

Neath Port Talbot Council
Licensing Policy 2025 – 2031

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Chapter 1 – Introduction to the Policy

This Chapter provides an introduction to the policy, the Licensing Authority and the local area.

1. Essential Reading Requirements

- 1.1. Guidance issued under Section 182 of the Licensing Act 2003 has been provided to assist licensing authorities in carrying out their functions under the 2003 Act. It has also however been made widely and freely available for the benefit of those who run licensed premises, their legal advisers and the public.
- 1.2. The guidance provides comprehensive detail about the purpose of the Licensing Act 2003, definitions and the processes involved in applying for licences, certificates and permits. The guidance is available at <https://www.gov.uk/business-and-industry/alcohol-sales>
- 1.3. The Council has also adopted other corporate strategies and plans, which are relevant to those seeking to apply for a licence within Neath Port Talbot. Again, this policy does not seek to replicate the content of these documents, but appropriate references will be made, particularly at Chapter 4 of this policy.
- 1.4. This policy does not seek to reproduce information that is already contained in these other documents, prospective licence holders and those with existing licences, will be expected to have read the Statutory Guidance and taken account of the relevant parts of the Council's Corporate strategies and plans.

Aiming to Permit

- 1.5. The Licensing Authority will adopt a policy of aiming to permit new and existing licensed businesses only where such businesses demonstrably support and advance the Council's strategic vision for Neath Port Talbot, as articulated in its corporate strategies and plans. This permissive stance will be firmly contingent upon the proposal being reasonably consistent with the pursuit of the licensing objectives. Where there is any conflict or inconsistency, the licensing objectives shall take precedence

2. Profile of Neath Port Talbot Council

- 2.1. The County Borough of Neath Port Talbot is located on the coast between the City and County of Swansea to the West and County Borough of Bridgend to the East. Neath Port Talbot also shares boundaries with Carmarthenshire, Powys and Rhondda Cynon Taf
- 2.2. Neath Port Talbot has a resident population of 142,300_(Census 2021), the 9th highest in Wales and covers an area of 44,217 hectares. Its principal towns are Neath, Port Talbot and Pontardawe.

Neath

- 2.3. Neath is a Market Town built up on the banks of the River Nedd (Neath) about 6 miles upstream from Swansea Bay. Its retail centre is located in a pedestrianised zone encompassing the streets of Green Street, Queen Street and New Street. The main areas for licensed premises are clustered around the Western part of Neath including Windsor Road, The Parade and extending into New Street.
- 2.4. Neath also has a renovated theatre / cinema located in Orchard Street and a newly developed area between Wind Street and Water Street encompassing several licensed premises and a leisure and fitness centre.

Port Talbot

- 2.5. Port Talbot is situated approximately 2 miles from the coast at Aberavon Beach and is transversed by the River Afan. The main retail area is located at the Aberafan Shopping Centre and extending along Station Road. The main area for licensed premises is at the bottom end of Station Road in the non-pedestrianised area and close to the town's train station.
- 2.6. Work began in the Summer of 2025 to update and refurbish the Princess Royal Theatre and the adjacent Civic Square. Under the plans the 798-seat theatre will be rejuvenated and modernised and the Civic Square will be transformed into a multi-purpose community space with features such as new seating and space for 'pop-up' commercial uses.

Pontardawe

- 2.7. Pontardawe is a rural town, situated to the North-West of Neath and just 7 miles North of the city of Swansea. Pontardawe is a quiet Town with the main area for retail and licensed premises located along the Town's central street "Herbert Street" and onto High Street.
- 2.8. Pontardawe has a smaller Town Centre compared to Neath and Port Talbot and is generally characterised by a main street bordered by residential properties. The town however still has a number of licensed premises offering live entertainment, which is particularly prevalent during the 3rd weekend in August for the annual "Gwyl Pontardawe Festival", which has been running since 1978.
- 2.9. Pontardawe also has a theatre, "Pontardawe Arts Centre" which has recently been renovated to include the addition of a new 70-seat cinema.

3. Fundamental Principles

- 3.1. The Council is the Licensing Authority under the Licensing Act 2003 and is responsible for granting premises licences, club premises certificates, and personal licences in respect of the sale and/or supply of alcohol

and the provision of Regulated Entertainment and late-night refreshment. Throughout the document, the Council will be referred to as the Licensing Authority, where appropriate to prevent confusion between this role and the other functions carried out by the Council.

- 3.2. The Licensing Authority's aim is for the licensing process to allow the retail sale / supply of alcohol, the provision of Regulated Entertainment and the provision of late-night refreshment in a way which ensures compliance with the objectives of the Act, which is not to the detriment of residents, nor gives rise to loss of amenity. It is the Licensing Authority's aim to facilitate this through the licensing process by well run and managed premises and by licence holders demonstrating and taking action to ensure that the use of their licences will not be to the detriment of any of the licensing objectives.
- 3.3. This policy has been prepared to assist the Licensing Authority in reaching a decision on applications for licences, setting out those matters that will normally be taken into account. It also sets out the expectations of the Licensing Authority for those that are issued with licences to ensure that premises are well run and managed.
- 3.4. Every opposed application for a licence will be determined on its own merits. The Licensing Authority acknowledges that it may need to depart from this Policy and from the guidance issued under the Licensing Act 2003 in individual and exceptional circumstances, and where the case merits such a decision in the interests of the promotion of the licensing objectives. Any such decision will be taken in consultation with the appropriate legal advisors for the Licensing Authority, and the reasons for any such departure will be fully recorded.
- 3.5. The licensing policy will not seek to regulate matters which are provided for in any other legislation and will seek to complement such regimes e.g. planning, health and safety, employment rights, fire safety, etc.

4. Scope of this Policy

- 4.1. This document sets out the principles that the Licensing Authority will apply when making decisions upon applications, notices, and other authorisations relating to:
- The sale by retail of alcohol
 - The supply of alcohol by or on behalf of a club, or to the order of a member of a club
 - Regulated entertainment
 - The provision of late-night refreshment being the supply of hot food or drink from a premises (other than premises with a Club Premises Certificate or other lawfully exempt premises) between 11:00pm and 05.00am.

- 4.2. The Licensing Authority has a duty under the Licensing Act 2003 to carry out its functions with a view to promoting the licensing objectives. The licensing objectives (of which each one is of equal importance) are:
- The prevention of crime and disorder
 - Public safety
 - The prevention of public nuisance
 - The protection of children from harm.

Collectively referred to as the “Licensing Objectives” from here on in.

- 4.3. This policy shall apply in respect of new licences, transfers, variations, reviews and such other notices or authorisations that may be required in relation to:

- Premises Licences
- Club Premises Certificates
- Provisional Statements

And where appropriate:

- Personal Licences
- Temporary Event Notices
- Such other applications, authorisations or notices as are required under the Licensing Act 2003.

- 4.4. The Annexes contained at the end of this document, do not form part of the policy, and are included for ease of reference only. The Annexes will be updated accordingly as necessary to ensure that the information remains current.

5. Policy Review and Consultation

- 5.1. This Licensing Authority will review and publish a new Licensing Policy whenever necessary but, in any case, within five years of the date of the last review.
- 5.2. In developing this policy, the statutory guidance issued under Section 182 Licensing Act 2003 has been taken into account. In addition, the advice of bodies such as the Local Government Association (LGA), the Welsh Local Government Association (WLGA) and various trade associations has been considered wherever possible.
- 5.3. The Licensing Authority is required to consult with the statutory consultees listed in Section 5(3) of the Licensing Act 2003.
- 5.4. Consultation was carried out between XXXX and XXXX and resulted in XXX responses. The main method of consultation was to direct residents and businesses to the consultations section of the Council's website where the draft policy was introduced and attached for comments.
- 5.5. [Comments received in respect of the consultation will be detailed here]

Chapter 2 – Applications and Determinations

This Section is concerned with the application process for Premises Licences and Club Premises Certificates.

6. Application process and consultation

Forms and contact

- 6.1. All applications should be made digitally utilising the Gov.UK portal which can be accessed via the links on the Council's website www.npt.gov.uk/licensing. Alternatively, application forms for printing can also be downloaded from the Council's website.
- 6.2. The Licensing Authority's officers are available to offer general advice and guidance to applicants on the application process and the Council's policies; however, applicants should seek their own legal advice in respect of their proposed business model and operating schedules. For general advice, the licensing officers can be contacted at LRS@npt.gov.uk or by calling 01639 763050 (ring back service).

Pre Application engagement

- 6.3. Applicants are strongly encouraged to engage at an early stage with the Responsible Authorities (see paragraph XX below), particularly with the Police, Environmental Health and Licensing Authority.
- 6.4. Pre-application engagement provides the opportunity for Responsible Authorities to be involved early in the licensing process, with the aim of establishing what activities and operating hours would be acceptable to avoid representations i.e. objections from being made against the application.
- 6.5. Pre-application engagement allows for informal discussions between all parties to take place prior to a formal application being made. Open and

collaborative engagement at this early stage can significantly reduce the determination time of an application and can improve the likelihood of a successful application outcome.

- 6.6. The contact details for the all the responsible authorities are set out on the Councils website www.npt.gov.uk/licensing and in Annex 1.

Advertising the application

- 6.7. Applicants are required to advertise an application for the grant or variation of a Premises Licence or Club Premises Certificate and for an application for a Provisional Statement.
- 6.8. On the day on which an application is submitted, copies of the application must also be served on all the Responsible Authorities. (as set out in Section 11). If an application is submitted digitally utilising the Gov.UK portal or by email (with agreement from the Licensing Authority), the Licensing Authority will serve these copies on behalf of the applicant. If however, an application is submitted by non-digital means e.g. paper, then responsibility of serving the copies of the application on the Responsible Authorities is on the applicant.
- 6.9. A blue coloured notice must be displayed at the premises, for a period of 28 days, starting on the day after the application has been submitted. The notice must be clearly visible 24hrs a day and be legible to passers-by. The content of the blue notice is prescribed, and a template is available on the Council's website.
- 6.10. A copy of the notice described above must be advertised on one occasion in a newspaper circulating in the vicinity of the premises, within 10 working days of the application being received by the Licensing Authority.
- 6.11. For minor variations, there is no requirement for the applicant to send copies to the responsible authorities or for a newspaper notice and the premises notice need only be made on white paper and be displayed for 10 days.

6.12. Full details on the advertising requirements for applications is contained in the Section 182 Guidance issued by the Home Office.

7. Operating Schedules

- 7.1. All new and variation applications must incorporate an 'operating schedule' which outlines how the premises will be operated. The prescribed application form contains a section where this information can be set out, alternatively, for larger operating schedules, applicants may wish to include information as an appendix to the application.
- 7.2. The operating schedule will include details of how the applicant will promote the four licensing objectives and consequently reduce any potential negative impact from the operation of their business on the local community, depending on the type of premises, location and profile of customers.
- 7.3. The proposals contained in the operating schedule will form the main body of the conditions to be applied to the licence, together with:
- any applicable mandatory conditions,
 - any conditions agreed with responsible authorities during the application process, and
 - any conditions imposed by a Licensing Committee (see paragraph XX below) where representations have been made.
- 7.4. In completing an operating schedule, applicants are expected to have regard to this licensing policy and to demonstrate suitable knowledge of their local area when describing the steps that they propose to take to promote the Licensing Objectives.
- 7.5. The complexity and detail required in the operating schedule will depend upon the nature and use of the premises concerned. For premises such as a public house where Regulated Entertainment is not provided, only a relatively simple document may be required. However,

for an operating schedule accompanying an application for a major entertainment venue or event, it will be expected that issues such as public safety and the prevention of crime and disorder will be addressed in detail

7.6. For some premises, it is possible that no measures will be appropriate to promote one or more of the Licensing Objectives, for example, because they are adequately covered by other existing legislation. It is however important that all operating schedules should be:

- Precise and enforceable
- Be unambiguous
- Not to duplicate other statutory provisions
- Be clear in what they intend to achieve, and
- Be appropriate, proportionate and justifiable.

7.7. All sections of the application form must be completed, and the application should include sufficient information to enable the Licensing Authority, any other person and any Responsible Authority to assess the steps intended by the applicant to promote the Licensing Objectives.

7.8. The application form contains sections for including details about:

- Relevant licensable activities to be conducted on the premises
- Times/days of the week including non-standard timings, that the activities are to take place
- Any other times the premises is open to the public
- Where the licence is required for a limited period, that period
- If the activities include the supply of alcohol, the name and address of the designated premises supervisor (premises Licences only)
- If alcohol is to be supplied, if it is to be consumed on/off the premises or both
- If adult entertainment or services of any description (whether licensable or not) are to be provided at the premises, full details must be given
- The steps the applicant proposes to take to promote the licensing objectives

- 7.9. When considering the steps taken to promote the Licensing Objectives, applicants will be expected to undertake a thorough risk assessment of the premises and operation with regard to each of the Licensing Objectives.
- 7.10. Particular consideration should be given to:
- The measures that will be taken to prevent disorder and secure public safety e.g. the use of CCTV, the employment of door supervisors, means of access/exit, types of drinking utensils used such as glass or plastic.
 - The measures that will be taken to protect children from harm, such as preventing underage sales, challenge 25 policy, restricting children access to the premises (where appropriate).
 - The measures that will be taken to prevent public nuisance, such as the management of customers' behaviour, installation of sound proofing, sound levels/limitation devices, noise management plans, notices at exit points.
 - The measures proposed to prevent the consumption or supply of illegal drugs, possession of offensive weapons including any search procedures and entry policies.
 - The likelihood of any public disorder, violence or other alcohol related crime arising if a licence were to be granted.

Drinking up time / cooling down time

- 7.11. Even though the traditional drinking up time was not carried over into the Licensing Act 2003, the Licensing Authority recommends that applicants for licences / certificates for the on-sale of alcohol, should consider a drinking up / cooling down period. During this time, music volume may be reduced, customers may finish their drinks and make arrangements for transportation from the premises. The Licensing Authority considers that a 30-minute drinking up time will assist in the gradual dispersal of customers and consequently reduce any potential negative impact on the area.

Outdoor Music

- 7.12. Applications which include live or recorded music being played outdoors, shall generally have a terminal hour of 23:00 hours.
- 7.13. In some circumstances the terminal hour for the outdoor playing of music will be permitted to go beyond 23:00 hours, however, the Licensing Authority will expect in these circumstances, for the applicant to provide a comprehensive noise management plan, setting out clearly the measures that will be in place to prevent any public nuisance from occurring.
- 7.14. The Council's Environmental Health Department will pay particular attention to any application where it is proposed to provide music outdoors beyond 23:00 hours.
- 7.15. Applicants are encouraged to engage with the Environmental Health Officers at an early stage of their application (See Annex 1).

8. Events and Festivals

- 8.1. Before organising an event or festival, many issues have to be taken into consideration. The Licensing Authority will take into consideration the Council's corporate policies when determining applications for a premises licence. The main policies for consideration are:
- Culture Strategy
 - Destination Management Plan
 - Events Strategy
- 8.2. The Council has detailed information about organising events and festivals, and the processes involved for applying for permission, on the Council's website <https://www.npt.gov.uk/culture-and-tourism/>

8.3. The most efficient way for any person organising an event or festival within Neath Port Talbot, should register their event at the web address provided at 7.2 above, which will ensure that all relevant Council departments and partner agencies are made aware.

Safety Advisory Group

- 8.4. The Council's Safety Advisory Group ("SAG") has been established to encourage the organisation of events within Neath Port Talbot area ensuring that these events take place with the utmost regards for safety, and ultimately the overall success of the event. The SAG is a consultative partnership between the Local Authority and the area's emergency services, including Police, Fire and the Local Ambulance Service.
- 8.5. SAG will usually advise on the organisation of events with an attendance greater than 500 people, however sometimes when a part of the planned event could be construed as potentially hazardous, the SAG will also advise, even if the total attendance is less than 500 people.
- 8.6. Where appropriate event organisers will be invited to attend a meeting of the SAG for the event organiser to set out their plans and provide an opportunity for questions from all parties. These meetings are usually held virtually and will be organised through the Council's Special Events and Events Management Group within the Corporate Health & Safety Section.

9. Martyn's Law

- 9.1. The Terrorism (Protection of Premises) Act 2025, also known as Martyn's Law, received Royal Assent on Thursday 3 April 2025. The Primary Governing Authority for the Act is the Security Industry Authority (SIA). This Act delivers the Government's manifesto commitment to strengthen the security of public premises and events. It is expected that Licence premises fully comply with the future Guidance and Regulations.

- 9.2. To promote the adoption of Martyn's Law, free awareness counter terrorism training courses for licensed premises is available. Licence holders, Designated Premises Supervisors and those in managerial positions are strongly encouraged to undertake the training. The free training can be accessed at <https://ct.protectuk.police.uk/>
- 9.3. Further details regarding Martyn's Law can be found within the Home Office and Security Authority websites.
<https://www.gov.uk/government/news/martyns-law-to-ensure-stronger-protections-against-terrorism-in-public-places>

10. Conditions

- 10.1. The Licensing Act 2030 sets out mandatory conditions that are applicable to Premises Licences and Club Premises Certificates according to the activities that they are authorised for. These conditions will automatically be applied to all approved licences.
- 10.2. The Licensing Authority can convert the information offered in the operating schedule into enforceable conditions. Where the information is considered to be ambiguous or unenforceable, the Licensing Authority will seek to reword these conditions with the agreement of the applicant.
- 10.3. The Licensing Authority may also impose additional conditions, where relevant representations are received in respect of an application and such conditions are considered appropriate for the promotion of the licensing objectives. These additional conditions can only be attached to a licence, where they are either imposed at a Licensing Committee, or are agreed by all parties prior to a licensing hearing taking place.
- 10.4. The Licensing Authority has developed a model pool of conditions setting out the types of conditions that applicants may expect to be included in or attached to any approved licence. Applicants are

therefore encouraged to include appropriate conditions from this pool within their operating schedules.

10.5. The model pool of conditions is details in Annex 2.

11. Responsible Authorities, Other Persons and Representations

Responsible Authorities

11.1. The Licensing Act 2003 specifies the responsible authorities that can make representations on applications, or who can apply for a review of an existing licence. In the Council these are:

- South Wales Police
- Mid and West Wales Fire and Rescue Service
- Neath Port Talbot Council Licensing Authority (see paragraph 11.2 below)
- Neath Port Talbot Council Environmental Health (Public Nuisance)
- Neath Port Talbot Council Environmental Health (Health & Safety)
- Neath Port Talbot Council Trading Standards
- Neath Port Talbot Council Children Services
- Neath Port Talbot Council Planning
- Abertawe Bro Morgannwg Health Board
- Health and Safety Executive
- Home Office Immigration
- In relation to a vessel, a navigation authority, Natural Resources Wales, or the British Waterways Board.

