

**Application for a premises licence to be granted under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

APPENDIX A

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

**I/We**     Medway Rugby Football Club Ltd

**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003**

**Part 1 – Premises details**

|   |           |                 |         |
|---|-----------|-----------------|---------|
| Postal address of premises or, if none, ordnance survey map reference or description Medway<br>Rugby Club<br>Priestfields<br>Rochester<br>Kent<br>ME1 3AD |           |                 |         |
| <b>Post town</b>  | Rochester | <b>Postcode</b> | ME1 3AD |
| Telephone number at premises (if any)   |           |                 |         |
| Non-domestic rateable value of premises   |           | £ 7300          |         |

**Part 2 - Applicant details**

- |   |   |
|---|---|
| <p>Please state whether you are applying for a premises licence as</p> <p>a)     an individual or individuals *</p> <p>b)     a person other than an individual *</p> <p>        i             as a limited company/limited liability partnership</p> <p>        ii            as a partnership (other than limited liability)</p> <p>        iii           as an unincorporated association or</p> <p>        iv            other (for example a statutory corporation)</p> <p>c)     a recognised club</p> <p>d)     a charity</p> <p>e)     the proprietor of an educational establishment</p> <p>f)     a health service body</p> | <p><b>Please tick as appropriate</b></p> <p>please complete section (A)</p> <p>please complete section (B) <b>X</b></p> <p>please complete section (B)</p> <p>please complete section (B)</p> <p>please complete section (B)</p> <p>please complete section (B) <b>X</b></p> <p>please complete section (B)</p> <p>please complete section (B)</p> <p>please complete section (B)</p> |
|---|---|

- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; **X** or

I am making the application pursuant to a  
 statutory function or a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

|  |  |                                |  |
|--|--|--------------------------------|--|
|  |  | Other Title (for example, Rev) |  |
| <b>Surname</b>   |  | <b>First names</b>             |  |
| <b>Date of birth</b>   |  | I am 18 years old or over      |  |
| <b>Nationality</b>   |  |                                |  |
| Current residential address if different from premises address   |  |                                |  |
| Post town  |  | Postcode                       |  |
| <b>Daytime contact telephone number</b>  |  |                                |  |
| <b>E-mail address (optional)</b>   |  |                                |  |
| Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information) |  |                                |  |

**SECOND INDIVIDUAL APPLICANT** (if applicable)

|   |  |                                |  |
|---|--|--------------------------------|--|
|   |  | Other Title (for example, Rev) |  |
| <b>Surname</b>  |  | <b>First names</b>             |  |
| <b>Date of birth</b>  |  | I am 18 years old or over      |  |
| <b>Nationality</b>  |  |                                |  |
| Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information) |  |                                |  |
| Current residential address if different from premises address  |  |                                |  |
| Post town   |  | Postcode                       |  |
| <b>Daytime contact telephone number</b>   |  |                                |  |
| <b>E-mail address (optional)</b>  |  |                                |  |

**(B) OTHER APPLICANTS**

**Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.**

|  |
|--|
| Name<br>Medway Rugby Football Club Ltd                                       |
| Address<br>Medway Rugby Club<br>Priestfileds<br>Rochester<br>Kent<br>ME1 3AD |
| Registered number (where applicable)<br>IP032176                             |

Description of applicant (for example, partnership, company, unincorporated association etc.)  
Recognised club

Telephone number (if any)

E-mail address (optional)

### Part 3 Operating Schedule

When do you want the premises licence to start?

18/01/2024

If you wish the licence to be valid only for a limited period, when do you want it to end?

Please give a general description of the premises (please read guidance note 1)

Clubhouse of Medway Rugby Club

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Please  
tick all

Provision of regulated entertainment (please read guidance note 2)

that apply a) plays (if ticking yes, fill in box A)

b) films (if ticking yes, fill in box B)

c) indoor sporting events (if ticking yes, fill in box C)

d) boxing or wrestling entertainment (if ticking yes, fill in box D)

e) live music (if ticking yes, fill in box E)

f) recorded music (if ticking yes, fill in box F) **X** g) performances of dance (if ticking yes, fill in box G)

anything of a similar description to that falling within (e), (f) or (g) h)

(if ticking yes, fill in box H)

