

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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 The Ambassador Theatre Group Limited

apply premi to you	for a ises c u as t	t name(s) of applicant) premises licence under sectlescribed in Part 1 below (the he relevant licensing authori Act 2003	e premises) a	nd I/	we are making	g this application
Part 1	– Pr	emises details				
Post	al add	dress of premises or, if none, o	rdnance surve	y ma	p reference or	description
Oyst	ermo	Arena uth Road R Bay				
Post	town	Swansea			Postcode	SA1 3BX
Γ						
		number at premises (if any)	n/a			
Non- prem		estic rateable value of	£Not yet rate	d		
Part 2	- A p	plicant details				
Please appro		e whether you are applying for	a premises lic	ence	as Pl	ease tick as
a)	an i	ndividual or individuals *			please comp	lete section (A)
b)	аре	erson other than an individual *				
i as a limited company/limited I			iability	\boxtimes	please comp	lete section (B)
	ii	as a partnership (other than li liability)	mited		please comp	lete section (B)
	iii	as an unincorporated associa	tion or		please comp	lete section (B)
	iv	other (for example a statutory corporation)	,		please comp	lete section (B)

		1 4 1	1		_			
'c) *	a recognised	club				please com	plete section	(B)
d)	a charity					please com	plete section	(B)
e)	the proprietor	of an educati	onal establis	hment		please com	plete section	(B)
f)	a health service	ce body				please com	plete section	(B)
g)	a person who Care Standard an independe	ds Act 2000 (d	c14) in respe			please com	plete section	(B)
ga)	a person who is registered under Chapter 2 of please complete section (B) Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England							(B)
h)	the chief office England and \		a police force	ce in		please com	plete section	(B)
	ou are applying ox below):	as a person o	described in	(a) or (b)	pleas	se confirm (b	y ticking yes	to
prem	carrying on or p ises for licensa	ble activities;	or	ısiness w	hich i	nvolves the (use of the	\boxtimes
I am ı	making the app statutory fund	-	iant to a					
	a function dis		irtue of Her I	Majesty's	prero	gative		
(A) INI	DIVIDUAL APF	PLICANTS (fil	l in as applic	cable)				
Mr	☐ Mrs	☐ Miss		VIs □		er Title (for mple, Rev)		
Surn	ame			First na	ames			
Date over	of birth		I am 18	3 years o	ld or	☐ Ple	ase tick yes	
Natio	onality							
addre								
from	ent residential ess if different premises addr	ess						
from	ess if different premises addr	ess				Postcode		
Post	ess if different premises addre town					Postcode		

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr 🗆	Mrs		Miss			Ms			ner Title Imple, F		
Surname						Fi	rst na	ames	3		
Date of bir	th				l am	18 ye	ars o	ld or		Plea	se tick yes
Nationality	•										
Current res address if d from premis	lifferent	ress									
Post town									Postco	ode	
Daytime co	ontact t	eleph	ione								
E-mail add (optional)	ress										
please give (other than a concerned.	any reg	jister	ed numl	oer. I	n the	case	of a	parti	nership	or ot	ere appropriate her joint venture ach party
Name The Ambas	sador T	heatr	e Group	Limite	ed						
Address 2 nd Floor Al- Church Pat Woking Surrey GU21 6EJ		r Hou	se								
Registered 02671052	numbei	(whe	ere applic	cable)							
Description etc.) Company	of appl	icant	(for exan	nple, į	partne	ership	o, com	pany	/, unince	orpora	ted association
Telephone c/o Ewen M	lacgreg	or of	TLT LLP	- Tel	0333	0 061	251				
E-mail addr c/o Ewen M				– Ew	en.Ma	acgre	gor@	TLTs	olicitors	s.com	