11.2. In cases where the Licensing Authority is also acting as a Responsible Authority, the Licensing Authority has separated responsibilities to ensure procedural fairness and eliminate conflicts of interest. This will be achieved by allocating the role of responsible authority to the Senior Legal Regulatory Officer / Senior Licensing Officer to ensure proper separation of responsibilities.

- 11.3. As contact details for Responsible Authorities can change, a full list has been made available on the Council's website www.npt.gov.uk/licensing and in Annex 1.

Other Persons and representations

- 11.4. Representations can be made by 'other persons' about certain applications made to the Licensing Authority, regardless of their geographical position in relation to the premises. However, the Licensing Authority will usually give greater weight to representations that are made by people who can demonstrate that they would be directly affected by the carrying on of licensable activities at the premises concerned.
- 11.5. All representations must be relevant. To be relevant, the representations must relate to one or more of the Licensing Objectives.
- 11.6. In the case of other persons, the Licensing Authority may reject representations that it considers to be irrelevant, frivolous, vexatious or repetitious.
- 11.7. Decisions as to the validity of representations will normally be made by officers of the Licensing Authority. In borderline cases, the benefit of the doubt about any aspect of a representation will be given to the person making that representation. The subsequent hearing would then provide an opportunity for the person or body making the representation to amplify and clarify it.
- 11.8. Whilst all responsible authorities may make representations regarding applications for licences and club premises certificates and full variation applications, it is the responsibility of each Responsible Authority to determine when they have appropriate grounds to do so.
- 11.9. The Licensing Authority recognises that every Responsible Authority can make representations relating to any of the four Licensing Objectives. However, the Licensing Authority would normally expect representations about the promotion of individual Licensing Objectives

to come from the most relevant Responsible Authority with expertise in that area. For example, the Licensing Authority would expect representations about the prevention of crime and disorder to come primarily from the Police and representations about the prevention of public nuisance to come primarily from Environmental Health.

11.10. All representations must be received by the Licensing Authority within the statutory timescales set out in either the Act or associated Regulations. The Licensing Authority cannot legally accept any late representations. In the cases of applications for new premises licences/club premises certificates and variations, the deadline for receipt of any representations and the address that they must be sent to, will be shown on a notice displayed at the premises and in a notice placed in a local newspaper by the applicant.

Petitions

11.11. The Licensing Authority will accept petitions, but there are some important factors to consider before organising a petition:

- The organiser of the petition should identify himself or herself as a central point of contact.
- Each page of the petition should contain information as to the purpose of the petition so that all persons know what they are signing.
- Full names and addresses must be supplied.
- All signatories must be made aware that a copy of the petition will be supplied to the applicant and a copy will be contained within the committee papers, so their personal details will become public knowledge.

11.12. We will not write to each signatory separately but instead assume that the organiser will advise each signatory of the hearing date and the outcome of the application.

11.13. It is expected that the organiser will represent the signatories at the hearing and to speak for them. When making a decision, the Licensing Authority will give appropriate weight to a petition. Those wishing to

make representations should appreciate that the quality of the representations is an important consideration when making a decision.

12. Delegation of functions and Licensing Committee

12.1. The Licensing Authority is involved in a wide range of licensing decisions and functions and has established Licensing Committees to administer them, the “Statutory Licensing Committee” and “Statutory Licensing Sub-Committee” (“Sub-Committee”).

- The Statutory Licensing Committee is responsible for creating and approving policy and provides oversight of the Sub-Committee.
- The Sub-Committee is tasked with determining contentious licence applications.

12.2. Where an application for a licence does not result in representations from any Responsible Authorities nor Other Persons. The power to approve the application is delegated to Officers. A schedule of delegated powers is set out in the table below

Matter to be dealt with	Statutory Licensing Sub-Committee	Officers
Application for personal licence with no unspent convictions	If a Police objection	If no objection made
Application for a personal licence with unspent convictions	All cases	If no objection made
Application for premises licence/club premises certificate	If a relevant representation is made and not withdrawn	If no relevant representation made or representation withdrawn or where an agreement has been reached following mediation

Application for provisional statement	If a relevant representation is made and not withdrawn	If no relevant representation made or representation withdrawn or where an agreement has been reached following mediation
Application to vary premises licence/club premises certificate	If a relevant representation made and not withdrawn	If no relevant representation made or representation withdrawn or where an agreement has been reached following mediation
Application to vary designated premises supervisor	If a police objection	All other cases
Application for a minor variation		All cases
Application to vary a licence on a community premises to include alternative licence condition	If police objection	All other cases
Request to be removed as designated premises supervisor		All cases
Application for transfer of premises licence	If a police objection	All other cases
Application for interim authorities	If a police objection	All other cases
Application to review premises licence/club premises certificate	All cases	
Decision on whether a complaint is irrelevant frivolous vexatious etc.		All cases
Determination of a police or environmental health objection to a temporary event notice	In all cases if not withdrawn.	
Suspension of licences following non-payment of annual fees		All Cases

- 12.3. Applications where there are relevant representations will be dealt with by the Sub-Committee, unless:
- Such representations are from ‘other persons’ and are considered to be irrelevant, frivolous, vexatious, or
 - The Licensing Authority, the applicant and everyone who has made representations agrees that a hearing is not necessary i.e. an agreement has been reached on the application with all parties.
- 12.4. Where the Licensing Authority convenes a meeting to consider a contentious application. Everyone that has submitted a relevant representation will be invited to attend a hearing.
- 12.5. The proceedings of the hearing will follow a set order which all attendees should make themselves familiar with. The Order of Proceedings for Sub-Committee hearings is set out in Annex 3.

13. Determination of applications

- 13.1. As outlined in 12.2 above, where there are no representations received in respect of an application, the power to approve the application is delegated to officers.
- 13.2. Following the end of the consultation period, notification will be given to the applicant that the licence has been approved. The Licensing Authority will generate an official licence and licence summary, both of which will be sealed with the Council’s logo.
- 13.3. The licence once issued must be kept securely at the premises and the licence summary must be displayed in a prominent location within the premises.
- 13.4. Where an application is approved, approved with amendments and/or conditions, or refused at the Sub-Committee a comprehensive decision notice will be served on all parties within 5 working days.

- 13.5. The decision notice will set out the discussions that took place during the hearing, the reasons for the Sub Committee's decision and the grounds for appeal.

14. Personal Licence Applications

- 14.1. Applications for a personal licence should be made on the prescribed application form and submitted to the local authority in which the applicant is ordinarily resident.
- 14.2. Applications are currently unable to be made on the Gov.UK portal, but can be submitted by email, with agreement of the Licensing Authority. Applications can also be made completing and submitting a paper application form either by post or in person at either Neath or Port Talbot Civic Centre. Any person wanting advice and guidance on an application, should contact officers at LRS@npt.gov.uk where an appointment can be made for a meeting (where necessary).
- 14.3. Detailed information about personal licences including the application process, is contained in the Section 182 Guidance issued by the Home Office.

Chapter 3 – Management of Premises Licences and Club Premises Certificates

This Section is concerned with the management of premises after a licence has been issued.

15. Compliance and enforcement

- 15.1. Once a licence has been issued, the Licensing Authority expects licence / certificate holders, premises supervisors and other staff responsible for the management of premises to comply with the terms and conditions of the licence.
- 15.2. For premises licences and club premises certificates, the licence is issued in 2 parts: Part 1 – “Licence” and Part 2 – “Summary”.
 - Part 1 – Licence: This must be retained securely on the premises in a location that it can be easily retrieved, if requested by an authorised officer.
 - Part 2 – Summary: This must be displayed in a prominent location on the premises.
- 15.3. The Licence will set out the terms and conditions that the licence was issued under including the mandatory conditions, conditions consistent with the operating schedule and any conditions that may have been attached after a Licensing Committee hearing.
- 15.4. Compliance and enforcement officers from the Licensing Authority undertake routine inspections of licensed premises based on an assessment of risk. Officers may also undertake inspections in response to complaints received about a licensed premises.

- 15.5. During inspections officers will expect to see that the summary of the licence is displayed, the conditions of the licence are being complied with, and an appropriate person has been designated as being responsible for the premises during times that the premises is open and providing licensable activities.
- 15.6. Where officers find that a premises is not complying with the terms and conditions of their licence, or where the premises is failing to promote the Licensing Objectives, officers will carry out enforcement in accordance with the Licensing Authority's graduated enforcement approach.

Graduated enforcement approach

- 15.7. The graduated approach often starts at informal advice and verbal warnings and may escalate through to serving of notices, issuing of written warnings and simple cautions and potentially lead to review or prosecution. Some matters may involve less significant breaches of the legislation enforced and proportionality and fairness may dictate that advice and lesser scale enforcement action is taken. Some matters, however, will be so serious, perhaps involving negligence, dishonesty, deception, deliberate actions or vulnerable persons and these by their nature should be considered as appropriate for review or prosecution, without the graduated approach being followed. The options available are outlined below.

Informal advice and guidance

- 15.8. This can take the form of verbal guidance and advice on how to avoid future breaches, which will be followed up with a written letter. The advice and guidance will be clear and simple and, if appropriate, legal requirements will be clearly distinguished from best practice advice. Advice and guidance provided will be recorded and may be used as evidence in any future proceedings against non-compliance.

Simple caution

15.9. The Licensing Authority has the discretion to offer a simple caution in circumstances where there is sufficient evidence to support a realistic prospect of a conviction, the offender admits the offence and gives informed consent to being cautioned. The issuing of a simple caution will be considered by the Licensing Authority when deciding on enforcement action, as an alternative to prosecution. Such decisions will be made on consideration of the facts of each case and the level of seriousness of the offence or offences being investigated. In the event of future breaches, it can be cited in any subsequent court proceedings.

Review of Licence

15.10. The Licensing Authority in its capacity as a Responsible Authority can apply for a review of a licence at any point after which a licence has been issued. The Licensing Authority's role as a responsible authority has been delegated to the Senior Legal Regulatory Officer / Senior Licensing Officer only, which ensures the suitable separation of responsibilities.

15.11. The Licensing Authority recognises that other Responsible Authorities will have the main expertise in their own field of work and will therefore expect the relevant Responsible Authority to initiate a review (where appropriate) in the first instance. The Licensing Authority acting as a Responsible Authority will however initiate a review on any of the Licensing Objectives where it has justification to do so.

15.12. The Licensing Authority views particularly seriously applications for the review of any premises licence which involves the:

- use of licensed premises for the sale and distribution of controlled drugs and the laundering of the proceeds of drugs crimes
- use of licensed premises for the sale and distribution of illegal firearms
- evasion of copyright in respect of pirated films and music
- underage purchase and consumption of alcohol
- use of licensed premises for prostitution or the sale of unlawful pornography

- use of licensed premises for unlawful gaming
- use of licensed premises as a base for organised criminal activity
- use of licensed premises for the organisation of racist, homophobic or sexual abuse or attacks
- use of licensed premises for the sale of smuggled tobacco or goods
- use of licensed premises for the storage or sale of stolen goods
- the police being frequently called to attend to incidents of disorder
- prolonged and/or repeated instances of public nuisance
- serious risk to public safety have been identified and the management is unable or unwilling to correct
- Serious risk to children.

15.13. The Licensing Sub-Committee will consider all evidence provided at the hearing and apply appropriate weight to that evidence when making their decision.

15.14. The Licensing sub-committee will consider all of the sanctions available to it provided for in the Licensing Act 2003 and appropriate guidance, including taking no action if appropriate.

15.15. In cases where a licensing objective is seriously undermined, that revocation of the licence, even in the first instance, will be considered where appropriate to ensure the licensing objectives are promoted.

Prosecution

15.16. Prosecution may have serious consequences for a business or an individual: financial penalties, a criminal record, adverse publicity, an adverse effect upon a business' trading position and in some cases even loss of liberty. For these reasons the decision to prosecute is not taken lightly and is usually reserved for the more serious offences.

15.17. In deciding whether to instigate proceedings particular regard is given to the Crown Prosecution Service's (Code for Crown Prosecutors) which requires the assessment of two elements known as the evidential test and the public interest test.

- 15.18. The evidential test requires that the evidence to support a prosecution is deemed to be admissible in court, reliable and of sufficient quality and depth to give a realistic prospect of conviction. Integral to this process is consideration of any statutory defence which may be available and the likely success of such defence.
- 15.19. The public interest test is, broadly, a consideration of a number of factors which support the view that it is in the public interest to proceed. These relevant factors are outlined in the paragraph below. An additional factor which is particularly relevant to prosecution is whether the conviction will result in a significant sentence or penalty, including forfeiture of non-compliant goods, confiscation of the proceeds of the crime, disqualification of company directors and/or compensation for the victim. Consideration is also given to any impact a prosecution may have on a victim's physical or mental health, subject to the seriousness of the offence.
- 15.20. In applying the public interest test, it is not simply a case of adding up the factors on either side. A decision will be taken in each individual case on the weight to be given to the relevant factors and assess the position overall, which is in line with the approach outlined in the Code for Crown Prosecutors.
- 15.21. In cases where legal proceedings are to be instigated, regard will be given for the defendant's right to have the matter brought before the Courts without undue delay. What constitutes undue delay is determined by the date the offence came to light, the contribution by the defendant to the delay, the complexity of the offence and/or investigation and the seriousness of the offence.

16. [Complaints](#)

- 16.1. Residents and 'other persons' may make a complaint against a premises regardless of whether they have previously made representations or called for a review of an existing licence. The complaints may in the first instance be made to the Licensing Authority who will deal with the

complaint and/or forward it to the relevant responsible authority (e.g. in the case of crime the complaint will be forwarded to the Police).

- 16.2. Alternatively, complaints can be made directly to the appropriate responsible authority using the details contained in Annex 1 and on our website www.npt.gov.uk/licensing.
- 16.3. Other persons are also able to initiate a review of a premises licence as described in Section 14.

17. [Under 18 and mixed age events / parties](#)

Exclusively under 18 events

- 17.1. The protection of children from harm as previously referred to is one of the four licensing objectives. Events at premises authorised to sell alcohol, which are promoted to attract exclusively persons under the age of 18, are not generally encouraged by the Licensing Authority due to the risk of harm to young persons. Where a licence holder / DPS decides to organise / host such an event, clear event management plans should be in place demonstrating the measures that will be in place to control and mitigate the potential harm to individuals under the age of 18.
- 17.2. Suitable measures could include (this list is not exhaustive):
 - The use of CCTV which meets the requirements and expectations of the Licensing Authority and Police.
 - The employment of sufficient numbers of Security Industry Authority registered security staff
 - Entry and dispersal procedures in place so that young people are not left in a vulnerable position outside of the premises.
 - Where there is normally a bar, ensuring that alcohol is not on display and is locked away.

- Ensuring that there is at least 1 hour between the conclusion of the youth event and the venue opening for the commencement of any adult entertainment.
- Searches on entry by licensed Security Industry Authority staff, to include all bags, to prevent alcohol and other illegal substances being brought onto the premises.
- Where alcohol is seized from persons aged under 18, the details to be recorded in a register.
- Any prior marketing of the event (internet, flyers, posters etc) to make it clear that no alcohol will be sold to under 18's, nobody who appears to be drunk or under the influence of any illegal substance will be allowed admission to the event and searches will take place to ensure that no alcohol is brought into the venue. Permissible ages for attendance at the event to be printed in prominent writing on any tickets issued for the event.
- Ensure a policy is in place for dealing with under 18's who appear to be under the influence of drugs or alcohol which incorporates the level of duty of care expected to be provided.
- Toilet checks being carried out at regular intervals and records of such checks retained.
- First aid provision to be available at the premises.
- Ensure a policy is in place to prevent under aged persons leaving and returning to the premises to consume alcohol outside.
- Events should have a terminal hour of no later than 11.00 p.m.
- An area should be designated as a safe space, whereby ill or intoxicated persons, including minors, can be taken to a place of safety for medical treatment or in the case of minors until reunited with a parent, guardian or responsible adult.

Mixed age events

- 17.3. Mixed age events are events at licensed premises, that are promoted to attract a significant number of young persons, without appropriate adult / guardian supervision. Alcohol at these events is available for purchase and consumption to persons on the premises, that are over 18, but where persons under the age of 18 are also in attendance.

- 17.4. The Licensing Authority considers that even with robust and carefully considered management plans, the risk to children from harm is considered too high to safely manage such events. The Licensing Authority will actively discourage such events at premises licensed to sell alcohol.
- 17.5. The Licensing Authority however does recognise that every event should be assessed on its own merits, and where such events are planned, the Licensing Authority suggest that organisers engage with the responsible authorities at an early stage in the planning process.

18. Club Premises Certificates – Public Events

- 18.1. Club Premises Certificates are issued to qualifying members clubs and must be operated in accordance with the club rules.
- 18.2. Whilst a qualifying club will be permitted to sell and supply alcohol to its members and their guests, it is not permitted to provide commercial services to the general public in a way that is contrary to its qualifying club status.
- 18.3. The Licensing Authority recognises that members clubs may wish to hire out the club or a room in a club for non-member functions e.g. wedding parties, birthdays etc., however this is not permitted under the terms of the Club Premises Certificate, and an alternative authorisation must be sought.
- 18.4. Members Clubs that wish to sell alcohol at non-member functions in their premises, must either have a premises licence running in parallel to the club premises certificate, or alternatively, have each event authorised by a Temporary Event Notice.
- 18.5. The Licensing Authority routinely monitors members clubs to ensure compliance with these rules and will take enforcement action against those premises that do not comply.

19. Vulnerabilities in the Nighttime Economy

Safer Neath Port Talbot Business Crime Reduction Partnership

- 19.1. At present there are 2 schemes, one in Neath town centre and one in Port Talbot town centre. Both schemes are firmly established with members from the retail and the business sector.
- 19.2. The Licensing Authority support and encourages licence holders located within Neath and Port Talbot town centres to be members of the Safer Neath Port Talbot Business Crime Reduction Partnership and in particular to actively utilise the “nite net” radio system to communicate with other licensed premises, reduce crime and reduce the fear of crime.

