

Operating Schedules

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The operating schedule will form part of the completed application form for a Premises Licence or Club Premises Certificate. An operating schedule should include information which is necessary to enable any responsible authority or interested party to assess whether the steps to be taken to promote licensing objectives are satisfactory.

Before considering your operating schedule it is important to undertake an assessment of the impact of the licensable activities taking place at your premises on the four licensing objectives. A useful method to use is the risk assessment process. This should result in a clear indication of where actions are required or indeed where there is no impact or minimal impact on a licensing objective. Helpful advice on how to undertake a risk assessment is available at www.hse.gov.uk.

Your operating schedule should include a description of the style and character of the business to be conducted on the premises. For example, a supermarket, or a cinema with six screens and a bar, or a restaurant, or a public house with two bars, a dining area and a garden open to customers. Where alcohol is being sold for consumption on the premises in public houses, bars and nightclubs, it would also be valuable to know the extent to which seating is to be provided because research has shown that the amount of seating can be relevant to the prevention of crime and disorder. It should also indicate the type of activities available on the premises, whether licensable under the 2003 Act or not.

While "a performance of dance" with the exception of 'morris dancing' is a licensable activity, the type of dancing, which is unaffected by the licensing requirement, may give rise to issues concerning the steps needed to protect children from harm and more generally conditions which would be appropriate. An operating schedule should therefore describe the type of dancing in broad terms and disclose if the dancing involves striptease or lap-dancing. Similarly, if dancing is to take place, it should be clear whether this would involve dancing by members of the public or by professional performers or both and in what setting. If music is to be provided, it is important that clear indication is given of the type of music to be provided. In the case of passenger vessels, it will also be valuable for the area within any vessel where licensable activities will be taking place to be described. This type of information is essential so that responsible authorities and interested parties can form a proper view as to what measures may be necessary to ensure public safety and prevent public nuisance.

Your operating schedule must also set out the following details:

- the relevant licensable activities to be conducted on the premises;
- the times during which it is proposed that the relevant licensable activities are to take place (including the times during each day of the week, during particular holiday periods and during particular seasons, if it is likely that the times would be different during different parts of the year);
- any other times when the premises are to be open to the public;
- where the licence is required only for a limited period, that period;
- where the licensable activities include the supply of alcohol, the name and address of the individual to be specified as the designated premises supervisor;
- where the licensable activities include the supply of alcohol, whether the alcohol will be supplied for consumption on or off the premises or both;
- the steps which the applicant proposes to take to promote the licensing objectives.

In preparing your operating schedule you should be aware of the expectations of the licensing authority and the responsible authorities on the steps that are necessary for the promotion of the licensing objectives. This does not mean that you must check

your operating schedules with responsible authorities before submitting them, but when uncertain, the responsible authorities can provide expert advice on matters relating to the licensing objectives.

In preparing your operating schedule you should have regard to the statement of licensing policy published by the Council. This is available on the licensing pages of the Councils web site www.sstaffs.gov.uk.

Co-operation should minimise the number of disputes, which arise in respect of operating schedules. Where there are no disputes, the steps that applicants propose to take to promote the licensing objectives that they have set out in the operating schedule may very often translate directly into conditions that will be attached to the Premises Licences or Club Premises Certificate. The steps to be taken should be both realistic and within the control of the applicant and management of the premises. If a licence is granted with conditions attached requiring the implementation of such steps, the conditions will be enforceable in law and it will be a criminal offence to fail to comply with them (under section 136 of the 2003 Act).

At some premises, it is entirely possible that no measures will be needed to promote one or more of the licensing objectives, for example, because they are adequately dealt with by other existing legislation. It is however important that all operating schedules should be precise and clear about the measures that it is proposed to take to promote each of the licensing objectives.

Below are examples of ways in which you can promote the licensing objectives and could be included in your operating schedule.

(This is not a definitive or prescriptive list but are merely clearly worded examples of possible ways in which the licensing objectives can be promoted)

Remember, what you put in your operating schedule may be translated into a condition on your premises licence or club premises certificate. Do not include anything that you do not intend to do to promote the licensing objectives.

