES

Local Conditions		Objective
1	The main bar to be situated in a suitable place separate from dance floor or to be partitioned off from the dance floor area.	PCD, SPS  
2	No under 18's to be allowed in the main bar area.	PCD, PCYPFH  
3	The licence holder or their nominee and sufficient responsible persons are to be present throughout the event to ensure its safe conduct and compliance with the Licensing (Scotland) Act 2005	PCD, SPS, PPN   
3(a)	<p>The licence holder must ensure that sufficient staff/volunteers are on duty to ensure a safe and responsible event. Such persons must be easily identifiable as such to persons present and should be made aware of their duties, policies and practices by the licence holder. They must be responsible, capable and not drink alcoholic liquor for the duration of the event. Their duties are to:</p> <ul style="list-style-type: none"> • Confirm that persons who seek access to the event have paid for admission or have appropriate passes/invitations • 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 appropriate to the event • Provide assistance to patrons, including customer care, directions to facilities and health and safety. • Remain on the premises until the end of permitted hours and all patrons have vacated the premises. • Be aware of the provisions of the Licensing (Scotland) Act 2005 which impact on the event 	PCD, SPS, PPN   

Local Conditions		Objective
4	<p>A sufficient number of Security Industry Authority licensed stewards must be present to address the identified needs/risks of the event. They will be responsible for controlling the licensed area of the event during licensed hours and until attendees have dispersed from this area at the end of the event. SIA stewards must:</p> <ul style="list-style-type: none"> Actively police the premises including fenced area if applicable, to perform all "manned guarding" activity as directed by the event organiser which are in line with their role under the Private Security Act 2001. Supervise entrance doors/access points at all times. Identify and refuse entry to drunken persons. Be aware of the fire safety precautions and procedures. Be made aware of the drug prevention policy. Ensure that no fire or other exits are blocked. Be easily identifiable to those present at the event as an SIA registered steward and display the appropriate identification. Not drink alcoholic liquor for the duration of the event. Ensure that no patron removes glasses, or open or closed vessels from the premises when exiting for any reason. Be responsible, capable and aware of their duties. Remain on the premises until the end of permitted hours and all patrons have vacated the premises. 	<p>PCD, SPS, PPN</p> 
5	An adequate number of staff/volunteers/stewards should have knowledge of first aid procedure.	<p>SPS, PIPH</p> 
6(a)	All stewards/staff/volunteers should be aware of their responsibilities under the Licensing (Scotland) Act 2005.	<p>PCD</p> 
6(b)	Bar staff must be able to identify and refuse service of alcoholic beverages to drunken persons.	<p>PCD</p> 
7	An accurate and appropriate counting method must be in place to enable the provision of attendee numbers within the event at any particular time.	<p>SPS</p> 
8	All refreshments to be decanted in to plastic containers, or safe alternatives to glass , at the point of sale.	<p>SPS</p> 
9	Entry to the event must be by ticket only purchased prior to the day of the event/or by -----hours on the day of the event (delete whichever inappropriate).	<p>SPS</p> 
10	A system must be employed to identify and distinguish between those attending the event that are under or over 18 years of age. Identification by way of a passport or driving licence must be seen as proof of age.	<p>PCD</p> 

Local Conditions		Objective
11	There can be no re-entry to the event if ejected	PCD, SPS, PPN   
12	A separate under 18's bar to be provided where soft drinks only are sold.	PIPH, PCD, PCYPFH   
13	No glass, cans or other containers allowed to be taken into licensed area of the event by attendees. Suitable receptacles for these items must be provided at the entrance to the licensed area.	PCD, SPS  
14	Tastings of alcohol are permitted in a quantity commensurate with a reasonable sample of product on offer. All samples to be served in plastic containers or safe alternatives to glass.	PCD, SPS  
15	A notice must be prominently displayed at point of sale indicating that alcohol purchased must not be consumed within the venue.	PCD, SPS  
16	All staff employed in the sale or supply of alcohol must have received staff training to the standard provided for in the Licensing (Scotland) Act 2005 Schedule 3, Paragraph 6. The training must be delivered by a person who holds a personal licence or an accredited trainer. Evidence of this must be provided to the satisfaction of the Licensing Standards Officer, prior to the occasional licence taking effect and must be available for inspection by Police and the Licensing Standards Officers on request at the event	PCD, SPS  
17	A system is to be in place to identify and distinguish between those attending the event who are under or over 18 years of age.	PCYPFH 
18	The Licensed area is to be delineated and signs erected to say that alcohol is not to be removed from the licensed area.	PCD, SPS  
19	The Licence Holder must have in place a Duty of Care policy to ensure a standard approach is taken where any patron appears to be displaying signs of excessive intoxication or distress. All staff, volunteers and stewards to have additional training in identifying signs of excessive intoxication and an enhanced awareness of vulnerability through intoxication. Staff training records are to be made accessible for inspection by Police and Licensing Standards Officers.	SPS, PCYPFH, PIPH   
20	The Licence holder shall ensure that a Zero Drugs Policy is in place and all staff, volunteers and stewards are aware of this Policy.	SPS, PCYPFH, PIPH   
21	The Licence Holder shall ensure that a Dispersal Policy is put into place and all staff, volunteers and stewards are aware of this Policy to assist with a swift, safe and quiet dispersal of patrons at the end of the event	PCD, PPN, SPS,   
22	Any additional activities such as catering must cease trading at least 30 minutes prior to the terminal hour of the occasional licence	PCD, PPN, SPS   

Key to Objectives

	Preventing crime and disorder.	PCD
	Securing public safety.	SPS
	Preventing public nuisance.	PPN
	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.