Ask for Angela

- 19.3. The Ask for Angela is a non-profit making scheme that aims to ensure that anyone who is feeling vulnerable or unsafe can get the support they need.
- 19.4. The scheme works by training staff in vulnerability management and what to do when someone “Asks for Angela” The schemes website www.askforangela.co.uk provides more information, training and free resources for any premises that wish to participate in the scheme.
- 19.5. The Licensing Authority supports the scheme and encourages licensed premises to consider including details of Ask for Angela within their business operating plans alongside any wider safeguarding policies.

Drink Spiking

- 19.6. As a licensed premises, suitable measures should be taken to prevent incidents of spiking. In November 2024 the Government announced that spiking will become a new criminal offence, and thousands of staff

working in the night-time economy will also receive training on how to spot and tackle spiking.

19.7. The following are examples within the range of behaviours that would be considered spiking:

- Putting alcohol into someone's drink without their knowledge or permission
- Putting drugs into an alcoholic or non-alcoholic drink without their knowledge or permission

19.8. Premises must ensure all reports of spiking are acted upon and that all incidents of alleged spiking are recorded and reported to the police. It is helpful to the police if staff:

- obtain full details of the affected person reporting the incident, including a description of what they are wearing;
- can provide a description of the suspected perpetrator, if known, including clothing;
- can provide an approximate time of the incident and the location within the premises where they believe it occurred; can secure the drinking vessel(s) that is suspected as containing the 'drug' so this can be tested at a later time;
- and can seize any drinking vessel that the suspect may have been using.

19.9. Ensure the health and safety of the customer, which could be by calling emergency services, ensuring they are with trusted friends who will look after them, offering assistance if needed, and providing a safe space for the customer.

19.10. Ensure appropriate training is provided to relevant members of staff.

19.11. Review searching procedures and amend as necessary, as well as reviewing how often toilets are inspected, as victims of spiking have been found in there. Premises should also review the functionality of any CCTV and ensure it is not obscured.

- 19.12. Consider providing information (such as posters) regarding drink spiking in the premises.
- 19.13. Consider if it would be useful to provide anti-spiking bottle stoppers and protective drink covers.
- 19.14. Where drinks are purchased from the bar and left unsupervised at tables, suitable steps should be taken to ensure this doesn't pose an additional risk as a result of free pouring or putting alcohol into someone's drink without their knowledge or permission. This could lead to an increased vulnerability particularly to women and girls.

Get Me Home Safely

- 19.15. The Get Me Home Safely campaign is a global initiative by Unite Union to get everyone working together to keep workers, especially women, safe on their commute to and from work.
- 19.16. The guiding principle of the Get Me Home Safe campaign is for every worker to have access to safe transport at all hours of the day and for employers and staff alike to develop solutions for ensuring those who work past 11pm are able to use transport to and from work safely.
- 19.17. The Licensing Authority encourages licence holders to consider staff transport as an integral part of operating a safe and sustainable business, helping to ensure working in these sectors are valued. The Licensing Authority encourages businesses to consider what they can do to make their staff feel safe. Examples to consider are: -
- The cost of travel which is often unaffordable to those who work shift patterns and are on low pay and zero hours contracts
 - The lack of available public transport at end of shift
 - The distance to walk to their car, taxi, train or bus
 - The route the staff member will need to take
 - How will they get home
 - Ask staff of their concerns

19.18. To achieve a workforce that is reassured and confident of their safety, licence holders are asked to identify workable solutions to facilitate safe travel home, by introducing measures such as: -

- Shift patterns where no individual leaves alone
- Suitable times for end of shift for those requiring public transport to ensure they are able to make the journey
- Buddying up, so that no individual staff member is to travel alone
- Providing transport such as a taxi or minibus to convey staff home
- Providing contact numbers of taxi companies within the area
- Getting supplemented taxi travel for late shift workers.

Safeguarding

19.19. Safeguarding the well-being of adults and children is everyone's responsibility, but those that work in licensed premises play a particularly important role in identifying and reporting potential safeguarding concerns.

19.20. Working in licensed premises, staff will come into contact with lots of people, whether serving drinks at a bar, doing table service or collecting used glasses and dishes. Staff may become concerned about the safety or wellbeing of an individual by:

- An individual telling them something
- An individual saying something worrying
- A third party may voice concerns
- Staff may see something – an incident or an injury or other sign

19.21. Providing staff training which focuses on increasing the skills, knowledge and confidence to identify vulnerabilities and what the appropriate interventions should be, should be included in all induction and refresher training for staff.

19.22. Any concerns about children and adults can be reported to the Council's Safeguarding Single Point of Contact on 01639 686803 or email spoc@npt.gov.uk . If a child, young person or adult at risk is considered to be in immediate danger, the emergency services (Police, Ambulance, Fire and Rescue) must be contacted immediately.

20. Annual Fees, Non-Payment and Scams

20.1. The Licensing Act 2003 and Licensing Act 2003 (Fees) Regulations 2005 set out requirements for annual fees and require that the fee is paid on the due date, which is every year on the anniversary of the original grant of the licence.

20.2. The Licensing Authority will suspend any licence or certificate where the required fee is not paid by the due date, and will follow the below procedure: -

- Upon notification/discovery that an annual fee is not paid, the Licensing Authority will give notice to the licence/certificate holder, in writing, that the licence/certificate will be suspended 14 days from the date of the notice.
- The notice will also state that the suspension will not become effective if the fee is paid prior to the suspension date.
- If the fee is not paid by the date specified on the notice, then the licence/certificate will be deemed suspended.
- The licence/certificate holder and DPS/Manager will be immediately notified of the suspension becoming effective and informed that the premises may no longer offer any licensable activities until such time as the fee is paid and the suspension lifted.
- When the full payment is made the council will immediately lift the suspension and confirm this in writing.

20.3. Where a licence/certificate is suspended and licensable activities are provided the Licensing Authority will consider taking enforcement action.

Annual Fee Scams

- 20.4. The Licensing Authority is aware of a fraudulent activity targeting licensed premises. Several local authorities, including Neath Port Talbot, have reported individuals posing as Licensing Authority representatives contacting licensed premises for annual fees. These imposters are not affiliated with the Licensing Authority.
- 20.5. When dealing with any matter relating to annual fees, licence holders, Designated Premises Supervisor and managers/staff should be aware that:
- All legitimate communications regarding annual fees are currently sent by letter with our council's letterhead. In the future, these communications may come by email, which will only be from our official email address LRS@npt.gov.uk.
 - The council will only ever take a payment over the phone where you have specifically requested it. We will not 'cold call' you to request a payment by this method.
 - Our preferred method of payment is via Neath Port Talbot Council's website www.npt.gov.uk – "I want to.... pay". BACS payment using the details contained in our official annual fee letter is also acceptable.
 - If you receive a suspicious request for payment, do not respond. Instead, contact the council directly using the official contact details provided on our website.

Chapter 4 – Integrating Plans, Strategies and Other Factors

This Section is concerned with how this policy integrates with other corporate and national policies. It does not replicate the policies and applicants/licence holders are encouraged to read and consider these documents in conjunction with their applications and this policy.

21. Corporate Plans and Strategies

Neath Port Talbot Council's Corporate Strategy

- 21.1. The Council's Corporate Strategy – working towards a more prosperous, fairer and greener NPT 2025-2028 sets out the Council's 4 well-being objectives, which are:
- All Children get the best start in life
 - All communities are thriving & sustainable
 - Our local environment culture & heritage can be enjoyed by future generations
 - Local people are skilled and access, high quality, green jobs.
- 21.2. The well-being objectives are supported by three year aims, which focus on where we want to be by 2028, and applicants for licences and licence holders are expected to contribute to helping the Council achieve these ambitions. It is therefore essential, that perspective licence holders and those that have already been issued with licences are familiar with the Council's corporate plan and positively engage with it.
- 21.3. Links to the corporate plan are contained in Annex 4.

Neath Port Talbot Event Strategy

- 21.4. The Event Strategy looks to find new ways to celebrate the amazing place that is Neath Port Talbot, bringing people together to ensure that all communities benefit from events and festivals and invest in projects across the Council area.

- 21.5. The strategy outlines the key social, cultural, economic and environmental benefits and opportunities of staging events and festivals for residents and businesses.
- 21.6. The Licensing Authority recognises the Council's vision to attract high quality, safe and sustainable events and festivals to the area, and will take into consideration the event strategy throughout the licensing process. Whilst the main purpose of Licensing will always be that applicants and licence holders promote the Licensing Objectives; prospective and existing licence holders are encouraged to familiarise themselves with the event strategy
- 21.7. Links to the Event Strategy are contained in Annex 4.

Neath Port Talbot Destination Management Plan and Neath Port Talbot Culture Strategy

- 21.8. The Neath Port Talbot Destination Management Plan sets out the blueprint for how the county intends to sustain, grow and manage its visitor economy.
- 21.9. The Neath Port Talbot Culture Strategy is intended to help improve the health and happiness of all our communities – urban, rural, and coastal – and to bring joy to residents and visitors of all ages, abilities, and identities through participation in culture.
- 21.10. Similarly to the Event Strategy set out at paragraph 20 above, the Licensing Authority encourages prospective and existing licence holders to familiarise themselves with both the Destination Management Plan and Culture Strategy when planning a new hospitality business or developing an existing business within Neath Port Talbot.
- 21.11. Links to both the Destination Management Plan and Culture Strategy are contained in Annex 4.

Strategic Equality Plan

21.12. Under the Equality Act 2010, the Council is required to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations amongst and between people of different protected groups; the Public Sector Equality Duty.

21.13. In Wales specific duties have been introduced under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 to help public bodies carry out the Public Sector Equality Duty. Under these Regulations, the Council has a duty to develop equality objectives and produce a Strategic Equality Plan containing the equality objectives and other information. The Council's equality objectives for 2024 – 2028 are contained in the Council's Strategic Equality Plan – "Let's be Fair".

21.14. The Council's equality objectives are:

- Education – To ensure children and young people are the best they can be
- Health and Wellbeing – To promote wellbeing and good mental health and tackle mental health stigma and discrimination
- Personal Safety – To ensure people and communities are safe, respected and free from violence and abuse
- Employment – To ensure our workforce is more reflective of our community, our policies are fair and equitable and gender pay gaps are reduced
- Participation – To ensure services are accessible for all and people and communities are able to better influence decisions that affect them
- Living Standards – To work to reduce poverty and support independent living.

21.15. When making a decision, the licensing authority will have regard to this due to the goal of ensuring that the night-time economy is safe and accessible to all.

22. Other Factors

Wellbeing of Future Generations (Wales) Act 2015

- 22.1. This Act requires Local Authorities in Wales to think about the long-term impact of their decisions, to work better with people, communities and each other, and to prevent persistent problems, such as poverty, health inequalities and climate change.
- 22.2. The Act clearly supports and actively promotes the licensing objectives. This Act links specifically to the prevention of crime and disorder and public nuisance. It recognises that there is a need to create appropriate soundscapes – the right acoustic environment in the right time and place. The Local Authority will consider the management of noise and soundscapes, and particularly the five ways of working contained under this Act namely,
- Long term – the importance of balancing short-term needs with the needs to safeguard the ability to also meet long-term needs,
 - Integration,
 - Involvement
 - Collaboration and
 - Prevention.
- 22.3. Welsh Government has produced a ‘Noise and Soundscape Action Plan for 2018-2023’ <https://gov.wales/sites/default/files/publications/2019-04/noise-and-soundscape-action-plan.pdf>

Street Café / Outdoor seating area

- 22.4. Licensing premises that wish to place tables and chairs outside of their premises on Council owned land (usually the highway), require a permit from the Council.
- 22.5. Street Cafes add to the colour and atmosphere of towns in Neath Port Talbot and the Council is keen to ensure that where permits are issued, street cafes are of good quality and properly designed.

- 22.6. The process of obtaining a permit is managed by the Council's Highways Section. Further details about street café permits and how to apply is available on the Council's website www.npt.gov.uk
- 22.7. Licensed premises that have been granted a street café permit and wish to serve alcohol in these areas, must ensure that their licence has the correct authorisation for selling alcohol e.g. that the licence permits off-sales, conditions of licence etc. If a premises licence does not allow off-sales, licence holders may look to vary their licence utilising the minor variation process.

Film Classifications Policy

- 22.8. Most films are classified by the British Board of Film Classification ("BBFC"), however there will occasions where a film is unclassified, such as:
- A film festival covering a specific period
 - A one-off screening of a film
 - A trailer for a film
- 22.9. It is a condition of licence that where the exhibition of films is authorised, the licence must include a condition requiring the admission of children to films to be restricted in accordance with the recommendations given by the BBFC or by the Licensing Authority.
- 22.10. The Licensing Authority has adopted a film classification policy for requests to place an age classification on films or requests to reclassify a film that has already been classified by the BBFC.
- 22.11. The Film Classification Policy is available at Annex 5.

Cumulative Impact Assessment

- 22.12. The Licensing Authority has not published and currently has no plans to publish a cumulative impact assessment.

Early Morning Restriction Orders & Late-Night Levy

22.13. The Licensing Authority has not made and currently has no plans to make an Early Morning Restriction Order nor a Late-Night Levy.

Chapter 5 - Public Health

This chapter is concerned with public health, and the expectations of the Licensing Authority for businesses providing hospitality venues in Neath Port Talbot

23. Alcohol Harm

- 23.1. Chief Medical Officer Guidelines recommend that “to keep health risks from alcohol to a low level it is safest not to drink more than 14 units a week on a regular basis”.
- 23.2. The evidence base for the negative impact of alcohol use on health and well-being is strong. Alcohol use has been identified as a causal factor in more than 200 medical conditions, including liver and heart diseases, stroke, dementia, foetal alcohol spectrum disorder and several cancers, including liver, mouth, breast and bowel. It can have a negative effect on our mental health and emotional wellbeing, increases our risk of accidents and injury and can have long-term social implications. Alcohol can pose additional risks for young people, including negatively impacting their cognitive and social development.
- 23.3. Harms associated with alcohol can also include, amongst other concerns, increased risk of violent crime, sexually transmitted infections and road traffic collisions.
- 23.4. Alcohol is a major cause of death and illness in Wales. Using data from the Office for National Statistics (ONS) and Digital Health Care Wales (DHCW), Public Health Wales (PHW) notes:
- In 2023/24 in Wales, there were 12,236 alcohol-specific hospital admissions and 52,177 alcohol-attributable hospital-admissions.
 - In 2023, there were 683 alcohol-related deaths and 562 alcohol-specific deaths registered in Wales. This represents an increase of 10.5 and 15.6 per cent respectively compared to the previous year.

23.5. National Survey for Wales age-standardised data for 2021-22 and 2022-23, shows that levels of alcohol use by both adults and young people in Neath Port Talbot are as follows:

- 20% of persons aged 16+ reported an average weekly alcohol consumption of none. The average is 19% for the Swansea Bay University Health Board area and 18% for Wales.
- 68% of persons aged 16+ reported an average weekly alcohol consumption of up to 14 units (moderate drinkers). The average is 66% for the Swansea Bay University Health Board area and 66% for Wales.
- 12% of persons aged 16+ reported an average weekly alcohol consumption of above 14 units (above guidelines). The average is 15% for the Swansea Bay University Health Board area and 16% for Wales.
- 10% of persons aged 16+ reported an average weekly alcohol consumption of over 14 units and up to 50 units in males / 35 units in females (hazardous). The average is 12% for the Swansea Bay University Health Board area and 14% for Wales.
- 2% of persons aged 16+ reported an average weekly alcohol consumption of over 50 units in males / 35 units in females (harmful). The average is 2% for the Swansea Bay University Health Board area and 3% for Wales.

23.6. School Health Research Network data shows that in Neath Port Talbot in 2023:

- 34.9% of males aged 11-16 reported drinking alcohol. This is higher than the figure for Wales (33.8%) and Swansea Council authority (28.2%) but very slightly lower than Bridgend (35%).
- 39.8% of females aged 11-16 reported drinking alcohol. This is higher than the figure for Wales (37.1%) and the surrounding council authorities of Swansea (35.3%) and Bridgend (38.5%).

23.7. Within the context of promoting the four licensing objectives, the Licensing Authority expects applicants to propose licensing conditions to mitigate the impact their premises may have on the health and well-being of their customers, the neighbourhood and the wider community,

which is especially important in areas of higher alcohol consumption and areas of higher deprivation.

- 23.8. For examples of licensing conditions that can promote health and wellbeing, reference can be made to 'Model Pool of Conditions' contained in Annex 2.
- 23.9. In addition, the Licensing Authority expects applicants to consider the impact their premise may have on sensitive locations and people vulnerable to alcohol use, in particular to education facilities, children and young people and to alcohol treatment facilities and people with alcohol use disorders. Commissioned alcohol treatment services are set within the communities they serve. The availability of alcohol in near proximity to treatment services can create specific issues for treatment providers and recipients, such as increased cravings. The Licensing Authority expects applicants to consider and mitigate the harm by including licensing conditions when their premise is close to the location of treatment services, and areas where children and young people may congregate, such as schools, youth clubs and parks.

24. Drug Abuse

- 24.1. The harms from drug misuse are numerous and not restricted to health harms. Welsh drug death levels were at their highest ever level in 2018-19 with deaths from drug poisoning having increased by 78% over the last 10 years. Drug deaths appear to be increasingly occurring in people using drugs on a recreational basis.
- 24.2. School Health Research Network data shows that in Neath Port Talbot in 2023:
- 7.2% of males aged 11-16 reported having tried inhaling laughing gas or taking mephedrone or legal highs. This is lower than the figure for Wales (7.7%) the surrounding council authorities of Swansea (8.1%) and Bridgend (8.2%).
 - 5.7% of females aged 11-16 reported having tried inhaling laughing gas or taking mephedrone or legal highs. This is lower than the figure

for Wales (6.7%) and the surrounding council authorities of Swansea (35.3%) and Bridgend (6.5%).

24.3. Data from the Office for National Statistics (ONS) notes:

- A steady increase in the proportion of 16 to 59 year olds reporting any illicit drug use in Wales from 8.5% (April 2019-March 2020), 9.3% (April 2022-March 2023) and 9.9% (April 2023 to March 2024).
- A steady increase in the proportion of 16 to 59 year olds reporting any Class A drug use in Wales from 2.7% (April 2019-March 2020), 2.8% (April 2022-March 2023) and 3.6% (April 2023 to March 2024).
- A steady increase in the proportion of 16 to 59 year olds reporting any Class A drug use in Wales from 2.7% (April 2019-March 2020), 2.8% (April 2022-March 2023) and 3.6% (April 2023 to March 2024).

Table 1 - The proportion of 16 - 59 year-olds reporting using any illicit drug by frequency of pub/bar visits per month in England and Wales.