CRIME AND DISORDER

Door Supervisors

1.	Will be correctly registered with the SIA
2.	Will display the correct name badge
3.	Will carry proof of registration
4.	Will be used at a ratio agreed by the Police and Licensing Authority, which is currently 1:
5.	A female supervisor will be available if searches are to be conducted on female customers
6.	Where there are 5 or more door supervisors, at least one of these will be female
7.	Will wear clothing that can be easily and clearly identifiable on CCTV
8.	Will be in attendance at the entrance of the premises from ...pm until the main exit doors to the premises are closed, and any time when patrons may be queuing for access.

CCTV

9.	Will be installed and working to the satisfaction of the Police and Licensing Authority
10.	Recordings will be maintained for an appropriate period of time (generally one month - but to be agreed with Police and Licensing Authority)
11.	If the CCTV equipment fails, the Police and Licensing Authority will be informed as soon as possible and immediate steps will be taken to put the equipment back into action
12.	A notice will be displayed at the entrance to the premises advising that CCTV is in operation.

Bottles and glasses

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| 13. Alcoholic and soft drinks will be served in plastic or toughened glasses |
| 14. All bottles sold are made of plastic other than those where it is not intended that the contents are consumed direct from the bottle |
| 15. Where glass bottles are used the contents are decanted into plastic or toughened glasses |
| 16. Customers carrying open or sealed bottles or glasses are not admitted to the premises at any time |
| 17. Customers are not permitted to take open containers of alcoholic or soft drinks from the premises |
| 18. All bottles and glasses are removed from public areas as soon as they are finished with or empty. |

Radios

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| 19. We are members of the Night Net Radio System which provides two way communication between licensed premises in Weston super Mare the police and licensing authority |
| 20. The equipment will be kept in working order at all times |
| 21. The equipment will be on at all times the premises are open to the public, and will be monitored by the Designated Premises Supervisor or other responsible staff member |
| 22. All instances of crime and disorder will be reported to the police as soon as reasonably practicable via CCTV or the radio |

Capacity Limits

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| 23. We have a capacity limit of to prevent overcrowding which could lead to crime and disorder |
| 24. This capacity figure is based on advice from the Police |
| 25. Door supervisors will ensure the capacity limits are controlled. |

Proof of age cards

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| 26. We have a proof of age policy that has been formulated in discussion with the Police and Licensing Authority |
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Drinks promotions

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| 27. All-inclusive nights or other irresponsible drinks promotions are not be permitted |
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Drugs

- | |
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| 28. We have an anti drug policy that has been agreed following discussion with the Police and the Licensing Authority. |
| 29. A secure facility to store controlled drugs prior to collection is available |

Notices

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| 30. Crime prevention notices are displayed warning customers of the possibility of crime which may target them, eg "bags should not be left unattended", "watch out for pickpockets" |
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31. A detailed "customer code of conduct" poster is displayed warning customers that if they act in an inappropriate manner they could be barred from all licensed premises in the vicinity
32. Any restrictions on the admission of children to the premises are displayed outside the premises.

General

33. The premises is a member of Pubwatch and a representative attends Pubwatch meetings and participate in all initiatives
34. A person holding the National Licensee's Certificate will be on the premises at all times when alcohol is being served or regulated entertainment provided
35. We have a policy on the management of large groups, ie hen and stag parties
36. A secure area for customer's personal belongings is available
37. We provide substantial and reasonably priced food that is available at all times when the premises are open
38. During under 18 nights no alcohol is available to any customers

PUBLIC SAFETY

Door Supervisors

CCTV

Bottles and glasses

Capacity Limits

Drugs

Notices

Fire Safety

We have conducted a suitable Fire Risk Assessment at the premises and implemented the necessary control measures.
All exit doors are easily operable without the use of a key, card, code or similar means
39. Exit doors are regularly checked to ensure they function satisfactorily. Records of these checks are kept and can be produced on request
40. All removable security fastenings are removed whenever the premises are open to the public or staff
41. All fire doors are maintained effectively self-closing and will not be held open other than by approved devices
42. Fire resisting doors to service shafts, ducts and cupboards are kept locked shut
43. Step and stair edges are appropriately highlighted so as to be conspicuous
44. Hangings, curtains and temporary decorations are maintained in a flame retardant condition
45. Upholstered seating is fire retardant and complies with current fire safety regulations
46. Curtains, hangings and temporary decorations are located so as not to obstruct exits, fire safety signs or fire-fighting equipment
47. Notices detailing the actions to be taken in the event of fire or other emergency are prominently displayed and maintained in good condition
48. Access is provided for emergency vehicles and kept clear and free from

obstruction
49. Fire drill and emergency lighting tests are conducted weekly/monthly. Records of these tests are available upon request
50. All fire exits and means of escape are signed in accordance with BS5499
51. An evacuation policy will be in place that is to the satisfaction of the Fire Authority. All staff members will be trained in the evacuation policy;
52. Wall and ceiling finishes are fire resistant to the appropriate standard
53. Exit doors open outwards or are secured in the open position if this is not the case

