

## **Appendix One - Licensing Objectives**

### **General**

The Premises Licence holder will ensure all museum staff will receive and complete sufficient and suitable training to understand their obligations and responsibility in selling and serving alcohol as on and off sales at events, functions and shop in respect of the Licencing Act 2003 and in promotion of the licencing objectives. This training will prioritise our obligations in respect of anyone on the Premises demonstrating excessive levels of alcohol already consumed. All staff undertaking this training shall be over the age of 18 years.

The inductions for all new members of staff will include this training within one month of a start date and prior to taking part in any licensable activities. Training records will be kept, showing the date the training was undertaken and details of the training. These records shall include written acknowledgement that the member of staff understands their obligations in relation to the licencing objectives and has been authorised by the DPS to sell and serve alcohol on the Premises on their behalf. Refresher training will be carried out for each member of staff at least once in every 12 months. These records shall be available to the Licensing Authority and Police on request.

The Catering company invited to run the catering contract for the café and events/functions will be reminded of their obligation to follow the conditions of the licence held by the Premises Licence holder. The DPS shall ask for and record evidence that all Catering company staff have been trained to the standards required by the Premises Licence holder in accordance with the Licencing Act 2003. A record shall be kept of any staff member who hold a Personal Licence with record of their Personal Licence number and issuing authority.

Licensable entertainment activities which take place in outdoor areas of the premises, and which involve amplifies music or speech shall be limited to not more than 6 (six) per calendar year.

The Premises Licence holder shall ensure that a robust hiring process for third party hiring is in place to establish the serving and selling of alcohol and that the licensing objectives are promoted.

### **Prevention of Crime and Disorder**

The Premises Licence holder shall maintain, and keep up to date, a Refusals & Incidents Register to record all details of such. To include date and time the refusal or incident took place including staff member details and a description of the event along with the action taken. This Register will record crime & disorder, complaints, damage to property, faults in the CCTV system and visits by responsible authorities. This Register shall be available to the Licensing Authority, Council Officers, and Police on request.

In the shop, three CCTV cameras are present across the two selling spaces and the entrance/exit corridor. Recordings will be held for a minimum of 31 days and made available to be viewed by authorised persons. Recordings shall be made available to an authorised officer of the Police or Licensing Authority upon request, and a member of staff competent at downloading/accessing images shall be on duty at the premises whilst it is open to the public. Notices specifying CCTV surveillance is operating shall be displayed prominently at the premises. It should be noted that any retention, use or disclosure of personal information caught on CCTV must be carried out in line with the data protection principles which shall override any conflicting element of this condition.

In the shop, all alcohol for sale will be displayed in the main selling room always occupied by a member of staff.

A burglar alarm system shall be installed and maintained at the premises in order to promote the prevention of crime and disorder.

### **Prevention of Public Nuisance**

A Dispersal Policy will be in place for events and functions for the quiet dispersal of guests and visitors and the prevention of public nuisances during anti-social hours. All licensable activities shall not take place between the hours of 23.00 and 08:00. Licensable entertainment activities which take place in outdoor areas of the premises, and which involve amplified music or speech, shall cease at 22.00.

The DPS or responsible member of staff nominated by the Premises Licence holder shall be available on the premises during all hirings of the premises for licensable activities. No attendant shall be under the age of 18 years. Monitoring shall take place during all events and functions to minimise noise disturbance or nuisance to local residents whether through people, entertainment & vehicle noise, waste disposal, event set-up & breakdown. This monitoring shall take place inside and outside of the premises to establish excessive noise and appropriate remedial steps shall be taken in the event of excessive noise levels being experienced.

To minimise the risk of public nuisance, waste from the licensed premises shall be removed in a timely manner and no glass disposal shall take place after the hours of 21:00.

The Premises Licence holder shall ensure that notices are prominently displayed at all exits and a dedicated staff member present, both to remind all parties leaving the premises to keep noise levels to an absolute minimum to show respect and consideration to neighbours.

### **Public Safety**

The Premises Licence holder shall conduct full risk assessments of all licensable activities held at the licenced premises. All risk assessment shall be available to the Licencing Authority, Council Officers and Police on request.

For licensable activities, the Premises Licence holder shall ensure that adequate provision of trained first aid staff and equipment are made available in relation to the nature and scale of the event.

The capacity of persons on the premises shall be monitored and controlled to ensure compliance of the maximum safe occupancy limit for the space/spaces where the event is taking place.

Guests and visitors to a licensable activity shall not be permitted to leave the premises with opened bottles or glassware.

Lighting and emergency lighting shall be installed and maintained so as to ensure that good levels of visibility are maintained whilst the premises are being used for licensable activities. Internal, external and emergency lighting shall be installed and maintained so as to ensure that good levels of visibility are maintained whilst the premises are being used for licensable activities.

No performance or activities on the premises shall involve risk of danger to the public or buildings.

The Premises Licence holder shall ensure that highly flammable substances are not brought into or used on the premises. Combustible decoration or fireworks shall not be used. Unauthorised portable electrical appliances in relation to licensable activities shall not be permitted unless authorised by the Premises Licence holder and evidence provided that the appliance has been portable appliance tested (PAT).

Waste from the licensed premises shall be removed in a timely manner and no glass disposal shall take place after the hours of 21:00 to minimise the risk of public nuisance.

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

There shall be no school visits or family events taking place at the same time as alcohol is served. No films with adult content shall be shown with children present and ticket sales will be advertised and sold accordingly. Children shall only be permitted on the licensed premises during licenced activities or events where accompanied and/or under the supervision of an adult.

In the shop, all alcohol will be displayed in the main selling room always occupied by a member of staff and positioned away from children related gifts and sweets.

The Premises Licence holder shall adopt a 'Challenge 25' proof of age scheme and shall operate a requirement for the production of a passport, driving licence, military identification or proof of age card bearing the PASS hologram where the individual requesting or purchasing the supply of alcohol appears to be under the age of 25.

Age related signs will be adjacent to all alcohol sold in the shop and at the till point to demonstrate that the scheme is in operation.