	April 2019 – March 2020	April 2022 – March 2023	April 2023 – March 2024
None	5.5	5.8	5.1
1-3 visits	9.0	10.1	9.9
4-8 visits	17.2	17.4	15.5
9 or more visits	26.3	27.0	31.4

Table 2 - The proportion of 16 - 59 year-olds reporting using any Class A drug by frequency of pub/bar visits per months in England and Wales.

	April 2019 – March 2020	April 2022 – March 2023	April 2023 – March 2024
None	0.9	1.1	1.0
1-3 visits	3.0	3.4	3.3
4-8 visits	8.6	8.1	7.0
9 or more visits	14.5	14.3	17.8

'Any drug' comprises powder cocaine, crack cocaine, ecstasy, LSD, magic mushrooms, heroin, methadone, amphetamines, cannabis, tranquillisers, anabolic steroids, ketamine, methamphetamine, mephedrone and GHB since year ending March 2023 and nitrous oxide since year ending March 2024.

Any Class A drug comprises powder cocaine, crack cocaine, ecstasy, LSD, magic mushrooms, heroin, methadone and methamphetamine.

- 24.4. The UK's drug market is rapidly evolving, with common street drugs continuing to increase in strength and purity, and an ever-widening array of substances in circulation. Licensing has a role in reducing the harms from drug misuse in the nighttime economy and in licensed premises.
- 24.5. Where there are issues of concern the Licensing Authority will expect to see evidence that a drug policy has been implemented and reviewed.
- 24.6. Within the context of promoting the licensing objectives for crime and disorder and ensuring public safety, the Licensing Authority expects applicants and licence holders to:
- Take all reasonable steps to prevent the entry of drugs into licensed premises
 - Take all reasonable steps to prevent drugs changing hands within the premises
 - Train staff to recognise understand the signs of drug misuse in people so that practical steps can be taken to deal with instances that occur
 - Have appropriately trained staff to deal with drug related incidents
 - Display appropriate drug safety awareness information to customers
 - Provide a first aid room and first aid equipment, including a defibrillator in larger venues
 - Deploy staff trained to assist with medical incidents
 - Implement an appropriate banning policy
 - Drug swabbing
 - Searches of the premises
 - Physical measures to deter drug use on the premises

- Signage and welfare information in the venue

- 24.7. The Licensing Authority recognises that drug misuse is not something that is relevant to all licensed premises. However, it is committed to the reduction and eradication where possible of drugs from licensed premises as part of its role in promoting the crime and disorder licensing objective. The licensing authority expects all licence holders to actively support this aim in the way that they plan, manage and operate premises.
- 24.8. If relevant representations are received to an application for grant or variation of a licence special conditions may be imposed to support the prevention of the illegal supply or use of controlled drugs. Advice on conditions will be sought from the police or any other relevant organisation involved in the control of controlled drugs or the support and/or treatment of drug users.
- 24.9. In premises where drug misuse is problematic and where any responsible authority or other person apply for a review of the licence, the licensing authority will consider this as being very serious and will give appropriate consideration to the full range of options available, including suspension and revocation of the licence in accordance with the statutory guidance issued by the secretary of state. The licensing authority recognises that each case is individual and will be decided on its own facts and specific merits.

25. Glossary

Club Premises Certificate	Authorises the use of a premises for the benefit of its members and their guests and cannot be used to provide licensable activities to non-members
Cumulative Impact Policy	Creates a rebuttable presumption that applications for new premises licences, or club premises certificates or variations, that are likely to add to the existing cumulative impact will normally be refused
Designated Premises Supervisor (DPS)	The person specified on a licence, who has day-to-day responsibility for the running of the business
Early Morning Restriction Orders (EMRO)	Restricts the time within which alcohol can be supplied. Alcohol supply can be prohibited between 0000-0600 and applies to Premises Licences, Club Premises Certificates and Temporary Event Notices.
Late Night Levy (LNL) –	An optional power, which allows Licensing Authorities to raise a contribution towards the costs of policing the night time economy (NTE) by charging a levy to holders of Premises Licences and Club Premises Certificates authorised to sell alcohol.

Late Night Refreshment

The sale of hot food or drink to the public to consume off or on the premises between 11pm and 5am.

Licensing Objectives

The Licensing Authority has a duty under the 2003 Act to carry out its functions with a view to promoting the licensing objectives:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

Operating Schedule

The operating schedule is part of the information you must include which accompanies your application. The operating schedule sets out how the premises are proposed to operate when licensable activities are being conducted

Personal Licence

Authorises a person to sell alcohol

Premises Licence

Authorises the use of any premises for licensable activities

Regulated Entertainment

Entertainment activities that are licensable under the Licensing Act 2003.

Relevant Representations

A representation that is about the likely effect of the application on

the promotion of the licensing objectives

Responsible Authorities

A statutory body that is able to comment on applications under the act

Temporary Event Notice

Authorisation for small-scale one off events at which it is intended to:

- Sell or supply alcohol
- Provide regulated entertainment
- Sell hot food/drink between 11pm and 5am.

Annexes

The following annexes do not form part of the Policy and are included for ease of reference only.

They will be updated accordingly to ensure that the information remains current.

Annex 1 – Responsible Authorities

Superintendent of Police F.A.O. Licensing Officer Neath Police Station Gnoll Park Road Neath SA11 3BW Nick.Bailey2@south-wales.pnn.police.uk	Chief Fire Officer F.A.O Licensing Officer Neath Port Talbot County Command Headquarters Upper Cimla Road Neath SA11 3UG bfs.npt@mawwfire.gov.uk	Team Leader Trading Standards Neath Port Talbot CBC The Quays Brunel Way Baglan Energy Park SA11 2GG tsd@npt.gov.uk
Head of Children's Services Neath Port Talbot CBC Civic Centre Neath SA11 3QZ k.warren@npt.gov.uk	Head of Planning Services Neath Port Talbot CBC The Quays Brunel Way Baglan Energy Park SA11 2GG planning@npt.gov.uk	Team Leader Environmental Health Public Nuisance Neath Port Talbot CBC The Quays Brunel Way Baglan Energy Park SA11 2GG ehd@npt.gov.uk
Lisa Way Abertawe Bro Morgannwg Public Health Team Public Health Wales Floor1 Matrix House Northern Boulevard Swansea SA6 8RE lisa.way@wales.nhs.uk	*Joy Gunning Health & Safety Executive Government Buildings Ty Glas Llanishen Cardiff CF14 5SH Joy.Gunning@hse.gov.uk	*Team Leader Environmental Health Health & Safety Neath Port Talbot CBC The Quays Brunel Way Baglan Energy Park SA11 2GG ehd@npt.gov.uk
	*For Council operated premises (including Community Councils) send to the Health and Safety Executive. For all other premises send to the Council's Health and Safety team leader.	
Alcohol Licensing Team Home Office Immigration Lunar House 40 Wellesley Road Croydon CR9 2BY Alcohol@homeoffice.gsi.gov.uk		

Annex 2 – Model Pool of Conditions

Model Conditions for Premises Licences and Club Premises Certificates

All conditions listed are in a format that should be considered as a start point and are suitable to be tailored to suit individual premises needs. Not all will be relevant, and it is not mandatory that they are included in any application.

Prevention of crime and disorder

CD1	Alcohol (Restrictions on sale)	1. No supply of alcohol may be made under the Premises Licence: a. At a time when there is no Designated Premises Supervisor in respect of the Premises Licence; b. At a time when the Designated Premises Supervisor does not hold a personal licence or their personal licence is suspended. 2. Every supply of alcohol under the Premises Licence must be made or authorised by a person who holds a personal licence. 3. All alcohol will be displayed behind the counter and supplied on a counter service provision only. 4. There shall be no sales of alcohol for consumption off the Premises after [23:00] hours. 5. All sales of alcohol for consumption off the Premises shall be in sealed containers only, and shall not be consumed on the Premises. 6. Outside of the hours authorised for the sale of alcohol and whilst the Premises are open to the public, the Premises Licence Holder shall ensure that all alcohol within the Premises (including alcohol behind the counter) is secured in a locked store room or behind locked grills, locked screens or locked cabinet doors so as to prevent access to the alcohol by both customer and staff. 7. There shall be no self service of alcohol by customers. 8. Alcohol shall only be sold or supplied to persons seated at counter or tables and by waiter or waitress service only.
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		9. Alcohol shall not be supplied or sold at or from the Premises otherwise than to persons ordering food. 10. All sealed containers of alcoholic drinks for sale for consumption off the Premises must be clearly labelled or marked with the name and postcode of the Premises. 11. The sale of alcohol shall be ancillary to the operation of the Premises as a 'wine merchant' and that any alcohol sold for the consumption on the Premises will mirror the stock carried i.e. wine, champagne and spirits. The sale of alcohol on the Premises must be for the purposes of promoting the stock carried. 12. Sale by retail of alcohol shall only be available to customers who are attending a bona fide cookery course event that they have pre-booked, and to no other members of the public. 13. The Premises Licence Holder shall ensure that any persons highlighted by the Police as a 'street drinker' and is barred from the Premises, shall not be sold alcohol. 14. The chillers/fridges where alcohol is displayed will be locked/covered outside permitted hours.
CD2	Alcohol (Supplied with takeaway service)	1. All sales of alcohol arising from a telephone order for delivery must be paid for by credit or debit card. 2. All sales of alcohol for delivery must be paid at the time of ordering using a debit or credit card. 3. All delivery persons must be aged [insert age] years or more 4. The alcohol must be packaged separately from goods that are not subject to age related sales, so that it can easily be retrieved to prevent an illegal sale. 5. Details of the order (including the type, amount of alcohol, name and address of the customer) shall be kept at the Licensed Premises and must be shown on the printout despatched with the order. 6. All delivery drivers and riders must allow any Police, authorised officer(s) of the Licensing Authority or other Responsible Authorities to inspect any alcohol or order details on request. 7. The delivery of alcohol shall be made only to a residential or business address and the customer to be clearly resident inside the building. The delivery of alcohol will not be made or completed to a person in a

		public place (for example a street corner, park or bus stop). 8. The person taking the order and/or making the delivery must ensure that the recipient is at least 18 years of age. A check shall be made to ensure the person accepting the delivery has the debit/credit card used for the purchase. If they appear under 25 years of age, photographic ID will be required before the alcohol is handed over. Examples of appropriate ID include a photographic driving licence or passport, UK armed services ID card and any Proof of Age Standards Scheme ("PASS") approved cards. 9. Where a third party courier is used to supply alcohol, they will be instructed to provide an age verification service or adopt a policy of checking age and ID at the time of delivery. The courier must adopt a policy of not allowing minors to sign for and accept deliveries. A record of all couriers used and the system that they use to verify age will be kept and produced upon request from the Police, authorised officer(s) of the Licensing Authority or other Responsible Authorities 10. Alcohol shall not be supplied or sold at or from the Premises otherwise than to persons ordering food. 11. Delivery drivers shall be given clear, written instructions to use their vehicles in a responsible manner so as not to cause a nuisance to any residents or generally outside the Premises; not to leave engines running when the vehicles are parked; not to obstruct the highway[s], and vehicle horns shall not be used at any time except in accordance with the Highway Code.
CD3	Bottle bans	1. No glass bottles containing beverages of any kind (containing alcoholic drink or otherwise), whether open or sealed, shall be given to customers on the Premises whether at the bar or by staff service away from the bar. 2. No customers carrying open or sealed bottles shall be admitted to the Premises at any time that the Premises are open to the public. 3. Customers who are seated in [insert area] for the consumption of food may be sold bottled containing wine for consumption with a table meal. 4. No bottles or glass receptacles are permitted to be taken into the external licensed area after [19:00] hours.

CD4	CCTV (Numbers, locations and maintenance)	1. A digital closed-circuit television (“CCTV”) system shall be installed and maintained (or existing system maintained) in effective working order at the Premises. The CCTV will be operational at all times when the Premises is open to the public, and capable of providing pictures/ photographs/ images/ video of evidential quality in all lighting conditions, particularly facial identification. CCTV camera angles are not to be obstructed. 2. The numbers and position of all cameras shall be agreed with the [Police]. The position of the cameras shall be noted on a plan of the Licensed Premises which shall be kept with the licence and provided to the Licensing Authority. 3. The CCTV system recordings must be correctly time and date stamped, and retained and stored in a suitable and secure manner for a minimum of 31 days, and shall be made available on request to the Police, authorised officer(s) of the Licensing Authority or other Responsible Authorities. 4. The CCTV system must provide coverage of the following areas: a. The exterior of the Premises; b. The entrance(s) and exit(s) to the Premises; and c. The interior public areas of the Premises. 5. At all times the Premises is open to the public a minimum of one member of staff on duty, who is conversant with the operation of the CCTV system, shall be on the Premises and will be able to operate the CCTV system. 6. The member of staff who is able to operate the CCTV system must be able to show and provide the Police, authorised officer(s) of the Licensing Authority or other Responsible Authorities viewable copies of recent data or CCTV recordings (including footage, images and/or data) in a recordable format (e.g. USB, on-line evidence facility or disk) as soon as reasonably practicable in accordance with the Data Protection Act 2018 and/or UK-GDPR (or other replacement legislation). 7. The facility to transfer the CCTV recordings to a compatible, removable format, shall be held on the Premises. 8. The Premises Licence Holder shall notify the Licensing Authority within 24 hours when they become aware that the CCTV system provided is not in operation.
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CD5	Challenge 25 Policy (Eat in and takeaways)	1. A Challenge 25 Policy shall be operated at the Premises. Staff selling alcohol shall request that any customer who looks under 25 years old, and who is attempting to purchase or consume alcohol, provides valid photographic identification proving that they are at least 18 years old. The only acceptable forms of identification are recognised photographic identification cards which bears their photograph, date of birth and a holographic mark such as: 2. Any Proof of Age card with PASS hologram, citizen card; 3. Proof GB; 4. Photographic driving licence or passport. 5. Clearly legible signs shall be prominently displayed, where they can easily be seen and read by customers, stating to the effect that a Challenge 25 Policy is in operation at the Premises, that customers may be asked to provide proof of age, and what the acceptable forms of proof of age are. The signage shall be kept free from obstructions at all times; 6. Examples of appropriate ID include a photographic driving licence or passport, UK armed services ID card and any Proof of Age Standards Scheme ("PASS") accredited card such as the citizen card. 7. All staff that undertake the sale and supply of alcohol on the Premises shall receive full training pertinent to the Licensing Act 2003 (specifically in regard to age-restricted sales, Challenge 25 Policy and the refusal of sales to persons believed to be under the influence of alcohol or drugs) before they are allowed to sell or supply any alcohol to the public at the Premises or during deliveries. Refresher training will be carried out every [six] months for all staff and documented within the training record book. 8. A training record book (whether kept in written or electronic form) of such training shall be kept / be accessible at the Premises at all times and be made immediately available for inspection at the Premises to the Police, authorised officer(s) of the Licensing Authority or other Responsible Authorities on request. The training record shall include the trainee's name, the trainer's name, the signature of the trainee, the signature of the trainer, the date(s) of training and a declaration that the training has been received. 9. Records of all staff training along with any training material used, will be kept and maintained by the
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		Designated Premises Supervisor or the Premises Licence Holder. 10. A refusal register recording book (whether kept in written or electronic form) of refused sales shall be maintained in order to demonstrate effective operation of the Challenge 25 Policy. The register will record: the date and time of all attempts by persons under the age of 18 to purchase alcohol and of any other refused sales; and the name of the member of staff. The register shall be made immediately available for inspection at the Premises by the Police, authorised officer(s) of the Licensing Authority or Responsible Authorities on request.
CD6	Challenge 25 Policy (Website)	1. Challenge 25 Policy will be promoted on the company website. All customer purchasing alcohol will be asked to confirm they are 18 years of age or older when placing an order. 2. Evidence of age in the form of photographic identification ("ID") shall be requested from any person receiving the delivered alcohol. 3. If they appear under 25 years of age, photographic ID will be required before the alcohol is handed over. Examples of appropriate ID include a photographic driving licence or passport, UK armed services ID card and any Proof of Age Standards Scheme ("PASS") approved cards.
CD7	Challenge 25 Policy (General conditions)	1. A Challenge 25 Policy shall be operated at the Premises. Staff selling alcohol shall request that any customer who looks under 25 years old, and who is attempting to purchase or consume alcohol, provides valid photographic identification proving that they are at least 18 years old. The only acceptable forms of identification are recognised photographic identification cards which bears their photograph, date of birth and a holographic mark such as: a. Any Proof of Age card with PASS hologram, citizen card; b. Proof GB; c. Photographic driving licence or passport. 2. Clearly legible signs shall be prominently displayed, where they can easily be seen and read by customers, stating to the effect that a Challenge 25 Policy is in