Disabled people

54. Adequate arrangements exist at the premises to enable the safe evacuation of disabled people in the event of an emergency
55. Disabled people are made aware of these arrangements

First Aid

56. Adequate and appropriate first aid equipment and materials are available on the premises
57. At least one suitable trained first aider will be on duty when the public are present
58. If more than one first aider is present, their respective duties will be clearly defined
59. First aiders are trained to deal with drug and alcohol related problems

Lighting

60. In the absence of adequate daylight suitable and sufficient lighting is provided and maintained in any area accessible to the public
61. Fire safety signs are adequately illuminated
62. Emergency lighting is installed and regularly maintained
63. Emergency lighting batteries are fully charged before the admission of the public
64. The emergency lighting battery has a capacity of minutes to allow adequate evacuation of the premises
65. Emergency lighting tests are conducted monthly. Records of these tests are available upon request

Safety Certificates

66. The premises have a satisfactory NICEIC or ECA periodic electrical installation report. An inspection is carried out every year(s) and a new report obtained each time
67. The premises have a satisfactory NICEIC or ECA periodic emergency lighting report. An inspection is carried out every year(s) and a new report obtained each time
68. The premises have a CORGI certificate of inspection in respect of any gas boiler, calorifier or appliance. An inspection is carried out every year(s) and a new report obtained each time
69. The premises have an OFTEC certificate of inspection in respect of any oil-fired boiler or appliance. An inspection is carried out every year(s) and a new report obtained each time
70. The premises have a certificate issued by a suitably qualified professional

confirming the safety of any suspended ceilings at the premises. This check is carried out every five years

71. The premises has suitable public liability insurance in the sum of £ ... million. A certificate is obtained each year and displayed at the premises

72. The premises have a certificate of inspection for portable fire fighting equipment. An inspection is carried out every year(s) and a new certificate obtained each time

73. The premises have a certificate of inspection for the fire detection alarm. An inspection is carried out every year(s) and a new certificate obtained each time

74. Any temporary electrical installation being used is checked by a NICEIC or ECA electrician and a temporary electrical installation report or a certificate of compliance with BS7909 is obtained

Indoor sports entertainments

75. An appropriately qualified medical practitioner is present throughout a sports entertainment involving boxing, wrestling, judo, karate or other sports entertainment of a similar nature

76. Where a ring is involved, it is constructed and maintained by a competent person and inspected by a competent authority. Any material used to form the ring is fire-retardant

77. At any wrestling or similar entertainment, members of the public will not occupy any seat within 2.5 metres of the ring

78. At water sports entertainments, an appropriate number of staff trained in rescue and life saving procedures are stationed within the vicinity of the water at all times

Special effects

79. The use of special effects or mechanical installations is arranged, operated and stored so as to minimise any risk to the safety of the audience, performers and staff

80. Special effects including the following will only be used with prior notification to the Licensing and/or Fire authorities: -

Dry ice machines and cryogenic fog;

Smoke machines and fog generators;

Pyrotechnics, including fireworks;

Real flame;

Firearms;

Motor vehicles;

Strobe lighting;

Lasers;

Explosives and highly flammable substances.

General

81. A suitable evacuation plan in case of emergency is in operation at the premises

82. Free drinking water will is available at all times when the premises is open to the public
83. A chill out area to the satisfaction of the Police and Licensing authority is provided. This is cooler and quieter than the dancing areas
84. Personal safety messages are displayed, eg "make mine a safe one" poster campaign. The messages include details of where personal attack alarms can be obtained
85. A "hot line" to a local taxi firm is available
86. A policy is in place for escorting all patrons from the premises to a licensed taxi or private hire vehicle should a request be made
87. A "no smoking" area of such a size and design that it genuinely provides a suitable area for customers wishing to be separated from smoking areas is available
88. A "No smoking at the bar" policy is operated and enforced at the premises
89. We operate a complete no smoking policy at the premises
90. Seats are available to accommodate % of the maximum capacity of the premises
91. A continuous and accurate record is maintained of the number of patrons within the premises. These records are available upon request.
92. Searching as a condition of entry will be considered at all times and will be mandatory when directed by police.
93. A survey of the noise levels to which customers are subjected to has been undertaken and adjustments made to reduce levels wherever necessary
94. Notices are displayed advising customers that they may be subjected to high levels of noise