Part 3 Operating Schedule

Whe	en do you want the premises licence to start?	MM A P	YYYY	
	ou wish the licence to be valid only for a limited period, n do you want it to end?	ММ	YYYY	
Dies	and give a general description of the promises (places road a	uidon	no noto 1	<u>, </u>
1	ase give a general description of the premises (please read g			- 1
The	premises will operate as a multi-functional arena, event and	confe	ence sp	ace.
15.5.0	200 or more provide an expected to attend the promises of			
	2000 or more people are expected to attend the premises at one time, please state the number expected to attend.			
What	licensable activities do you intend to carry on from the premi	ses?		
(plea	se see sections 1 and 14 and Schedules 1 and 2 to the Licer	sing A	ct 2003)	
Pro	vision of regulated entertainment (please read guidance note	2)	Please apply	tick all that
a)	plays (if ticking yes, fill in box A)			\boxtimes
b)	films (if ticking yes, fill in box B)			\boxtimes
c)	indoor sporting events (if ticking yes, fill in box C)			\boxtimes
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)		\boxtimes
e)	live music (if ticking yes, fill in box E)			
f)	recorded music (if ticking yes, fill in box F)			\boxtimes
g)	performances of dance (if ticking yes, fill in box G)			\boxtimes
h)	anything of a similar description to that falling within (e), (f) (if ticking yes, fill in box H)	or (g)		

Provision of late night refreshment (if ticking yes, fill in box I)	\boxtimes
Supply of alcohol (if ticking yes, fill in box J)	\boxtimes

In all cases complete boxes K, L and M

Α

Stand	Plays Standard days and timings (please read		Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
guidar	nce note ?	7)		Outdoors	
Day	Start	Finish		Both	
Mon		02:00	Please give further details here (please read	guidance note	4)
	10:00				
Tue		02:00			
	10:00				
Wed		02:00	State any seasonal variations for performing read guidance note 5)	g plays (pleas	е
	10:00		Teau guidance note 3/		
Thur		02:00			
	10:00				
Fri		02:00	Non standard timings. Where you intend to premises for the performance of plays at dif		
	10:00		those listed in the column on the left, please		
Sat		02:00	guidance note 6)		
	10:00				
Sun		02:00			
	10:00				

Films Standard days and timings (please read			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors				
guidance note 7)			,	Outdoors				
Day	Start	Finish		Both				
Mon		02:00	Please give further details here (please read	guidance not	e 4)			
	10:00							
Tue		02:00						
	10:00							
Wed		02:00	State any seasonal variations for the exhibition of film (please read guidance note 5)					
	10:00		(please read guidance note 5)					
Thur		02:00						
	10:00							
Fri		02:00	Non standard timings. Where you intend to premises for the exhibition of films at differ					
	10:00		those listed in the column on the left, please		read			
Sat		02:00	guidance note 6)					
	10:00							
Sun		02:00						
	10:00							

events Standatiming	Indoor sporting events Standard days and timings (please read guidance note 7)		Please give further details (please read guidance note 4)
Day	Start	Finish	
Mon		02:00	
	10:00		
Tue		02:00	State any seasonal variations for indoor sporting events (please read guidance note 5)
10:00 Wed		(please read guidance note 5)	
		02:00	
	10:00		
Thur		02:00	Non standard timings. Where you intend to use the premises for indoor sporting events at different times to
	10:00		those listed in the column on the left, please list (please read
Fri		02:00	guidance note 6)
	10:00		
Sat		02:00	
	10:00		
Sun		02:00	
	10:00		

Boxing or wrestling entertainments Standard days and timings (please read		and	Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors			
	nce note 7			Outdoors			
Day	Start	Finish		Both			
Mon		02:00	Please give further details here (please read	guidance not	e 4)		
	10:00						
Tue		02:00					
	10:00						
Wed		02:00	State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)				
	10:00		(please read guidance note 3)				
Thur		02:00					
	10:00						
Fri		02:00	Non standard timings. Where you intend to premises for boxing or wrestling entertainm		nt		
	10:00		times to those listed in the column on the le				
Sat		02:00	(please read guidance note 6)				
	10:00						
Sun		02:00					
	10:00						