	operation at the Premises, that customers may be asked to provide proof of age, and what the acceptable terms of proof of age are. The signage shall be kept free from obstructions at all times. 3. Examples of appropriate ID include a photographic driving licence or passport, UK armed services ID card and any Proof of Age Standards Scheme ("PASS") approved cards. 4. All staff that undertake the sale and supply of alcohol on the Premises shall receive full training pertinent to the Licensing Act 2003 (specifically in regard to age-restricted sales, Challenge 25 Policy and the refusal of sales to persons believed to be under the influence of alcohol or drugs) before they are allowed to sell or supply any alcohol to the public at the Premises or during deliveries. Refresher training will be carried out every [six] months for all staff and documented within the training record book. 5. A training record book (whether kept in written or electronic form) of such training shall be kept / be accessible at the Premises at all times and be made immediately available for inspection at the Premises to the Police, authorised officer(s) of the Licensing Authority or other Responsible Authorities on request. The training record shall include the trainee's name, the trainer's name, the signature of the trainee, the signature of the trainer, the date(s) of training and a declaration that the training has been received. 6. Records of all staff training along with any training material used, will be kept and maintained by the Designated Premises Supervisor or the Premises Licence Holder. 7. All tills shall automatically prompt staff to ask for age verification identification when presented with an [alcohol sale and/or age restricted products]. 8. A refusal register recording book (whether kept in written or electronic form) of refused sales shall be maintained in order to demonstrate effective operation of the Challenge 25 Policy. The register will record: the date and time of all attempts by persons under the age of 18 to purchase alcohol and of any other refused sales; and the name of the member of staff. The register shall be made immediately available for inspection at the Premises by the Police, authorised officer(s) of the Licensing Authority or Responsible Authorities on request. 9. The Premises Licence Holder shall ensure that any third-party company employed by him/her for the role of
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		delivering alcohol orders on behalf of said Premises Licence Holder will require an adult signature at each delivery, to avoid any underage sales. 10. If there is nobody available at the Premises to accept delivery who is able to provide proof of age or unless they appear over 25 years of age, then no delivery shall be made. 11. The Premises Licence Holder shall ensure that any third-party company employed by him/her for the role of delivering alcohol orders shall ensure that the alcohol is delivered to the client who ordered the alcohol, or ensure that any 'Safe place' as designated by the client where the delivery can be left must be in an area not visible to the general public and not where any minor can access the delivery.																				
CD8	Door supervisors	1. At all times, the Premises Licence Holder will risk assess the need for Security Industry Authority ("SIA") door supervisors and provide door supervision between such times and in such numbers as is required by the risk assessment. All SIA registered door supervisors shall also display their SIA licence in a reflective armband whilst on duty. 2. The Premises Licence Holder shall ensure that all door supervisors shall wear conspicuous clothing which identifies them as such. 3. A daily log (whether kept in written or electronic form) shall be kept of the door supervisors working including their full name, address, SIA licence number, company and the dates and the booking on-off times. The log shall be made available for inspection on request by the Police, authorised officer(s) of the Licensing Authority or Responsible Authorities; 4. The Premises must provide a minimum of insert number of door supervisors whenever regulated entertainment is provided: <table><tr><td><i>Members of the public present</i></td><td><i>No. of supervisors</i></td></tr><tr><td>a. 1 – 100</td><td>2</td></tr><tr><td>b. 100 – 200</td><td>3</td></tr><tr><td>c. 200 – 400</td><td>4</td></tr><tr><td>d. 400 – 600</td><td>5</td></tr><tr><td>e. 600 – 800</td><td>6</td></tr><tr><td>f. 800 – 1,000</td><td>9</td></tr><tr><td>g. 1,000 – 1,200</td><td>10</td></tr><tr><td>h. 1,200 – 1,400</td><td>11</td></tr><tr><td>i. 1,400 – 1,600</td><td>12</td></tr></table>	<i>Members of the public present</i>	<i>No. of supervisors</i>	a. 1 – 100	2	b. 100 – 200	3	c. 200 – 400	4	d. 400 – 600	5	e. 600 – 800	6	f. 800 – 1,000	9	g. 1,000 – 1,200	10	h. 1,200 – 1,400	11	i. 1,400 – 1,600	12
<i>Members of the public present</i>	<i>No. of supervisors</i>																					
a. 1 – 100	2																					
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f. 800 – 1,000	9																					
g. 1,000 – 1,200	10																					
h. 1,200 – 1,400	11																					
i. 1,400 – 1,600	12																					

		j. 1,600 – 1,800 13 k. 1,800 – 2,000 14 l. In excess of 2,000 – at least 14 and such other stewards as may be required either by the Chief Fire Officer, the Licensing Authority, Police Licensing Officer or other Responsible Authorities. 5. Every Friday and Saturday night, the Sunday of any bank holiday, Christmas Eve, Boxing Day and [insert] Day a minimum of two SIA registered door supervisors will be on duty from [21:00] hours until all the public have left the Premises. 6. The Premises Licence Holder shall ensure that: - All licenced Security Industry Authority door supervisors on duty at the Premises shall be equipped with Body Worn Video (“BWV”) capable of recording audio and video in any light condition and capable of providing an image which is regarded as identification standard. - All recordings shall be stored securely for a minimum period of 31 days with the date and time stamping; and - Viewings of recordings shall be made available immediately upon request of the Police, authorised officer(s) of the Licensing Authority or Responsible Authorities, throughout the preceding 31 day period. 7. A minimum of [insert number] Security Industry Authority (“SIA”) registered Door Supervisors shall be employed on the Premises from [insert time] hours on any day the Premises are open for licensable activities beyond midnight and until all members of the public have left the Premises. That a minimum of [insert number] Security Industry Authority registered Door Supervisors be employed on the Premises from [insert time] on [insert days] until all members of the public have left the Premises [Dance venue or large club add]: - at least [insert numbers] of whom shall be female. 8. That a minimum of [insert number] Security Industry Authority registered Door Supervisors be employed on the Premises from [insert time] on any day on where non standard timings are implemented until all members of the public have left the Premises. 9. A minimum of [insert number] Security Industry Authority door supervisors to be employed from [insert time] hours on any day the Premises are open to the general public for licensing activities beyond midnight and until all the public have left the
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		Premises. 10. The number of licensed Door Supervisors on duty at the venue prior to the nightclub operation commencing shall be assessed in accordance with the expected capacity including guest list and advance tickets sales. Door Supervisors shall commence their shift at least [1] hour prior to the venue opening.
CD9	Event (General)	1. The Police and Licensing Authority shall be given a minimum of [insert number] days' notice in writing when any unspecified special occasion (maximum of [insert number] per calendar year as stated on the front of the licence) are planned, the details of the event to be notified beforehand with the Police having an absolute Power of Veto in every case. 2. The exact days and dates of the event will be agreed with the Licensing Authority and Safety Advisory Group at least [number] weeks in advance.
CD10	Event (Event Management Plan)	1. The Premises Licence Holder must at all times comply with the Event Management Plan. 2. The Premises Licence Holder shall present the Event Management Plan (specific to the event) to the Police, authorised officer(s) of the Licensing Authority and Relevant Authorities at least [two] calendar months before the first event day (upon request). The Event Management Plan shall include (but not limited to) the following: a. Covid-19 Statement (if appropriate); b. Access Management Plan; c. Adverse Weather Plan; d. Alcohol Management Plan; e. Campsite Management; f. Cancellation Procedure; g. CCTV Plan; h. Communication Plan; i. Child and Vulnerable Adults Policy; j. Crowd Management Plan (including Security and Stewarding Plan); k. Drugs Policy; l. Egress Management Plan; m. Emergency Evacuation procedures; n. Event Control Statement of Intent; o. Event Medical Plan; p. Fire Risk Management Plan; q. Fire Safety Management Plan; r. Highway Assessment;

		s. Ingress Management Plan; t. Lighting Plan; u. Martyn's Law / Counter Terrorism Plan; v. Medical Plan; w. Noise Management Plan; x. Prohibited Items and Search Policy; y. Public Liability Insurance; z. Risk Assessments; - aa. Sanitation; - bb. Security and Crime Reduction Plan; - cc. Site Plan(s); - dd. Sustainability Statement; - ee. Terms and Conditions of Entry; - ff. Trader Food Management Plan; - gg. Traffic Management Plan; - hh. Transport Assessment; ii. Waste and litter Management Plan. 3. So far as is reasonably practicable, the Premises Licence Holder shall ensure that the event is run in accordance with the Event Management Plan. 4. An event and site-specific Event Management Plan will be developed and shared with the Licensing Authority and Safety Advisory Group. The first draft will be shared a minimum of [two] months prior to the event. 5. Following the circulation of the Event Management Plan, the Premises Licence Holder must consult with the Safety Advisory Group and shall take due account of any representation made by any Responsible Authority regarding the contents of the document. 6. The final version of the Event Management Plan will be presented to the Licensing Authority and the Safety Advisory Group no later than [21] days prior to the event. 7. Following submission of the final version of the Event Management Plan, but prior to the commencement of the event, the Premises Licence Holder considers it necessary to make adjustments to the Event Management Plan, the proposed adjustments will be notified to the Licensing Authority and the Safety Advisory Group. No adjustment shall be made to the final Event Management Plan unless the Licensing Authority has provided its written approval.
CD11	Food	1. After [23:00] hours food may only be sold for consumption off the Premises. 2. Food shall be available at all times the Premises are used for licensable activities.

CD12	Garage, petrol station, shop or similar (Night time sales)	1. Between [23:00] hours and [06:00] hours, all doors of the Premises will be closed and all service and/or transactions will take place through a night hatch pay window only. The night hatch will be covered directly by CCTV.
CD13	Notices (Contact number(s))	1. A direct telephone number for the duty manager must be prominently displayed where it can conveniently be read from the exterior of the Premises by the public. The telephone number must be manned at all times the Premises is open for licensable activity. 2. That the Premises Licence Holder provides local residents and businesses with a [landline and/or mobile] telephone number at the Premises. The telephone number must be manned at all times the Premises is open for licensable activity.
CD14	Notices (Police/Crime Prevention)	1. Clear and legible notices shall be strategically and prominently placed throughout the Premises stating the Police will be informed in the event of any individual being found in possession of controlled substances or offensive weapons. 2. Clear and legible notices shall be strategically and prominently placed at the main entrance to the Premises stating that drugs are not allowed into the Premises and searches may be carried out by Door Supervisors, security staff or a nominated responsible person. 3. Clear and legible notices shall be strategically and prominently placed throughout the Premises informing customers about the need to be aware of pickpockets or bag snatchers, and to guard their property, or unattended bags. 4. Clear and legible notices shall be strategically and prominently placed throughout the Premises displaying the name of a contact for customers if they wish to report concerns. 5. Clear and legible notices detailing the admission policy shall be displayed on the exterior wall at the entrance to the Premises. 6. Clear and legible notices will be strategically and prominently placed throughout the Premises advising CCTV has been installed and is in use on the Premises.
CD15	Open containers	1. Customers will not be permitted to bring bottles or glass receptacles (containing alcoholic drink or otherwise) into the Premises.

		2. Customers will not be permitted to remove from the Premises any drinks supplied by the Premises (alcoholic or otherwise) in [open and/or sealed] containers. 3. Alcohol shall not be sold in an open container or be consumed in the Licensed Premises.
CD16	Panic buttons	1. The panic buttons installed at the Premises shall be maintained in effective working order.
CD17	Personal Licence Holder	1. A personal licence holder will be present on the Premises whenever they are trading after [21:00] hours. 2. A personal licence holder must be present at the Premises to supervise all sales of alcohol. 3. A personal licence holder shall be present at all times when the Premises is open to the public.
CD18	Plastic containers and toughened glass	1. All drinks must be served in open [polycarbonate / plastic containers / toughened glass containers]. 2. Any drinks sold for consumption in the [insert area] must be served in [plastic containers/ toughened glass containers]. 3. The use of [toughened glass containers/ plastic containers] in the external areas of the Premises shall be decided following a risk assessment by the Designated Premises Supervisor having due regard to relevant mitigating factors of the event taking place. 4. Where drinks will not be permitted to bring bottles or glass receptacles (containing alcoholic drink or otherwise) into the Premises. Where drinks (alcoholic or otherwise) are likely to be consumed in the open air e.g. beer garden(s), festivals etc., they must be served in [polycarbonate / plastic containers / toughened glass containers]. 5. Patrons holding glass containers shall not be allowed on the dance floor at any time.
CD19	Proof of Age Cards	1. Evidence of age in the form of a photographic identification ("ID") shall be requested from any person appearing to those selling or supplying alcohol to be under the age of [18/21/25] and who is attempting to buy alcohol. 2. Examples of appropriate ID include a photographic

		driving licence or passport, UK armed services ID card and any Proof of Age Standards Scheme ("PASS") approved cards.
CD20	Responsibility of Premises Licence Holder	1. The Premises Licence Holder shall participate in the Neath Port Talbot Business Crime Reduction Partnership ("BCRP") or similar partnership or scheme, and the Premises Licence Holder or a suitable representative shall attend all meetings. 2. As soon as possible, and in any event, within [one] month from the grant of this Licence, the Premises shall join the local [Pubwatch] or other local crime reduction scheme approved by the Police, and the local radio scheme if available. 3. No person on behalf of the Premises or on behalf of a person carrying or attempting to carry on a licensable activity shall cause, permit, employ or allow, directly or indirectly, whether on payment or otherwise, any person[s] to importune, solicit or tout members of the public on any public highway within the vicinity of the Premises, for the purpose of bringing customers to the Premises. The distribution of leaflets of similar material is also prohibited from the Premises, immediately outside the Premises or within the vicinity of the Premises. 4. The Premises Licence Holder and Designated Premises Supervisor shall ensure persons responsible for purchasing alcohol do not take part in any stock swaps or lend or borrow any alcohol goods from any other source unless the source is another venue owned and operated by the same company who also purchase their stock from an authorised wholesaler. 5. Prominent signs shall be displayed at all entrances to the Premises stating the Premises will not buy goods from any caller to the Premises. The signs shall be displayed regardless of whether public access is permitted at that entrance. 6. Clear and legible copies of the documents referred to in Condition (number) above shall be retained on the Premises and made available for inspection by Police, authorised officer(s) of the Licensing Authority or Responsible Authorities on request. 7. Copies of the documents referred to in Condition (number) above shall be retained on the Premises for period of not less than [twelve] months.

		8. The Premises Licence Holder shall ensure that staff departing at night/ early morning when the Premises has ceased trading, conduct themselves in such a manner to avoid disturbance to nearby residents and businesses. 9. An ultra violet light shall be purchased and used at the store to check the authenticity of all stock purchased which bears a customs stamp. 10. Where the trader becomes aware that any alcohol may not be duty paid they shall inform the Police of this immediately.
CD21	Restaurant conditions	1. The Premises must only operate as a restaurant: - In which customers are shown to their table or the customer will select a table; - Where the supply of alcohol is by waiter or waitress service only; - Which provide food in the form of substantial table meals that are prepared on the Premises and are served and consumed at the table using non disposable crockery; - Which do not provide any takeaway service of food or drink for immediate consumption off the Premises; - Where suitable beverages other than alcohol shall be equally available for consumption with or otherwise as an ancillary to their meal; - Where alcohol shall not be sold or supplied, otherwise than for consumption by persons who are seated in the Premises and bona fide taking substantial table means there, and provided always that the consumption of alcohol by such persons is ancillary to taking such meals. For the purpose of this Condition, "Substantial Table Meal", means – a meal such as might be expected to be served as the main midday or main evening meal, or as a main course at either such meal and is eaten by a person seated at a table, or at a counter or other structure which serves the purposes of a table and is not used for the service of refreshments for consumption by persons not seated at a table or structure servicing the purposes of a table. Notwithstanding this Condition, customers are permitted to take from the Premises part consumed and resealed bottles of wine supplied ancillary to their meal.

		2. Alcohol shall be sold or supplied in the restaurant area [marked on the plan] only to persons with and for consumption at a meal supplied at the same time, consumed with the meal and paid for altogether with the meal.
CD22	Restricted use of Licence	1. The provision of regulated entertainment [live music] shall be restricted to those events which are private and when members of the public are refused admission. 2. Entry to members of the public shall be restricted to pre-booked private functions and the specific occasions listed on page [one] of this Licence.
CD23	Restriction on drinking areas	1. Alcoholic drinks may only be consumed in [insert area] of the Premises. 2. Licensable activities shall only take place in those areas designated on the approved plans lodged with the Licensing Authority. 3. A The seating area within the Premises is to be cleared by [23:00] hours and is not to be used after that time.
CD24	Security (Admission/ ID/ scan)	1. Admission shall be refused to any person [found with, or suspected of carrying, or under the influence] of drugs / carrying an offensive weapon. 2. The Premises shall install and maintain a recognised electronic identification ("ID") scanning system for customers entering the Premises. 3. The system shall be operated at all times door staff are on duty. All persons entering the Premises will be scanned. 4. The system shall have the ability to share alerts with other venues using similar ID scanning equipment, identify the hologram of an ID card and read both Passports and ID cards, including Proof of Age Standards Scheme ("PASS") approved age cards. 5. The system should be able to conduct tests to determine if a document is genuine or counterfeit. 6. The system must be compliant with Information Commissioners good practice guidance for ID scanning in clubs and bars.

		7. Information relating to the use of the scanning equipment will be made available to the Police, authorised officer(s) of the Licensing Authority or Responsible Authorities. 8. The Premises Licence Holder shall install and maintain an electronic identification and age verification system ("EIAVS") approved by the Police which will provide a full face photograph of customers entering the Premises. 9. The EIAVS: - On Friday and Saturdays from [21:00] hours or from the commencement of door supervisors at the Premises if door supervisors commence work before [21:00] hours. - On all major sporting events, bank holidays, Hallowe'en, Christmas Eve and New Years Eve from [21:00] hours or from the commencement of door supervisors if door supervisors commence work before [21:00] hours. 10. The EIAVS will be linked to a central database approved by the Police and will update automatically. 11. The EIAVS will, if a request is made by the Police, print a report which will include a full-face photograph and identification details of the individual so requested by the Police. 12. All customers must be scanned in via the EIAVS with the exception of those customers admitted to the Premises with the written approval of a member of the management team or Designated Premises Supervisor. The written approval shall include: the name of the Designated Premises Supervisor/manager, a description of the person, and the reason why such approval was given. The written approval must be retained for a period of 28 days and made available to the Police, authorised officer(s) of the Licensing Authority or Responsible Authorities if so requested.
CD25	Security (General)	1. The Premises shall operate a clear window policy to deter underage and proxy sales and persons loitering outside.
CD26	Security (Incidents)	1. An incident logbook (whether kept in written or electronic form) shall be kept and maintained on the Premises and made available for inspection on request to the Police, authorised officer(s) of the Licensing Authority or Responsible Authorities. The incident logbook will be

		completed within 24 hours of the incident and must record the following: - All crime reported to the Premises; - All ejections of patrons; - Any complaints received; - Any incidents of disorder; - All seizures of drugs or weapons; - Any faults in the CCTV system, searching equipment or scanning equipment; - Any refusals of the sale of alcohol; - Any visit by a any Responsible Authorities of emergency service; The log must include the date, time, name of the member of staff making the record, details of the incident and any action taken. - Any person found to be dealing drugs will be detained and the Police informed immediately. Drugs seized will be handed over to the Police. - A drugs drop safe shall be fitted at the Premises, the keys for which will be kept by the Police. A written record of items placed in the safe will be made in a drugs logbook and secured in evidence bags provided by the Police. - A drugs logbook (whether kept in written or electronic form) shall be kept and maintained on the Premises. The log shall be used to record any items place in the drugs drop off safe. The log will include the date, time and name of the member of staff making the record, along with the details of the drugs and any action taken. - In the event of a serious assault is committed on the Premises (or appears to have been committed), the management will immediately ensure that: - The Police (and, where appropriate, the NHS Ambulance Service) are called without delay; - All measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the Police; - The crime scene is preserved so as to enable a full forensic investigation to be carried out by
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		the Police; and d. Such other measures are taken (as appropriate) to fully protect the safety of all persons present on the Premises.
CD27	Security (Search policy)	1. A drugs search policy, as agreed with the Police, shall be implemented as a condition of entry to the Premises. The Premises will permit the Police to implement any drugs operation at the Premises. 2. The Designated Premises Supervisor will permit the Police to undertake any exercise or operation at the Premises. This includes (but is not limited to) the use of a drugs itemiser testing machine or drugs dog to check the Premises or customers at the Premises as a condition of entry. 3. The Premises Licence Holder must take all necessary precautions to prevent drugs entering the Premises. Everyone entering an event (with the exception of those entitled to enter under s.179 of the Licensing Act 2003) including those on the guest list and employees must be searched. The search must include outer clothing, pockets and bags. Such 100% entry searching must be maintained at busy periods except that where the Police have so demanded searching may be suspended in the interest of public safety. Searches must be carried out by a door supervisor of the same sex registered by the Security Industry Authority. 4. A prominent notice shall be placed at the entrance of the venue informing customers: - Of the search policy; - That entry will be refused until a search has been undertaken; - That if any drugs or offensive weapons are found on persons, that person will be detained and the Police called.
CD28	Sporting Events	1. Prior to any "Designated Sporting Event" (as defined in the Sporting Events Control of Alcohol Act 1985), the Premises Licence Holder shall ensure that: - Alcohol sales in respect of cans of beer or cider are limited to no more than [four] cans per person for a minimum of [four] hours before the commencement of the relevant Designated Sporting Event; - No sales of alcohol in bottles or glass containers are made in the period [four]