Public safety (Theatres, cinemas, concert halls & similar places)

Premises used for closely seated audiences

Attendants

95. The number of attendants on each floor in the auditorium is	
Number of members of the audience present on a floor	Minimum number of attendants required to be present on that floor
1-100	One
101-250	Two
251-500	Three
501-750	Four
751-1000	Five
And one additional attendant for each additional 250 persons (or part thereof)	
96. Attendants are not engaged in any duties that would hinder the prompt discharge of their duties in the event of an emergency or result in their absence from the auditorium where they are on duty	
97. Attendants are readily identifiable to the audience	
98. The premises are only used for a closely seated audience in accordance with seating plans. A copy of the plan is available at the premises	
99. No article will be permitted to be attached to the back of any seat which would reduce the clear width of seatways or cause a tripping hazard or obstruction	
100. The premises have a certificate confirming the suitability of the design, construction and loading of any temporary seating which is be kept available at all times	

Gangways

101. Sitting on floors is not be permitted except where authorised in the premises
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licence
102. Waiting or standing is not be permitted except in areas designated in the premises licence
103. In no circumstances is anyone be permitted to: -
(i) sit in any gangway;
(ii) stand or sit in front of an exit; or
(iii) stand or sit on any staircase including any landings.

Special Effects

104. The use of special effects or mechanical installations is arranged, operated and stored so as to minimise any risk to the safety of the audience, performers and staff Special effects include:
Dry ice machines and cryogenic fog;
Smoke machines and fog generators;
Pyrotechnics, including fireworks;
Real flame;
Firearms;
Motor vehicles;
Strobe lighting;
Lasers;
Explosives and highly flammable substances

Fire Safety

105. All scenery used is maintained flame-retardant
106. Where a safety curtain is provided, it is arranged so as to protect the audience from the effects of a fire or smoke on stage for sufficient time to enable the safe evacuation of the auditorium

General

107. Clothing or other objects are not permitted to be placed over balcony rails or upon balcony fronts
108. No drinks are sold to or are consumed by a closely seated audience unless they are in a plastic or paper containers
109. All ceilings in those parts of the premises to which the audience are admitted are inspected by a suitably qualified person every year(s). A certificate confirming the safe condition of the ceilings is kept at the premises
110. Where the potential audience exceeds 250, all seats in the auditorium are, except in boxes accommodating not more than 8 persons, either securely fixed to the floor or battened together in lengths of not fewer than four or more than twelve.

Premises used for film exhibitions

111. The number of attendants on each floor in the auditorium is

Attendants - premises without a staff alerting system

Number of members of the audience present on the premises	Minimum number of attendants required to be on duty
1-250	Two
And one additional attendant for each additional 250 members of the audience present (or part thereof)	
Where there are more than 150 members of an audience in any auditorium or on any floor	At least one attendant shall be present in any auditorium or on any floor

Attendants - premises with a staff alerting system

Number of members of the audience present on the premises	Minimum number of attendants required to be on duty	Minimum number of other staff on the premises who are available to assist in the event of an emergency
1-500	Two	One
501-1000	Three	Two
1001-1500	Four	Four
1501 or more	Five plus one for every 500 (or part thereof) persons over 2000 on the premises	Five plus one for every 500 (or part thereof) persons over 2000 on the premises
112. The staff alerting system is maintained in working order		
113. Attendants are wherever possible evenly distributed throughout all parts of the premises to which the public have access		

Flammable films

114. No flammable films are allowed on the premises without prior notification to the fire authority

Lighting

115. The level of lighting in the auditorium is consistent with the effective presentation of the film. This will normally be in compliance with BS CP 1007 (Maintained Lighting for Cinemas).