**Provision of late night refreshment** (if ticking yes, fill in box I)

X

**Supply of alcohol** (if ticking yes, fill in box J)

X

In all cases complete boxes K, L and M

**A**

|  |       |        |  |          |  |
|--|-------|--------|--|----------|--|
| <b>Plays</b><br>Standard days and timings<br>(please read guidance note 7) |       |        | <b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 3)   | Indoors  |  |
|  |       |        |  | Outdoors |  |
|  |       |        |  | Both     |  |
| Day  | Start | Finish |  |          |  |
| Mon  |       |        | <b>Please give further details here</b> (please read guidance note 4)  |          |  |
|  |       |        |  |          |  |
| Tue  |       |        | <b>State any seasonal variations for performing plays</b> (please read guidance note 5)  |          |  |
|  |       |        |  |          |  |
| Wed  |       |        | <b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 6) |          |  |
|  |       |        |  |          |  |
| Thur   |       |        |  |          |  |
|  |       |        |  |          |  |
| Fri  |       |        |  |          |  |
|  |       |        |  |          |  |
| Sat  |       |        |  |          |  |
|  |       |        |  |          |  |
| Sun  |       |        |  |          |  |
|  |       |        |  |          |  |

**B**

|   |  |  |  |         |  |
|---|--|--|--|---------|--|
| <b>Films</b><br>Standard days and timings |  |  | <b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 3) | Indoors |  |
|   |  |  |  |         |  |

|                               |       |        |  |  |
|-------------------------------|-------|--------|--|--|
| (please read guidance note 7) |       |        | Outdoors   |  |
| Day                           | Start | Finish | Both   |  |
| Mon                           |       |        | <b><u>Please give further details here</u></b> (please read guidance note 4)   |  |
|                               |       |        |  |  |
| Tue                           |       |        |  |  |
|                               |       |        |  |  |
| Wed                           |       |        | <b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)  |  |
|                               |       |        |  |  |
| Thur                          |       |        |  |  |
|                               |       |        |  |  |
| Fri                           |       |        | <b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6) |  |
|                               |       |        |  |  |
| Sat                           |       |        |  |  |
|                               |       |        |  |  |
| Sun                           |       |        |  |  |
|                               |       |        |  |  |

**C**

|   |       |        |  |  |
|---|-------|--------|--|--|
| <b>Indoor sporting events</b><br>Standard days and timings<br>(please read guidance note 7) |       |        | <b><u>Please give further details</u></b> (please read guidance note 4)                              |  |
| Day   | Start | Finish |  |  |
| Mon   |       |        |  |  |
| Tue   |       |        | <b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5) |  |
|   |       |        |  |  |
| Wed   |       |        |  |  |
|   |       |        |  |  |

|      |  |  |   |
|------|--|--|---|
| Thur |  |  | <p><b>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</b> (please read guidance note 6)</p> |
|      |  |  |   |
| Fri  |  |  |   |
|      |  |  |   |
| Sat  |  |  |   |
|      |  |  |   |
| Sun  |  |  |   |
|      |  |  |   |

**D**

|  |       |        |   |          |  |
|--|-------|--------|---|----------|--|
| <p><b>Boxing or wrestling entertainments</b><br/>Standard days and timings (please read guidance note 7)</p> |       |        | <p><b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b><br/>(please read guidance note 3)</p>  | Indoors  |  |
|  |       |        |   | Outdoors |  |
| Day  | Start | Finish |   | Both     |  |
| Mon  |       |        | <p><b><u>Please give further details here</u></b> (please read guidance note 4)</p>   |          |  |
| Tue  |       |        |   |          |  |
| Wed  |       |        | <p><b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)</p>  |          |  |
| Thur   |       |        |   |          |  |
| Fri  |       |        | <p><b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)</p> |          |  |
| Sat  |       |        |   |          |  |