		hours before the commencement of the Designated Sporting Event; c. Alcohol sales cease for a period of [one] hour immediately before commencement of the relevant Designated Sporting Event; d. On any day where there is a relevant Designated Sporting Event taking place, the Premises will not externally advertise as a result of a local store promotion the availability of beer or cider in such a way as to be likely to be the sole inducement to attract persons to the Premises who are either attending the Designated Sporting Event or in the vicinity of the Premises as a result of the Designated Sporting Event; e. All members of staff working at the Premises are informed of this Condition prior to taking up employment; f. On the day of the relevant Designated Sporting Event, upon the direction of a Police officer, using the grounds of the prevention of crime and disorder or public safety, the Premises will immediately cease to sell alcohol until further directed by the Police or until the relevant Designated Sporting Event has finished.
CD29	Signage (Detailing Opening hours)	1. Clear and legible notices shall be strategically and prominently placed on or immediately outside the Premises detailing the normal hours under the terms of the Premises Licence or Club Premises Certificate at which licensable activities are permitted to take place.
CD30	Staffing (General)	1. A minimum of two members of staff to be present on the Premises at all times the [store/ venue] is open beyond [23:00] hours. 2. Staff shall regularly supervise customer areas and activities.
CD31	Staffing (Training)	1. All staff that undertake the sale and supply of alcohol on the Premises shall receive full training pertinent to the Licensing Act 2003 (specifically in regard to age-restricted sales, Challenge 25 Policy and the refusal of sales to persons believed to be under the influence of alcohol or drugs) before they are allowed to sell or supply any alcohol to the public at the Premises or during deliveries. Refresher training will be carried out every [six] months for all staff and documented within the training record book.

		2. A training record book (whether kept in written or electronic form) of such training shall be kept / be accessible at the Premises at all times and be made immediately available for inspection at the Premises to the Police, authorised officer(s) of the Licensing Authority or other Responsible Authorities on request. The training record shall include the trainee's name, the trainer's name, the signature of the trainee, the signature of the trainer, the date(s) of training and a declaration that the training has been received. 3. Records of all staff training along with any training material used, will be kept and maintained by the Designated Premises Supervisor or the Premises Licence Holder. 4. The Premises Licence Holder shall implement a training manual and all members of staff shall be suitably trained in underage sales prevention before making any sales of alcohol.
CD32	Text/Radio communication	1. That an adequate text/radio two-way communication link connecting the Premises to the local Police be provided at the Premises when it is open to the public. 2. The text/radio link must be made available to and monitored by the Designated Premises Supervisor or a responsible member of staff at all times that the Premises are open to the public. 3. Any Police instructions or directions given over the text/radio link must be complied with whenever given. 4. All instances of crime or disorder are reported via the text/radio link by the Designated Premises Supervisor or a responsible member of staff to an agreed Police contact point.
CD33	Toilets	1. All sanitary accommodation must be staffed continually by suitably qualified persons whilst the Premises are in use for licensable activities.

Public safety

PS1	Accommodation limit	1. The maximum number of persons to be accommodated on the Premises at any one time shall not exceed (insert numbers). 2. The maximum number of persons to be accommodated in the (specify area) at any one time shall not exceed (insert numbers). 3. When regulated entertainment is provided, the Premises Licence Holder shall install and/or operate a monitoring system/ device to maintain a current count of all persons present within the Premises at any one time during licensable hours. This count will include staff. The total count is not to exceed the capacity limit given by the [Premises Licence/ Licensing Authority]. This count shall be given to Police and authorised officer(s) of the Licensing Authority or Responsible Authorities upon request. 4. A suitable system shall be put in place to monitor the number of persons within the Premises to ensure the capacity is not exceeded. 5. A suitable system shall be put in place to monitor the number of persons within the (specify area) to ensure the capacity is not exceeded.
PS2	Charge of Licensed Premises/Duty Manager	1. The duty manager shall be familiar with all Licence Conditions. 2. The duty manager shall not engage in any duties, which will prevent general supervision of the Premises. 3. Staff shall be familiar with all licence requirements and conditions. 4. An attendant shall be on duty in the cloakroom during the whole time that it is in use.
PS3	Hypnotism	1. No person shall give at the Premises, any exhibition, demonstration or performance of hypnotism, mesmerism or any similar act or process which produces or is intended to produce in any other person any form of induced sleep or trance in which susceptibility of the mind of that person to suggestion or direction is increased or intended to be increased. NOTE: This condition does not apply to exhibitions

		given under the provisions of s.2(1A) and s.5 of the Hypnotism Act 1952.
PS4	Plans	1. Existing Ground Floor Licensing Plan drawing number [insert] as shown in the Premises Licence shall continue to have effect until such time as the proposed works are completed as notified to the Licensing Authority. 2. Once the proposed works are completed as notified to the Licensing Authority, the proposed Ground Floor Licensing Plan drawing number [insert] as show in the Premises Licence shall have effect.
PS5	Safety Arrangements (General)	1. The approved arrangements at the Premises, including means of escape provisions, emergency warning equipment, the electrical installation and mechanical equipment, shall at all material times be maintained in good condition and full working order. 2. The means of escape provided for the Premises shall be maintained unobstructed, free of trip hazards, be immediately available and clearly identified in accordance with the plans provided. 3. All emergency exit doors shall be available at all material times without the use of a key, code, card or similar means. 4. All emergency doors shall be maintained effectively self-closing and not held open other than by an approved device. 5. The edges of the treads of steps and stairways shall be maintained so as to be conspicuous. 6. All fabrics, curtains, drapes and similar features including materials used in finishing and furnishing shall be either non-combustible or be durably or inherently flame-retarded fabric. Any fabrics used in escape rooms (other than foyers), entertainment areas or functions rooms, shall be non-combustible. 7. The certificates listed below shall be submitted to the Police, authorised officer(s) of the Licensing Authority or Responsible Authorities upon written request: Any permanent or temporary emergency lighting battery or system;

		b. Any permanent or temporary electrical installation; c. Any permanent or temporary emergency warning system.
PS6	Safety Arrangements (Risk Assessment)	1. An event specific management document shall be provided to the Licensing Authority outlining the proposed management structure, responsibilities and contact details for each individual event, together with details of the organisation, control, monitoring and review mechanisms as identified by the event specific risk assessment. In all cases, this shall be submitted to the Licensing Authority at least [21] days in advance of the event (with the exception of events where guests are predominantly seated when the management document shall be submitted at least [14] days in advance of the event). 2. For each event held under the Licence an Event Safety Management Document (specific to the event) shall be completed outlining the proposed management structure, responsibilities and contact details for each individual event, together with details of the organisation, control, monitoring and review mechanisms as identified by the event specific risk assessment. 3. In all cases, this shall be submitted to the Licensing Authority, the officer dealing with Public Safety, the Police and the Fire and Rescue Service, at least [21] days in advance of the event (with the exception of events where guests are predominantly seated when the management document shall be submitted at least [14] days in advance of the event) 4. The Public Safety Officer, the Police and the Fire Service shall have an absolute Power of Veto where they are not satisfied with the measures proposed.
PS7	Sexual entertainment	1. [Other than in hotel bedrooms] There shall be no striptease or nudity, and all persons shall be decently attired at all times, except when the Premises are operating under the authority of a Sexual Entertainment Venue licence.

PS8	Special effects	1. Any special effects or mechanical installations shall be arranged, operated and stored so as to minimise any risk to the safety of those using the Premises. The following special effects will only be used on [10] days prior notice given to the Licensing Authority where consent has not previously been given: a. Dry ice and cryogenic fog; b. Smoke machines and fog generators; c. Pyrotechnics including fireworks; d. Firearms; e. Lasers; f. Explosives and highly flammable substances; g. Real flame; h. Strobe lighting.
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Prevention of public nuisance

PN1	Advertisement	1. No advertisements of any kind (including placard, poster, sticker, flyer, picture, letter, sign or other mark) that advertises or promotes the establishment, its Premises, or any of its events, facilities, goods or services shall be inscribed or affixed upon the surface of the highway, or upon any building, structure, works, street furniture, tree or any other property, to be distributed to the public.
PN2	Amplified music/sound	1. During times whilst live and/or recorded amplified music/sound is being played in the Premises: a. All windows shall be kept closed; b. All doors shall be kept closed except for access and egress purposes (excluding the outer doors of a double door entry system and unless contrary to fire precautions/procedures). 2. No speakers for amplification of music/sound shall be located in the entrance[s] and exit[s] of the Premises. 3. No speakers for amplification of music/sound shall be placed on the outside of the Premises or on the

		outside of any building forming a part of the Premises. - Live and/or recorded amplified music/sound shall not be permitted inside the Premises between [23:00] hours and [11:00] hours. - The [room/area] shall not be used as a venue for the provision of amplified music/sound.
PN3	Book (Complaints)	- A complaint book (whether kept in written or electronic form) of all complaints received from local residents or businesses concerning the operation of the Premises shall be maintained and kept by the Premises Licence Holder. The book shall be made immediately available for inspection at the Premises by the Police, authorised officer(s) of the Licensing Authority or Responsible Authorities on request. - Any complaints (including noise) received shall be logged and investigated and recorded within the complaints book within [48] hours after the complaint has been made. Details that shall be recorded upon receipt of a complaint are as follows: - Name and address of the complainant, what the complaint concerns, and where/how the complainant is impacted; - Validation/verification of the complaint i.e. details of the investigation findings; - Remedial action taken. If no remedial action is taken, justification must be provided instead; - Record of communication to the complainant[s] advising of what has been done to address their complaint[s].
PN4	Deliveries	- No deliveries or collections relating to licensable activities at the Premises will take place between the hours of [insert hours]. - All deliveries shall be made to the [rear] entrance only.
PN5	Dispersal policy	- There shall be a Dispersal Policy commencing [30] minutes prior to closing, consisting of: - Lowering tempo and volume of music; - Gradually increasing lighting; - Announcing availability of soft drinks and

		giving details of in-house taxis; d. House lights to be switched on [ten] minutes prior of closing of the bar. 2. The dispersal of customers from the Premises must be managed in accordance with the following: a. Clear and legible signs shall be prominently displayed at all exits from the Premises requesting patrons to respect the needs of local residents and to leave the Premises and area quietly. The signage shall be kept free from obstructions at all times. b. Public announcements requesting customers to leave quietly to minimise disturbance to nearby residents; c. A [specify] minutes period where [music volume is reduced/ lighting increased/ alcohol sales cease]. 3. The Premises Licence Holder shall take all reasonable steps to ensure that any customers loitering outside the Premises disperse quickly and do not congregate.
PN6	Drinking up/winding down time	1. The supply of alcohol and the provision of regulated entertainment shall cease [30] minutes prior to the closing times of the Premises. 2. The Premises will close to the public [30] minutes after licensable activities cease.
PN7	Entry to Premises	1. Access and egress shall be restricted to the main entrance on [street name], except in the case of emergencies. 2. There will be no entry or re-entry into the Premises after [time] hours. 3. There shall be no admittance or re-admittance to the Premises after [23:00] hours except for patrons permitted to temporarily leave the Premises (e.g. to smoke, make a phone call). 4. Patrons permitted to temporarily leave and then re-enter the Premises (e.g. to smoke or make a phone call) shall not be permitted to take glass containers with them.

		5. Patrons permitted to temporarily leave and then re-enter the Premises to smoke shall be restricted to a designated smoking area defined as [specify the location/mark on plan]. No more than [insert number] of customers will shall be permitted to remain in the designated smoking area at any one time. 6. Clear and legible notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and businesses and use the area quietly. The signage shall be kept free from obstructions at all times.
PN8	External drinking area[s]	1. All external drinking area[s] (including beer gardens) shall not be used after [insert time] on Monday to Saturday, and [insert time] on Sunday and shall be cleared of customers by that time when the Premises is open to the public. 2. The supply of alcohol in all the external drinking area[s] to cease at [insert time] hours Monday to Saturday, and at [insert time] hours on Sundays. A [20] minutes period to be allowed from the end of supply of alcohol in all external drinking area[s] Monday to Sunday, for drinking up/dispersal. 3. Clear and legible signs shall be prominently displayed in all external drinking area[s] specifying the areas are not to be used after [insert time] on Monday to Saturday, and [insert time] on Sunday. The signage shall be kept free from obstructions at all times. 4. All external area[s] of the Premises shall not be used for regulated entertainment. 5. Clear and legible signs shall be prominently displayed in all external drinking area[s] requesting patrons to respect the needs of local residents and to leave the Premises and area quietly. The signage shall be kept free from obstructions at all times. 6. Clear and legible signs shall be prominently displayed in all external drinking area[s] requesting patrons to leave the Premises in an orderly fashion. The signage shall be kept free from obstructions at all times. 7. Door supervisors and/or staff shall ensure, as far as reasonably practicable, that patrons in external area[s] behave in an orderly and neighbourly fashion considerate manner. 8. Clear and legible signs shall be prominently displayed

		in all external drinking area[s] requesting patrons to behave in an orderly and neighbourly fashion. The signage shall be kept free from obstructions at all times. 9. Clear and legible signs shall be prominently displayed in all external drinking area[s] requesting patrons to respect neighbours and to use the area[s] quietly. The signage shall be kept free from obstructions at all times. 10. All external chairs and tables shall be brought into the Premises or otherwise removed from outside by [insert time] hours on every day. 11. The area will be used as a smoking area and staff and security shall monitor the area and encourage customers to return swiftly back into the venue. 12. No live and/or recorded amplified music/sound shall be audible in all external drinking area[s]. 13. The external area[s] of the Premises shall cease trading at [22:00] hours and be clear by [22:30] hours (excluding the smoking area). 14. Any external area[s] of the Premises shall not be used for the showing of screened live feed broadcasting at any time. 15. No more than [insert number] customers will be permitted to enter or remain in [define outdoor area(s)] of the Premises at any one time, between the hours of [specify]. 16. The external bar (positioned as shown on the plan shown in [Annex number]) shall be in use [insert hours and days] only and shall be closed at all other times. 17. The external patio area shall be cleared of customers by [insert time] hours and that persons shall only be permitted to use the area for the purpose of smoking after that time.
PN9	Fumes	1. No fumes, steam or odours shall be emitted from the Premises so as to cause a nuisance to any persons living or carrying on business in the area where the Premises are situated.
PN10	Hot food and drink	1. There shall be no sales of hot food or hot drink for consumption off the Premises after [23:00] hours.

PN11	Hours of closing (British Summer Time)	1. On the morning that Greenwich Mean Time changes to British Summer Time, one hour will be added to the terminal hour of any activities and to the closing time for the Premises where the existing terminal hour for the activities and/or closing hour for the Premises ends after [01:00] hours.
PN12	Latest admission	1. That there shall be no entry or re-entry to the Premises after [insert times]. 2. A latest admission time of Midnight [00:00 hours] shall apply on Friday and Saturday nights with an appropriate sign to that effect placed on the entrance to the Premises.
PN13	Lighting	1. Flashing or particularly bright lights on or outside the Premises shall not cause a nuisance to nearby properties, save insofar as they are necessary for the prevention of crime and disorder.
PN14	Litter	1. At [specify hours] [specify areas] outside the Premises, including [specify areas] must be swept and/or washed, and litter and sweepings that can be attributed to the Premises collected and stored [specify storage and collection]. 2. Where the Premises provide late night refreshments for consumption off the Premises, sufficient waste bins must be provided at or near all the exits, to enable the disposal of waste. 3. The Premises Licence Holder shall ensure that all staff shall be vigilant in relation to litter issues, routinely checking the Premises during opening hours to ensure they are clean and tidy and to ensure the frontage of the Premises is swept at least [once] each trading day. 4. During the hours of operation of the Premises, the Premises Licence Holder shall ensure sufficient measures are in place to remove and prevent litter or waste arising or accumulating from customers in the area immediately outside the Premises, and that this area shall be swept and or washed, and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements by close of business.