PREVENTION OF PUBLIC NUISANCE

Noise and vibration

116. A noise management plan has been devised and is in operation at the premises
117. Noise or vibration from the premises will be maintained at a level the will not be audible at the façade of any neighbouring noise sensitive premises
118. Doors and windows will be kept closed whenever necessary
119. All windows are secondary double glazed to minimise the breakout of noise
120. The premises are air-conditioned/has comfort cooling and air filtration to avoid the need to open doors and windows for ventilation
121. All entrances and exits have a lobby entrance to minimise the breakout of

noise
122. Noise limiters are fitted to amplification equipment and have been set at a level agreed with Taunton Deane Environmental Protection Officers
123. Prominent, clear and legible notices are displayed at all exits requesting patrons to respect the needs of local residents and to leave the premises and the area quietly
124. We do not permit the use of explosives, pyrotechnics and fireworks of a similar nature which could cause disturbance in surrounding areas
125. The placing of bottles into receptacles outside the premises is only permitted to take place after between the hours of am andpm to minimise disturbance to nearby properties
126. For the final hour of opening the music is reduced in volume and is discernibly quieter
127. The playing of live or recorded music in garden areas of the premises is not permitted
128. The playing of live or recorded music in garden areas of the premises is not permitted after pm
129. The garden area is closed to the public after pm
130. All fixed plant and equipment at the premises that produce significant levels of noise are fitted with appropriate means of noise suppression and are restricted in their use so as to minimise disturbance to any neighbouring noise sensitive premises
131. A full acoustic survey into the impact of noise from the premises has been carried out by a competent person. All recommendations have been carried out.

Noxious smells

132. All ventilation and extract systems are designed and maintained so as to prevent noxious smells causing a nuisance to nearby properties
133. Refuse receptacles are cleaned with disinfectant every week/month

Light pollution

134. We do not use flashing or bright lights on or outside the premises and any security or access lighting is installed and operated so as not to cause a nuisance to nearby properties.

Litter

135. litter receptacles are placed outside the premises for customers to use. These are emptied daily/weekly
136. The premises has a waste collection contract with who remove waste weekly
137. Staff undertake a litter pick to a distance of metres around the premises every week

PROTECTION OF CHILDREN FROM HARM

General

138. The premises provides entertainment of a clearly adult or sexual nature and as such access is not permitted to people under 18 years
139. The premises has clear signs explaining the reasons for the restriction on people under 18 years
140. The hours of the day during which age restrictions apply are between am and pm

141.	Alcohol is not be available on the premises when under 18s are permitted
142.	A "no smoking at the bar" policy is operated and enforced at the premises
143.	The premises operates a proof of age policy that has been agreed by the police and Director of Childrens Services
144.	children are allowed on the premises, a "no smoking" area of such a size and design that it genuinely provides a suitable, comfortable area for children and families wishing to be separated from smoking areas will be available;
145.	A crime prevention policy agreed by the police and local authority will be in place

Nudity and Striptease

146.	Advertising of such events is agree in advance with the Licensing Authority
147.	No person under 18 is permitted to enter the premises whilst nudity or striptease is taking place
148.	The activities inside the premises cannot be seen from outside the premises

Cinemas

149.	Film classification at the premises is done in the following way U - Universal - suitable for audiences aged 4 years and over; PG - Parental Guidance - some scenes may be unsuitable for young children; 12A - viewing by persons aged 12 years or older or persons younger than 12 when accompanied by an adult; 15 - viewing by persons aged 15 years and over; 18 - viewing by persons aged 18 years and over.
150.	Immediately before each exhibition of a film classified by the BBFC a reproduction of the certificate of the Board is shown on the screen for at least five seconds that can be easily read by all persons in the auditorium or, as regards a trailer advertising a film, a statement approved by the Board indicating the classification of that film
151.	Where the Licensing Authority has made a restriction on the admission of children to a film, notices are displayed both inside and outside the premises so that persons are aware of the classification

Performances especially for children

152.	An attendant is stationed in the area(s) occupied by the children and in the vicinity of each exit;
153.	All attendants have completed appropriate CRB checks
154.	The minimum number of attendants on duty is 1 attendant per 50 children (or part thereof).

Children in performances

155.	The backstage facilities are sufficient to accommodate safely the number of children taking part in any performance
156.	All chaperones and production crew on the show receive instruction on fire and emergency procedures prior to the arrival of the children

157. Special effects, including smoke, dry ice, rapid pulsating or flashing lights, are not used in such performances;

158. Children performing in productions are kept under adult supervision at all times including transfer from stage to dressing room and anywhere else on the premises

159. Children are accounted for at all times in case of an evacuation or emergency