|     |  |  |
|-----|--|--|
| Sun |  |  |
|     |  |  |

**E**

|  |       |        |   |          |  |
|--|-------|--------|---|----------|--|
| <b>Live music</b><br>Standard days and timings<br>(please read guidance note 7)                      |       |        | <b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)  | Indoors  |  |
|  |       |        |   | Outdoors |  |
| Both   |       |        |   |          |  |
| Day  | Start | Finish | <b>Please give further details here</b> (please read guidance note 4)   |          |  |
| Mon  |       |        |   |          |  |
|  |       |        |   |          |  |
| Tue  |       |        |   |          |  |
|  |       |        |   |          |  |
| Wed  |       |        |   |          |  |
|  |       |        |   |          |  |
| <b>State any seasonal variations for the performance of live music</b> (please read guidance note 5) |       |        | <b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 6) |          |  |
|  |       |        |   |          |  |
| Thur   |       |        |   |          |  |
|  |       |        |   |          |  |
| Fri  |       |        |   |          |  |
|  |       |        |   |          |  |
| Sat  |       |        |   |          |  |
|  |       |        |   |          |  |
| Sun  |       |        |   |          |  |
|  |       |        |   |          |  |

**F**

|   |       |        |  |          |   |
|---|-------|--------|--|----------|---|
| <b>Recorded music</b><br>Standard days and timings<br>(please read guidance note 7) |       |        | <b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 3) | Indoors  | X |
|   |       |        |  | Outdoors |   |
| Both  |       |        |  |          |   |
| Day   | Start | Finish | <b>Please give further details here</b> (please read guidance note 4)  |          |   |
| Mon   | 23:00 | 00:00  |  |          |   |
|   |       |        |  |          |   |
| Tue   | 23:00 | 00:00  |  |          |   |
|   |       |        |  |          |   |

|      |       |       |   |
|------|-------|-------|---|
|      |       |       |   |
| Wed  | 23:00 | 00:00 | <b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5)  |
|      |       |       |   |
| Thur | 23:00 | 00:00 |   |
|      |       |       |   |
| Fri  | 23:00 | 00:30 | <b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</b> (please read guidance note 6)<br><br>Any day preceding a Bank Holiday 23:00 until 01:00 day following |
|      |       |       |   |
| Sat  | 23:00 | 00:30 |   |
|      |       |       |   |
| Sun  | 23:00 | 00:00 |   |
|      |       |       |   |

**G**

|  |       |        |  |          |  |
|--|-------|--------|--|----------|--|
| <b>Performances of dance</b><br>Standard days and timings<br>(please read guidance note 7) |       |        | <b>Will the performance of dance take place indoors or outdoors or both – please tick</b> (please read guidance note 3)  | Indoors  |  |
|  |       |        |  | Outdoors |  |
| Day  | Start | Finish |  | Both     |  |
| Mon  |       |        | <b>Please give further details here</b> (please read guidance note 4)  |          |  |
|  |       |        |  |          |  |
| Tue  |       |        |  |          |  |
|  |       |        |  |          |  |
| Wed  |       |        | <b>State any seasonal variations for the performance of dance</b> (please read guidance note 5)  |          |  |
|  |       |        |  |          |  |
| Thur   |       |        |  |          |  |
|  |       |        |  |          |  |
| Fri  |       |        | <b>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</b> (please read guidance note 6) |          |  |
|  |       |        |  |          |  |
| Sat  |       |        |  |          |  |
|  |       |        |  |          |  |
| Sun  |       |        |  |          |  |
|  |       |        |  |          |  |

**H**

|  |       |        |   |          |  |
|--|-------|--------|---|----------|--|
| <b>Anything of a similar description to that falling within (e), (f) or (g)</b><br>Standard days and timings (please read guidance note 7) |       |        | Please give a description of the type of entertainment you will be providing  |          |  |
| Day  | Start | Finish | <b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)   | Indoors  |  |
| Mon  |       |        |   | Outdoors |  |
|  |       |        |   | Both     |  |
| Tue  |       |        | <b>Please give further details here</b> (please read guidance note 4)   |          |  |
| Wed  |       |        |   |          |  |
| Thur   |       |        | <b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 5)  |          |  |
| Fri  |       |        |   |          |  |
|  |       |        |   |          |  |
| Sat  |       |        | <b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</b> (please read guidance note 6) |          |  |
| Sun  |       |        |   |          |  |

|  |   |          |   |
|--|---|----------|---|
| <b>Late night refreshment</b><br>Standard days and timings (please read guidance note 7) | <b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b><br>(please read guidance note 3) | Indoors  | X |
|  |   | Outdoors |   |