		5. All waste shall be properly presented and placed out for collection no earlier than [30] minutes before the scheduled collection times. 6. No waste or recyclables, including bottles, shall be moved, removed from or placed in outside areas between [23:00] hours and [08:00] hours on the following day.
PN15	Live performance[s]	1. Live music shall be limited to no more than [four] performers in the [bar] at any one time. 2. Live music to cease [30] minutes before the supply of alcohol (no more than [36] occasions per annum). 3. Live music will be limited to [insert number] times per week and will end no later than [insert time] hours, unless the music is part of a private function.
PN16	Management responsibility	1. The duty manager, wearing a high visibility waistcoat, shall patrol the outside of the Premises at regular intervals when licensable activities are taking place. 2. The Premises Licence Holder shall ensure that any queue to enter the Premises which forms outside the Premises is orderly and supervised by door staff so as to ensure that there is no public nuisance or obstruction to the public highway. IS THIS SOMEWHERE ELSE?
PN17	Noise (Acoustic survey)	1. There shall be no regulated entertainment, in the form of live and or recorded music (amplified or not) at the Premises until such time that the Premises Licence Holder commissions an acoustic survey (in the form of a Noise Impact Assessment) to be carried out by an independent acoustic consultant in order to identify possible sources of sound leakage likely to cause a disturbance to local residents or business, given the nature of the entertainment provided. A copy of the Noise Impact Assessment, along with all supporting evidence that the requirements have been complied with, must be submitted to the Licensing Authority and the Environmental Health Service. There shall be no regulated entertainment until the

		Premises Licence Holder has undertaken all remedial works and recommended control measures contained within the Noise Impact Assessment are implemented in full to the written satisfaction of the Licensing Authority and/or Environmental Health Service. To comply with the above, the following criteria must be met: a. The Noise Impact Assessment must be undertaken by an independent acoustic consultant, who shall be a member of the Association of Noise Consultants and a member of the Institute of Acoustics; b. The methodology of the Noise Impact Assessment shall accord with the current UK guidance, and British Standards, and agreed with the Licensing Authority and/or Environmental Health Service in advance of the assessment commencing; c. Prior to the implementation of the control measure, the Licensing Authority and/or Environmental Health Service shall be given the opportunity to review and comment on the Noise Impact Assessment, and its recommendations. 2. There shall be no regulated entertainment, whether regulated or within the auspices of the Lise Music Act 2012 de-regulations, at the [Premises/room] until such time that the Premises Licence Holder commissions an acoustic survey (in the form of a Noise Impact Assessment) to be carried out by an independent acoustic consultant in order to identify possible sources of sound leakage likely to cause a disturbance to local residents or business, given the nature of the entertainment provided. A copy of the Noise Impact Assessment, along with all supporting evidence that the requirements have been complied with, must be submitted to the Licensing Authority and the Environmental Health Service. There shall be no regulated entertainment until the Premises Licence Holder has undertaken all remedial works and recommended control measures contained within the Noise Impact Assessment are implemented in full to the written satisfaction of the Licensing Authority and/or Environmental Health Service. To comply with the above, the following criteria must be
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		met: a. The Noise Impact Assessment must be undertaken by an independent acoustic consultant, who shall be a member of the Association of Noise Consultants and a member of the Institute of Acoustics; b. The methodology of the Noise Impact Assessment shall accord with the current UK guidance, and British Standards, and agreed with the Licensing Authority and/or Environmental Health Service in advance of the assessment commencing; c. Prior to the implementation of the control measure, the Licensing Authority and/or Environmental Health Service shall be given the opportunity to review and comment on the Noise Impact Assessment, and its recommendations. 3. In the event of a significant change to the local noise environment occurs, the acoustic consultant will undertake a further ambient Noise Impact Assessment. 4. Regulated entertainment shall be permitted in line with the Noise Impact Assessment. All entertainment in the [area/room] is subject to the agreed Noise Management Plan, and delivered via a noise sound limiting device set at an agreed level with the Environmental Health Service.
PN18	Noise (General)	1. The Premises Licence Holder or nominated person, shall carry out proactive noise observations outside the Premises, at least once per [hour], whilst regulated entertainment is provided and take any necessary remedial action. 2. A noise recording book (whether kept in written or electronic form) of proactive noise observations shall be maintained. The recording book will record the date and time of the noise, any issues discovered and, where applicable, what remedial action was taken. The recording book shall be made immediately available for inspection at the Premises by the Police, authorised officer(s) of the Licensing Authority or Responsible Authorities on request. 3. The Premises Licence Holder shall ensure that no nuisance shall be caused by noise generated from the Premises or vibration transmitted through the structure of the Premises. This includes noise generated from any regulated entertainment in the form of live and/or recoded amplified music/sound,

		heating, air conditioning, equipment, mechanical ventilation and/or refrigeration plant, which shall not be audible to local residents and/or businesses.
PN19	Noise (Noise Management Plan)	1. A Noise Management Plan shall be submitted for examination and written approval by officer of the Licensing Authority and Environmental Health Service. The approved Noise Management Plan shall be observed and complied with in full. The control measures stipulated within the Noise Management Plan shall be implemented at all times whilst the Premises is operating with regulated entertainment. The Noise Management Plan will: a. Cover all activities at the Premises (including the use of the smoking area and the ingress and egress from the Premises); b. Clearly define the measures to be taken to achieve: i. Sound propagation, calculation, mapping and/or similar; ii. Compliance (e.g. monitoring locations/ observations) with the agreed Music Noise Level within the Premises c. Provided details of how the Premises Licence Holder proposes to ensure that noise conditions at the Premises are complied with; d. Clearly define the noise monitoring arrangements and locations to be monitored, to determine compliance with the four Licensing Objectives; e. Consider other sensitive activities that may be affected by the event[s]; f. Clearly define the arrangements to secure compliance with the four Licensing Objectives throughout the event[s], and the organisational management to secure the same; g. Detail the corrective action where/if music is perceived to have escaped inappropriately; h. Clearly define the arrangements for receiving and responding to complaints from local residents and businesses concerning noise and other issues associated with the build-up, clearance, infrastructure and the event itself; i. The Plan will be subject to regular review and any changes necessary shall be submitted in

		writing to the Licensing Authority for written approval.
PN20	Noise (Sound Limiting Device)	1. The Premises Licence Holder shall provide a system or device which shall control the maximum audible levels of music/sound played at the Premises at a set level and be subject to the following provisions: a. The system or device shall be installed at the Premises and set, within [3] months of the date of the [grant/ variation, review] of the Licence at a level approved by an authorised officer of the Environmental Health Service and this level shall be adjusted thereafter at his direction where he considers it is necessary for the prevention of public nuisance; b. All music/sound played at the Premises shall be played through this system or device; c. The system or device shall not be adjusted/ altered/ changed/ replaced without the prior written approval of an authorised officer of the Environmental Health Service; d. The system or device shall be maintained in a secure state as approved by an authorised officer of the Environmental Health Section, so that it is not able to be tampered with easily; and e. The system or device shall be monitored and be maintained in effective working order so that the maximum levels of music played at the Premises do not exceed the level that has been set.
PN21	Noise (Sound Limiting Device – password)	1. That the key/password for the sound limiting device installed at the Premises be kept by a third party nominated by the Premises Licence Holder and approved by the Licensing Authority and that no changes be made to the set levels without the consent of the Environmental Health Service.
PN22	Noise (Sounds Limiting Device – plans and specifications)	1. That the Premises Licence Holder provides detailed plans and specifications of the sound system(s) installed and maintained at the Premises to the Environmental Health Service by [insert date] for its

		approval and that no additions/ alterations/ replacements are made to the system without their consent.
PN23	Notices	1. Clear and legible signs shall be prominently displayed at all exits from the Premises requesting patrons to respect the needs of local residents and to leave the Premises and area quietly. The signage shall be kept free from obstructions at all times. 2. Clear and legible signs shall be prominently displayed near to all exits from the Premises requesting patrons to leave the Premises in an orderly fashion. The signage shall be kept free from obstructions at all times.
PN24	Restriction on Late Night Refreshment	That the provision of late night refreshment after [insert time] hours on Thursday to Saturday will be to persons attending pre-booked events or to performers, event organisers and bona fide guests of the aforementioned only.
PN25	Restriction on Licence	1. The principle function area of the Premises shall be predominantly laid out with tables for food service. The restaurant area set out on the Premises plan shall always be laid out with tables for food service.
PN26	Restriction on regulated entertainment	1. The following restrictions shall apply to the licensable areas of the Premises: a. [State area]: The provision of regulated entertainment shall be restricted to live and/or recorded amplified music/sound of no more than [two] performers at any one time. b. [State area]: The provision of regulated entertainment shall be restricted to live and/or recorded amplified music/sound of no more than [four] performers at any one time and DJ's for private functions only.
PN27	Rubbish	1. The placing of refuse – such as bottles – into receptacles outside the Premises shall not take place between [insert times]. 2. The placing of refuse outside the Premises on the

		public highway for collection can only take place between [insert time] to [insert time] and [insert time] and [insert time]. 3. Refuse left on the public highway may only be immediately adjacent to the Premises street entrance. 4. Rubbish bins and sacks must show the name of either the business or the waste collector and a contact telephone number. 5. Frequent collection of refuse – such as glass and bottles – will be undertaken to ensure that empty containers purchased from the Premises do not accumulate in or around the Premises.
PN28	Taxi companies	1. The Premises shall maintain an arrangement with a mini-cab/ taxi companies with a view to providing a service directly to the Premises. The Premises shall encourage their customers to use this service wherever possible. 2. Patrons waiting outside for mini-cabs/ taxis are to be encouraged to wait inside the Premises and a notice shall be displayed to that effect. The signage shall be kept free from obstructions at all times. 3. The Premises Licence Holder shall put in place an arrangement with a suitable licensed mini-cab firm/ taxi company to provide a service to patrons. 4. The patrons waiting for mini cabs/ taxis shall be advised to wait inside the Premises and that the mini-cab/ taxi driver shall call at the Premises to pick up a named passenger. 5. A taxi marshal shall be employed at the Premises to assist with the dispersal of patrons on such nights that customers are admitted after [02:00] hours.
PN29	Windows and doors	1. All external windows and doors must be kept shut at all times regulated entertainment is being provided / after [insert hours]. Doors may be opened for normal entrance and egress of people but must be shut immediately thereafter. 2. All windows and external doors shall be kept closed after [21:00] hours, or at any time when regulated entertainment takes place, except for the immediate access and egress of persons.

		3. The windows at first floor level at the rear of the Premises shall remain closed and doors at first floor level at the rear of the Premises and the outside door on the [state area] side of the Premises shall remain closed, except during access and egress, when the Premises are used for regulated entertainment.
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Protection of children from harm

CH1	Access for Children to Licensed Premises (General)	1. Access of children under the age of 18 shall not be permitted in the [Premises/entertainment area] when the Premises is being used for [insert licensable activity] / at any time. 2. No persons under the age of [18] is permitted on the Premises whilst it is open for business. 3. Access of unaccompanied children under the age of 16 shall not be permitted after [23:00] hours when the Premises are serving alcohol for consumption on the Premises. 4. The restriction of access of children under 18 shall apply between [insert times]. 5. Access of persons under the age of 18 shall not be permitted to the Premises unless accompanied by a responsible adult after Midnight [00:00 hours]. 6. Access of children under the age of 16/18 shall not be permitted in the Premises after [insert] hours. 7. Access of unaccompanied children (under the age of 18) shall not be permitted on the Premises at any time. 8. The Licensing authority will be notified at least 28 days in advance of any event to which children under 18 are permitted. Where access to persons under 18 years of age is permitted after [21:00] hours, the Police and Licensing Authority shall be given 14 days' notice of the proposed event. The Police shall retain a Power of Veto over the event
CH2	Entertainment for Children	1. Entertainment specially presented for children shall not be given for children without the written consent of the Licensing Authority. At least 14 days' notice shall be given to the Licensing Authority of any intention to provide such entertainment in Premises

		not normally used for children's entertainment.
CH3	Notice (Sales/ admissions to Children)	1. Clear and legible notices shall be strategically and prominently placed on the Premises detailing the restrictions on sales to children. The signage shall be kept free from obstructions at all times. 2. Clear and legible notices shall be strategically and prominently placed on or immediately outside the Premises detailing the restrictions on the admission to children. The signage shall be kept free from obstructions at all times.
CH4	Prohibition on use (sexual nature)	1. The following entertainment is not permitted: a. Any live performance or live display of nudity, which is of such nature that it must reasonably be assumed to be provided solely or principally for the purposes of sexually stimulating any member of the audience (whether by verbal or other means); b. No adult entertainment. 2. Any entertainment performance, service, or exhibition involving nudity or sexual stimulation which would come within the definition of a sex establishment in Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 as amended shall not be provided. NOTE: This condition does not apply to any entertainment that is an integral part of a licensed performance of a play.
CH5	Underage events	1. In the event of an externally promoted and/or marketed event[s] held at the Premises involving persons under the age of 18, the supply or consumption of alcohol shall not be permitted in the Premises; 2. In the event of an externally promoted and/or marketed event[s] held at the Premises involving persons under the age of 18, a minimum of two SIA registered door supervisors will be on duty from [30] minutes before the advertised start time of the event until [30] minutes after the advertised finish time of the event.

S.177A of the Licensing Act 2003/ Live Music Act 2012

LA1	Section 177A, Licensing Act 2003	1. No provision of entertainment consisting of the performance of live music and recorded music is not to be regarded as the provision of regulated entertainment provided: a. Music takes place on Premises which are authorised by a premises licence or club premises certificate to be used for the supply of alcohol for consumption on the Premises; b. At the time of the music, the Premises are open for the purposes of being used for the supply of alcohol for consumption on the Premises; c. If the music is amplified, it takes place in the presence of an audience of no more than 500 patrons; and d. The music takes place between [08:00] hours and [23:00] hours on the same day. Any condition of the premises licence or club premises certificate detailed below which relates to live music, recorded music or both does not have effect in relation to the music.
LA2	Section 177A, Licensing Act 2003	1. The effect of the de-regulation provided by section 177A of the Licensing Act 2003 does not apply to these Premises. All conditions relating to live music and recorded music shall apply at all times the Premises is open to the public 2. By virtue of s.177A of the Licensing Act 2003, the conditions of the Premises Licence relating to regulated entertainment shall be in force between [08:00] hours and [23:00] hours.

Annex 3 – Order of Proceedings

NEATH PORT TALBOT COUNCIL

Statutory Licensing Sub-Committee

Order of Proceedings - Hearings

This Order of Proceedings is subject to the provisions of: the Licensing Act 2003 (Hearings) Regulations 2005; the Gambling Act 2005 (Proceedings of Licensing Committees and Sub-committees) (Premises Licences and Provisional Statements) (England and Wales) Regulations 2007; the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020; the Licensing Act 2003; and the Gambling Act 2005.

1. Preliminaries

At the beginning of the hearing, the Chair shall be elected by simple majority of Members present.

2. Introductions

The Chair will:

- a. Introduce themselves before confirming the meeting, the date, the time and the business to be considered;
- b. Inform the parties that the hearing is simultaneously being webcast;
- c. Ask all persons participating in the hearing to mute their microphones while other people are speaking, and only turn on their microphones on when they need or wish to speak (*Applicable to remote attendance or hybrid hearings only*);
- d. Remind all those present that should they wish to speak during the hearing, they should do so after having used the raised hand facility, and after being invited by the Chair to speak (*Applicable to remote attendance or hybrid hearings only*).

This will assist in preventing participants speaking over each other, and will ensure that the “live” speaker can be heard by everyone. In the event that a participant does not have the hand raising facility, they can instead use the “chat” facility, and will be able to speak after the Chair has invited them to speak.

3. Roll call

From the list prepared by Democratic Services, the Chair will invite the Democratic Services Officer to conduct an alphabetical roll call of those present, in the following order:

- a. The Sub-Committee;
- b. Other Member(s);
- c. Council Officer(s);
- d. The Applicant(s);
- e. All Responsible Authorities; and
- f. Any Interested Person(s).

The Democratic Services Officer will also ask all persons present to confirm they can hear and participate in the hearing.

4. Declarations of interest

The Chair will deal with any declarations of interest. Members, in an alphabetical order, shall indicate verbally whether they have any interests to declare.

Members should ensure that they take advice on any possibility of a personal and/or prejudicial interest from the Head of Legal and Democratic Services (Mr. Craig Griffiths) or Principal Solicitor - Litigation (Mr. Michael Shaw), prior to the hearing.

5. Quorum and Rules of Procedure

The Chair will then confirm that there is a quorum, and the hearing can, therefore, proceed.

The Chair will remind those Members present of the Rules of Procedure, and of the guidance issues to Members regarding remote attendance (*if applicable*), and ask everyone to work in accordance with it.

6. Documentation

The Chair will check all Members, and participants, have a full set of papers. Once confirmed, the Chair will, if necessary, invite Parties to make representations for the inclusion of additional documentation.

Any additional documentation, agreed by *all* parties, will be distributed and those present given sufficient time to consider its contents. Should extensive additional documentation be submitted, the Sub-Committee may adjourn the hearing if it considers the principles of natural justice, and the public interest, would be better served.

The Sub-Committee will consider any requests for additional documentary evidence, or other information, to be introduced by any party.

7. Report from the Legal Regulatory Services Manager

The Legal Regulatory Manager, or any Legal Regulatory Officer who is not designated as a Responsible Authority, will:

- a. Introduce the report;
- b. Outline the nature of the application;
- c. Address the background information; and
- d. Provide any update(s).

8. Questions to the Legal Regulatory Services Manager

Questions may be put to the Legal Regulatory Manager – or any Legal Regulatory Officer who is not designated as a Responsible Authority – in the following order:

- a. The Applicant(s)/representative;
- b. All Responsible Authorities (*if present*). This includes: South Wales Police, Environmental Health etc. For the avoidance of doubt, each and every Responsible Authority will be allowed to ask questions.

- c. Ward Member (*if present*);
- d. Any Interested Person(s);
- e. Sub-Committee; and
- f. Legal Services.

9. Applicant(s) submissions

The Applicant(s)/representative will be invited to address the Sub-Committee.

10. Applicant(s) witnesses submissions (*if present*)

Each witness for the Applicant(s), where permission has been granted by the Sub-Committee, will be invited to address the Sub-Committee.

11. Responsible Authorities submissions (*if present*)

Each Responsible Authority will be invited to address the Sub-Committee.

12. Ward Member's submissions (*if present*)

The Ward Member will be invited to address the Sub-Committee.

13. Interested Person(s) submissions (*if present*)

Each Interested Person(s) will be invited to address the Sub-Committee.

Where there is a large group of supporters or objectors for the application, the group(s) should be encouraged to appoint a single spokesperson in order to save time, and avoid duplication.

14. Questions to the parties

Each party will have an opportunity to ask questions of any other party, including any witness(es). Please see below for the order in which parties can ask questions. Once that party has finished asking his/her questions to *all* parties, it will then be for the next party to ask questions. The order is:

- a. Legal Regulatory Services Manager;
- b. The Applicant(s)/representative;

- c. Each Responsible Authorities *(if present)*. Once each Responsible Authority has asked their questions, it will be the turn of the next Responsible Authority. This process will be repeated until each Responsible Authority has had an opportunity to ask questions;
- d. Ward Member *(if present)*;
- e. Any Interested Person(s). Once one Interested Person has asked his/her questions, it will be the turn of the next Interested Person (if any) to ask questions. This process will be repeated until all Interested Person(s) have had an opportunity to ask questions;
- f. Sub-Committee;
- g. Legal Services; and
- h. An opportunity for any further questions.

15.Additional submission(s)

Members recognise that any party may have additional submissions once questions have been asked or answers provided. Therefore, Members, will provide an opportunity for further submissions. Any submissions may be made in the following order:

- a. The Applicant(s)/representative;
- b. Any other Responsible Authorities *(if present)*;
- c. Ward Member *(if present)*; and
- d. Any other Interested Person(s).