|      |       |        | Both   |  |
|------|-------|--------|--|--|
| Day  | Start | Finish | <b>Please give further details here (please read guidance note 4)</b>  |  |
| Mon  | 23:00 | 00:00  |  |  |
| Tue  | 23:00 | 00:00  |  |  |
| Wed  | 23:00 | 00:00  |  |  |
| Thur | 23:00 | 00:00  | <b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 5)   |  |
| Fri  | 23:00 | 00:30  |  |  |
| Sat  | 23:00 | 00:30  | <b>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</b> (please read guidance note 6) |  |
| Sun  | 23:00 | 00:00  |  |  |
|      |       |        | Any day preceding a Bank Holiday 23:00 until 01:00 day following   |  |

**J**

|  |       |        |   |  |                  |   |
|--|-------|--------|---|--|------------------|---|
| <b>Supply of alcohol</b><br>Standard days and timings<br>(please read guidance note 7) |       |        | <b>Will the supply of alcohol be for consumption – please tick</b><br>(please read guidance note 8)   |  | On the premises  | X |
| Day  | Start | Finish | <b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)  |  | Off the premises |   |
| Mon  | 11:00 | 00:00  |   |  |                  |   |
| Tue  | 11:00 | 00:00  |   |  |                  |   |
| Wed  | 11:00 | 00:00  |   |  |                  |   |
| Thur   | 11:00 | 00:00  | <b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6) |  | Both             |   |
| Fri  | 11:00 | 00:30  |   |  |                  |   |
| Sat  | 11:00 | 00:30  | Any day preceding a Bank Holiday 11:00 until 01:00 day following  |  |                  |   |
| Sun  | 11:00 | 00:00  |   |  |                  |   |

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

|   |  |
|---|--|
| <b>Name</b> Mr. Mark Marriott                 |  |
| <b>Date of birth</b>                          |  |
| <b>Address</b>                                |  |
| <b>Postcode</b>                               |  |
| <b>Personal licence number (if known)</b>     |  |
| <b>Issuing licensing authority (if known)</b> |  |

**K**

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

**L**

| <b>Hours premises are open to the public</b><br>Standard days and timings<br>(please read guidance note 7) |       |        | <u>State any seasonal variations</u> (please read guidance note 5) |
|--|-------|--------|--|
| Day  | Start | Finish |  |
| Mon  | 08:00 | 00:30  |  |
|  |       |        |  |
| Tue  | 08:00 | 00:30  |  |

|      |       |       |   |
|------|-------|-------|---|
|      |       |       |   |
| Wed  | 08:00 | 00:30 | <p><b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 6)</p> <p>On any day preceding a Bank Holiday opening hours - 11:00 to 01:30 day following.</p> |
|      |       |       |   |
| Thur | 08:00 | 00:30 |   |
|      |       |       |   |
| Fri  | 08:00 | 01:00 |   |
|      |       |       |   |
| Sat  | 08:00 | 01:00 |   |
|      |       |       |   |
| Sun  | 08:00 | 00:30 |   |
|      |       |       |   |

**M**

Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b, c, d and e)** (please read guidance note 10)

Please see proposed conditions attached to the application for discussions with the authorities

**b) The prevention of crime and disorder**

Please see proposed conditions attached to the application for discussions with the authorities

**c) Public safety**

Please see proposed conditions attached to the application for discussions with the authorities

**d) The prevention of public nuisance**

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Please see proposed conditions attached to the application for discussions with the authorities

**e) The protection of children from harm**

Please see proposed conditions attached to the application for discussions with the authorities

**Checklist:**

**Please tick to indicate agreement**

I have made or enclosed payment of the fee.

I have enclosed the plan of the premises.

I have sent copies of this application and the plan to responsible authorities and others where applicable.

I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.

I understand that I must now advertise my application.

I understand that if I do not comply with the above requirements my application will be rejected.  [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.**

**Part 4 – Signatures** (please read guidance note 11)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**



## **Medway Rugby Football Club, Priestfields, Rochester ME1 3AD**

### ***01C PREMISES LICENCE SUMMARY OF LICENSABLE ACTIVITIES AND TIMES AND PROPOSED LICENCE CONDITIONS FOR DISCUSSION WITH RESPONSIBLE AUTHORITIES:***

#### **Licensable Activities: Sale of alcohol, late night refreshment and recorded music.**

##### **Sale by retail of alcohol for consumption on the premises:**

11:00 to midnight Sunday to Thursday;

11:00 to 00:30 day following, Friday and Saturday;

11:00 to 01:00 day following, day preceding bank holiday.

##### **Provision of Late night Refreshments:**

23:00 to midnight Sunday to Thursday;

23:00 to 00:30 day following, Friday and Saturday;

23:00 to 01:00 day following, day preceding bank holiday.

##### **Recorded Music**

23:00 to midnight Sunday to Thursday;

23:00 to 01:00 day following, Friday and Saturday;

23:00 to 01:00 day following, day preceding bank holiday.

##### **Opening Hours:**

Sunday to Thursday 08:00 to 00:30;

Friday and Saturday 08:00 to 01:00 day following;

day preceding bank holiday 11:00 to 01:30 day following

#### **Conditions**

##### **General**

1. All persons who sell or supply alcohol to customers must have licensing training.
  - a. Training must take place within six weeks of employment.
  - b. Any new employees will be supervised until the training has taken place.
  - c. Refresher training should be repeated a minimum of every six months or earlier if required due to changes of legislation.
  - d. Training records must be kept on the premises and shall contain the nature, content and frequency of all training.
  - e. Records must be made available for inspection by police, police licensing officer and authorised officers from Medway Council on demand either electronically or in hard copy.

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

2. No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
3. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and leave the area quietly.

4. Save for persons who have temporarily left the premises to smoke, the Veranda will be closed to customers from 23:00 each day. Drinks will not be permitted to be taken out on to the veranda after 23:00.
5. From 23:00 the maximum number of customers permitted to smoke on the Veranda shall be x.
6. Notices shall be placed at the doors to the veranda informing customers that the veranda is closed to customers from 23:00 and customers may not take food or drinks on to the veranda after 23:00. Up to a maximum of x smokers may be permitted on the veranda after 23:00
7. No waste or recyclable materials, including bottles, shall be moved, removed from or placed in outside areas between 23.00 hours and 07.00 on Monday to Friday and 08.00 hours on Saturday and Sunday.
8. A written dispersal policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours.

### **Public safety**

9. 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.
10. Provision of emergency lighting system shall be implemented in all public areas, staircase and fire escapes.

### **Protection of children from harm**

11. A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
12. All staff who sell or supply alcohol shall be given induction training and annual refresher training on the legislation relating to the sales of alcohol to underage persons.

### **Prevention of crime and disorder**

13. CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition.
  - a. Cameras shall record all ingress and egress to the premises, fire exits and all areas where the sale and supply of alcohol occurs.
  - b. Equipment must be maintained in good working order, with recordings correctly time and date stamped. Recordings MUST be kept in date order, kept for a period of 31 days and handed to police and authorised officers, subject to the Data Protection Act 2018, within a reasonable period.
  - c. The premises licence holder must ensure at all times a DPS or appointed member of staff are on the premises and are capable and competent at downloading CCTV footage in a recordable format to the police and local authority, subject to the Data protection Act 2018 .
  - d. The recording equipment and recordings shall be kept in a secure environment under the control of the DPS or other responsible named individual.
  - e. An operational log report must be maintained and endorsed by signature, indicating the system has been checked and is compliant. In the event of any failures, any action taken is to be recorded.
  - f. In the event of technical failure of the CCTV equipment the premises licence holder or DPS must report the failure to the police licensing officer within 24 hours unless rectified within that period. (licensing.north.division@kent.police.uk).

14. An incident log shall be kept at the premises, and made available on request to an authorised officer of the Council or the Police, which will record the following:
  - a. all crimes reported to the venue;
  - b. all ejections of patrons;
  - c. any complaints received;
  - d. all seizures of drugs or offensive weapons;
  - e. any refusal of the sale of alcohol;
  - f. any visit by a relevant authority or emergency service.
  
15. Substantial food and suitable beverages other than intoxicating liquor, including drinking water shall be available during the permitted hours in all parts of the premises where intoxicating liquor is sold or supplied.