16.Closing statements

The Chair will then invite each party to make closing statements. The order of the closing statements is as follows:

- a. All Responsible Authority *(if present) (unless Applicant is a Responsible Authority)*;
- b. Ward Member *(if present)*;
- c. Any Interested Person(s); and

- d. The Applicant(s)/representative.

To be clear, no new information may be introduced by any party. No further questions will be asked. It is simply an opportunity for each party to provide a summary.

17.Retire for deliberations

The Chair will:

- a. Confirm that the Sub-Committee has read the Item of business being considered, and heard all the submissions;
- b. Ask the parties if they are satisfied that they have had a fair hearing, and will then close proceedings;
- c. Advise the parties that they will need to leave the hearing, and they will be notified at the earliest available opportunity of the Sub-Committees decision;
- d. Invite the Members to pass a resolution to exclude the press and public (including all parties and their representatives) pursuant to:
 - i. Regulation 14 (2) of the Licensing Act 2003 (Hearings) Regulations 2005; or
 - ii. Regulation 8 (2) of the Gambling Act 2005 (Proceedings of Licensing Committees and Sub-committees) (Premises Licences and Provisional Statements) (England and Wales) Regulations 2007
- e. Invite all but the Sub-Committee Members to leave the hearing to make their deliberations. To assist Members, the Legal Services Officer and the Democratic Services Officer, shall be entitled to remain with the Sub-Committee;
- f. Confirm that the recording and webcasting will be turned off.

18.Deliberations (private session)

The Chair will:

- a. Open the discussion, and seek Members' views in respect of the application, and all the matters they have heard;
- b. Propose to take a vote in respect of the matter, once a full and frank deliberation has taken place;
- c. Ask for a proposer, and seconder of the recommendation;
- d. Ask the proposer, and seconder to identify themselves as proposer and seconder. In the event of any disagreement, any matter shall be determined by a simple majority of votes cast;
- e. Ask the Democratic Service Officer to confirm the outcome of the vote; and
- f. Ask Members for the reasons for their decision. The material findings of fact and any conditions (if necessary) will be agreed and recorded in writing.

19. Decision

The Sub-Committee will decide whether the hearing may resume in public. If the hearing will resume in public, the Chair will:

- a. Announce the decision;
- b. Provide reasons for the decision; and
- c. State the licence conditions that are to be imposed (*if applicable*).

The Licensing Authority will notify the parties in writing of the determination of the Sub-Committee, and their rights of appeal.

The Chair will move on to the next Item.

Once all matters have been considered. The Chair will confirm the close of the hearing.

Annex 4 – Links to Corporate Policies

1. Neath Port Talbot Corporate Strategy

<https://www.npt.gov.uk/council/strategies-plans-and-policies/priorities-and-performance/corporate-strategy-2025-2028/>

2. Neath Port Talbot Event Strategy

Link currently unavailable

3. Neath Port Talbot Destination Management Plan

<https://www.npt.gov.uk/council/strategies-plans-and-policies/people-and-places/>

4. Neath Port Talbot Culture Strategy

<https://www.npt.gov.uk/council/strategies-plans-and-policies/people-and-places/>

5. Neath Port Talbot Strategic Equality Plan

<https://www.npt.gov.uk/council/strategies-plans-and-policies/equalities/strategic-equality-plan/>

FILM AUTHORISATION PROCEDURES

1. INTRODUCTION

- 1.1 The Council as the Licensing Authority is the responsible authority for authorising the public exhibition of films. Section 20 of the Licensing Act 2003 (the Act) provides that where a Premises Licence or Club Premises Certificate authorises the exhibition of a film(s), the licence must include a condition requiring the admission of children to films to be restricted in accordance with recommendations given either by the British Board of Film Classification (the BBFC) or by the Licensing Authority itself. As such the admission of children to the exhibition of any film(s) must be restricted in accordance with:
- EITHER the BBFC classification;
 - OR where the film is not classified by the BBFC, any recommendations made by the Licensing Authority.
- 1.2 Where a premises seeks or intends to exhibit a film(s) that venue must be covered by a Premises Licence, Club Premises Certificate, Temporary Event Notice or benefit from an exemption under the Licensing Act 2003. Further information is available from the Licensing Authority.
- 1.3 The definition of children is any person under the age of 18 years.

- 1.4 Under the Licensing Act 2003, the definition of the exhibition of a film is the exhibition of moving pictures.
- 1.5 In summary, the public exhibition of all films on licensed premises must either be classified by the BBFC or authorised by the Licensing Authority under the powers of the Licensing Act 2003.
- 1.6 The Licensing Authority when authorising a film(s) shall at all times, take into account the Guidance issued under Section 182 of the Licensing Act 2003 (the National Guidance).
- 1.7 The Licensing Authority may be requested to authorise a film that has already been classified by the British Board of Film Classification (BBFC) in two different circumstances:
- a) a distributor of a film may appeal against the decision of the BBFC and request that the Licensing Authority re-classifies/authorises the film for local screening (with recommendations on age restrictions); and
 - b) An independent party may request that the Licensing Authority re-classifies/authorises the film for local screening (with recommendations on age restrictions).
- 1.8 In addition, the Licensing Authority may be requested to authorise the showing of an unclassified film(s). This normally occurs in the following cases:
- A film festival covering a specific period of time
 - A one-off screening of a film
 - A trailer for a film
- 1.9 In accordance with paragraph 10.31 of the National Guidance, the Licensing Authority shall concern itself primarily with the protection of children from harm. It will not use its powers to censor films save where there is clear cause to believe that this is required to promote the licensing objectives.

- 1.10 Under the Licensing Act 2003, the Licensing Authority must carry out its functions with a view to promoting the licensing objectives. In terms of film exhibitions and festivals, the most relevant licensing objective is the Protection of Children from Harm.

2. PRINCIPLES IN DETERMINING APPLICATIONS

- 2.1 The BBFC classifies films in accordance with its published Guidelines, which are based on extensive research into public opinion and professional advice. The National Guidance under Section 182 of the LA03 recommends that:

“Licensing Authorities should not duplicate the BBFC’s work by choosing to classify films themselves. The classifications recommended by the BBFC should be those normally applied unless there are very good local reasons for a Licensing Authority to adopt this role. Licensing Authorities should note that the provisions of the 2003 Act enable them to specify the Board in the licence or certificate and, in relation to individual films, to notify the holder or club that it will make a recommendation for that particular film”

- 2.2 The Licensing Authority considers the classification system used by the BBFC to be nationally understood and accepted. It will therefore use this system, and any amendments thereto, as a reference point for determining its recommendation(s) on the restriction of access of children to the film(s). It should be noted however that the Licensing Authority is not obliged to follow these guidelines.
- 2.3 Where a licensed premises seeks to exhibit a film that has not been classified by the BBFC then it will be the responsibility of the Licensing Authority to authorise that film. As such the procedures outlined later in this document will be followed.
- 2.4 The Licensing Authority recognises the principle within the Human Rights Act 1998 that adults should be free to choose their own entertainment. Material should not be in breach of the criminal law,

including material judged to be obscene under the current interpretation of the Obscene Publications Act 1959 or has been created through the commission of a criminal offence.

- 2.5 Applicants must ensure that all material that is the subject of the application complies with the current interpretation of the Obscene Publications Act 1959, the Copyright Design and Patents Act 1988 or any other relevant legislation and has not been created through the commission of a criminal offence.
- 2.6 Any authorisations for the exhibition of film(s) issued by the Licensing Authority shall only apply when the film(s) is exhibited within the County Borough of Neath Port Talbot and does not affect the authorisation or recommendations in any other borough.
- 2.7 Once authorised by the Licensing Authority a film will be authorised for a particular showing or festival only subject to the recommendations imposed by the Licensing Authority (unless further application for re-classification is made). Details of the authorisation including any recommendations shall be available from the Licensing Section and listed on the Council's website.
- 2.8 The issue of any authorisation by Neath Port Talbot County Borough Council is strictly limited to the authorisation within the County Borough of Neath Port Talbot and it is assumed that all relevant third party consents and licences in respect of any and all copyright, confidential information and all other intellectual property rights have been obtained.
- 2.9 The Licensing Authority will consider each authorisation on its own merit and may impose additional and more specific recommendations where it deems necessary in order to comply with the Protection of Children from Harm Licensing Objective. Specimen Recommendations for inclusion are included at Appendix 1.
- 2.10 Where the Licensing Authority authorises unclassified material to be shown the Licensing Authority will require an undertaking from the

applicant that no material to be exhibited contravenes the current interpretation of the Obscene Publications Act 1959, the Copyright Design and Patents Act 1988 or any other relevant legislation and has not been created through the commission of a criminal offence. The Licensing Authority shall also not be liable for any material that has been created through the commission of a criminal offence. It is the responsibility of the applicant to ensure that no film or trailer contravenes the law.

- 2.11 Where the Licensing Authority has determined to refuse authorisation of a film(s) clear and concise reasons shall be given.

3. PROCEDURE FOR RECLASSIFICATION AUTHORISATION REQUESTS FOR APPROVAL OF FILMS ALREADY CLASSIFIED BY THE BBFC

- 3.1 Applications for authorisation of films already classified by the BBFC shall be referred to and determined by the Licensing Sub Committee on behalf of the Licensing Authority. This Sub Committee shall consist of 3 Members of the Licensing Committee. Applications should be submitted on the Licensing Authority's application form obtained from Licensing Section, Civic Centre, Port Talbot, SA13 1PJ
- 3.2 In accordance with Annex D Part 5 of the National Guidance all requests shall be accompanied by the film(s) where possible in DVD format (or another agreed digital format) to avoid delays, the cost to be borne by the applicant. If this is not possible, then arrangements will be made for a suitable venue to view the film. This will allow the Licensing Sub Committee time to view and authorise the film(s) so that the licence holder is able to adhere to any recommendations on age restrictions the Licensing Authority may impose. In any event, all requests should be submitted on the Licensing Authority's application form a minimum of 28 days before the proposed screening.
- 3.3 Where an individual or organisation not connected with the film(s) requests re-classification of a BBFC classified film, they are not expected to provide a copy of the film(s). The Licensing Authority will then make suitable arrangements to view the film. It is also accepted that in these

circumstances, it may not be possible to give **28 days'** notice before the proposed screening.

- 3.4 All requests must be accompanied by detailed reasons for the request. Requests will be dealt with as expeditiously as possible as it is appreciated that films are generally only shown in cinemas for a relatively short period.
- 3.5 The Sub Committee will then view the entire film and assess it against the BBFC guidelines and National Guidance. The Sub Committee shall issue a Notice of Determination of the authorisation within 5 working days from the date of viewing. The Licensing Authority will then formally advise the applicant and the licence holder of any recommendation(s) restricting the admission of children to the film(s).
- 3.6 Requests must be relevant to the protection of children from harm licensing objective and not frivolous, vexatious or repetitive. Requests may also be relevant to the prevention of crime and disorder licensing objective but only in relation to the contravention of the current interpretation of the Obscene Publications Act 1959 or any other relevant legislation.
- 3.7 In line with Annex D Part 5 of the National Guidance, where a film(s) is recommended by the Licensing Authority as falling into an age restrictive category, no person under the age specified shall be admitted. Where a film(s) is recommended by the Licensing Authority as falling into a category requiring any persons under a specified age to be accompanied by an adult, no person under the age specified shall be admitted unaccompanied by an adult.
- 3.8 In these circumstances, the licence holder will be required to display in a conspicuous position a notice clearly stating the relevant age restrictions and requirements. With regard to the wording of such Notices, the Licensing Authority shall have regard to National Guidance, e.g.:

“PERSONS UNDER THE AGE OF [*INSERT APPROPRIATE AGE*] CANNOT BE
ADMITTED TO ANY PART OF THE PROGRAMME”

Or

““PERSONS UNDER THE AGE OF [*INSERT APPROPRIATE AGE*] CAN ONLY BE ADMITTED TO THE PROGRAMME IF ACCOMPANIED BY AN ADULT”

4. PROCEDURE FOR AUTHORISATION OF FILMS WHICH HAVE NOT BEEN CLASSIFIED BY THE BBFC OR NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

- 4.1 Applications for authorisation will in the first instance be considered by officers under delegated powers. Any request to authorise an unclassified film may however, be referred by the Licensing Officer or at his/her discretion to the Licensing Sub Committee for determination.
- 4.2 Applications should be submitted on the Licensing Authority's application form a minimum of **28 days** before the proposed screening. If less than 28 days' notice is provided no request to review an officer decision upon the application will be considered. Application forms may be obtained from the Licensing Section, Civic Centre, Port Talbot, SA13 1PJ.
- 4.3 An application for authorisation should include the following information:
- the film maker;
 - such recommendation as may have been made by the film maker upon age limit for the intended audience for exhibition of the film;
 - any existing classification issued by an existing classification body, whether within or outside the UK;
 - a synopsis identifying the material within the film considered by the exhibitor to be likely to have a bearing on the age limit for the audience for exhibition of the film. Where an applicant seeks an authorisation allowing exhibition of the film to persons 18 years and over only, a detailed synopsis will not be required;

- if known, a legitimate and legal internet site where the film, or a portion of the film is available to view without charge;
 - any proposals on age restrictions for viewing the film that the applicant intends to impose; and
 - details of how age restrictions will be enforced.
- 4.4 Where officers at their discretion determine it is possible to formulate recommendations to the licence holder in relation to the exhibition of the film on the basis of this information, recommendations may be made on this basis alone.
- 4.5 However, in accordance with Annex D Part 5 of the National Guidance the Licensing Officer may at his/her discretion request a copy of the film(s) on DVD format (or another agreed digital format), the cost to be borne by the applicant. If this is not possible, the Licensing Officer may agree to arrange for a suitable venue to view the film(s).
- 4.6 The Licensing Officer whilst viewing the film(s) may have regard to BBFC Guidelines and National Guidance and shall issue a Notice of Determination of the application within 5 working days from the date of the viewing.
- 4.7 When considering all such requests the Licensing Officer will pay particular attention to the Protection of Children from Harm Licensing Objective.
- 4.8 In line with Annex D Part 5 of the National Guidance, where a film(s) is recommended by the Licensing Authority as falling into an age restrictive category, no person under the age specified shall be admitted. Where a film(s) is recommended by the Licensing Authority as falling into a category requiring any persons under a specified age to be accompanied by an adult, no person under the age specified shall be admitted unaccompanied by an adult.
- 4.9 In these circumstances, the licence holder will be required to display in a conspicuous position a notice clearly stating the relevant age restrictions and requirements. With regard to the wording of such Notices, the Licensing Authority shall adopt the example as laid out in the National Guidance:

“PERSONS UNDER THE AGE OF [*INSERT APPROPRIATE AGE*] CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME”

Or

“PERSONS UNDER THE AGE OF [*INSERT APPROPRIATE AGE*] CAN ONLY BE ADMITTED TO THE PROGRAMME IF ACCOMPANIED BY AN ADULT”

- 4.10 In order to ensure the promotion of the Protection of Children from Harm and Prevention of Crime and Disorder licensing objectives, the Licensing Authority will formally advise the licence holder and applicant of any recommendation(s) on the restriction on the age of access for children to the film(s). This may also include any relevant notices required to be displayed by the licence holder inside and outside the premises. The licensed premises hosting the exhibition of film will be expected to comply with these recommendations.
- 4.11 Where requests are made to the Licensing Authority to exhibit a film(s) to be shown to persons 18 and over the licence holder will be required to display in a conspicuous position a notice clearly stating that the Licensing Authority has authorised the film(s) but has not viewed it. This statement should be incorporated within any promotional literature and on any relevant web site including where relevant the licence holder’s web site.
- 4.12 The Licensing Authority recognises the principle that adults should be free to choose their own entertainment and will not normally override this principle -as such requests shall not normally be refused. However, in all cases the Licensing Authority will expect the applicant to follow the BBFC’s Guidelines for 18 and R18 restricted films.
- 4.13 Save where less than 28 days’ notice of the application is given, the applicant will have a right to request a review of the Licensing Officer’s decision by the Licensing Sub Committee.

SECTION 20 LICENSING ACT 2003: EXHIBITION OF FILMS

4.14 All premises permitted to exhibit films are subject to the following mandatory conditions:

- *Where a Premises Licence or Club Premise Certificate authorises the exhibition of films, the licence or certificate must include a condition requiring the admission of children to the exhibition at any film to be restricted in accordance with these paragraphs.*
- *Where a film classification body is specified in the licence or certificate, unless paragraph 3 (b) below applies, admission of children must be restricted in accordance with any recommendation by that body.*
- *Where: the film classification body is not specified in the Licence or Certificate; or the Licensing Authority has notified the holder of the Licence or the Club which holds the Certificate that this paragraph applies to the film in question, admission of children must be restricted in accordance with any recommendation made by the Licensing Authority.*

4.15 In these paragraphs "children" means persons aged under 18 and "film classification body" means the person or persons designated as the authority under Section 4 of the Video Recordings Act 1984 (authority to determine suitability of video works for classification).

5. EXEMPTIONS FOR THE SHOWING OF FILMS

5.1 The provision of the exhibition of a film(s) is exempt from regulation by the Licensing Act 2003 if:

- It consists of or forms part of an exhibit put on show for any purposes of a museum or art gallery (the LA03 does not define a museum or art gallery so the ordinary meaning of the term is taken), or
- Its sole or main purpose is to:
 - demonstrate any product,
 - advertise any goods or services (excluding the advertising of films), or
 - provide information, education or instruction

Appendix 1

Specimen Recommendations in relation to films authorised for exhibition:

- a. The Age Recommendation eg:

“PERSONS UNDER THE AGE OF [*INSERT APPROPRIATE AGE*] CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME”

Or

““PERSONS UNDER THE AGE OF [*INSERT APPROPRIATE AGE*] CAN ONLY BE ADMITTED TO THE PROGRAMME IF ACCOMPANIED BY AN ADULT”

- b. That the premises licence or club premises certificate holder adopt a suitable management policy and procedure to monitor and enforce the recommendations on age restrictions.
- c. That the premises licence or club premises certificate holder display in a conspicuous position a notice clearly stating that the Licensing Authority has authorised the film(s) for viewing by people aged [*INSERT APPROPRIATE AGE*] and above, but has not necessarily viewed it.
- d. That the age restriction applying to the exhibition of the film be incorporated within any promotional literature and on any relevant web site including where relevant the licence holder or exhibitor’s web site.