Live music Standard days and timings (please read guidance note 7)		read	Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors			
guidar	nce note 7	7)		Outdoors			
Day	Start	Finish		Both			
Mon		02:00	Please give further details here (please read	guidance note) 4)		
	10:00						
Tue		02:00					
	10:00						
Wed		02:00	State any seasonal variations for the performance of music (please read guidance note 5)				
	10:00		music (please read guidance note 5)				
Thur		02:00					
==	10:00						
Fri		02:00	Non standard timings. Where you intend to premises for the performance of live music		mes		
l	10:00		to those listed in the column on the left, plea				
Sat		02:00	read guidance note 6)				
	10:00						
Sun		02:00					
	10:00						

Recorded music Standard days and timings (please read guidance note 7)		and read	Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors				
guidar	ice note 7	7)		Outdoors				
Day	Start	Finish		Both				
Mon		02:00	Please give further details here (please read	guidance note	e 4)			
	10:00							
Tue		02:00						
	10:00							
Wed		02:00	State any seasonal variations for the playing of records music (please read guidance note 5)					
	10:00		music (please read guidance note 3)					
Thur		02:00						
	10:00							
Fri		02:00	Non standard timings. Where you intend to premises for the playing of recorded music					
	10:00		times to those listed in the column on the le		i,			
Sat		02:00	(please read guidance note 6)					
	10:00							
Sun		02:00						
	10:00							

Performances of dance Standard days and timings (please read			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors				
timings (please read guidance note 7)		read		Outdoors				
Day	Start	Finish		Both				
Mon		02:00	Please give further details here (please read	guidance note	€ 4)			
	10:00							
Tue		02:00						
	10:00							
Wed		02:00	State any seasonal variations for the performance of description (please read guidance note 5)					
	10:00		(ploade road galdaries lists 5)					
Thur		02:00						
	10:00							
Fri		02:00	Non standard timings. Where you intend to premises for the performance of dance at di		to			
	10:00		those listed in the column on the left, please					
Sat		02:00	guidance note 6)					
	10:00							
Sun		02:00						
	10:00							

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertai providing	nment you wil	l be
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please	Indoors	
Mon		02:00	read guidance note 3)	Outdoors	
	10:00			Both	
Tue		02:00	Please give further details here (please read	guidance note	e 4)
	10:00				
Wed		02:00			
	10:00				
Thur		02:00	State any seasonal variations for entertainm description to that falling within (e), (f) or (g		
	10:00		guidance note 5)		
Fri		02:00			
	10:00				
Sat		02:00	Non standard timings. Where you intend to premises for the entertainment of a similar that falling within (e), (f) or (g) at different times.	description to	<u> </u>
	10:00		listed in the column on the left, please list (pguidance note 6)	please read	
Sun		02:00			
10:00					

Late night refreshment Standard days and		and	Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read	Indoors	
timings (please read guidance note 7)			guidance note 3)	Outdoors	
Day	Start	Finish		Both	
Mon		02:30	Please give further details here (please read	guidance note	e 4)
	23:00				
Tue		02:30			
	23:00				
Wed		02:30	State any seasonal variations for the provisi refreshment (please read guidance note 5)	ion of late nig	<u>ıht</u>
	23:00		remeasurem (piease road guidanoe note o)		
Thur		02:30			
	23:00				
Fri		02:30	Non standard timings. Where you intend to premises for the provision of late night refre		
	23:00		different times, to those listed in the column		
Sat		02:30	please list (please read guidance note 6)		
	23:00				
Sun		02:30			
	23:00				

Supply of alcohol Standard days and timings (please read			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	
guidance note 7)			guidance note by	Off the premises	
Day	Start	Finish		Both	\boxtimes
Mon		02:00	State any seasonal variations for the supply (please read guidance note 5)	of alcohol	
	10:00		(please read guidance note 5)		
Tue		02:00			
	10:00				
Wed		02:00			
	10:00				
Thur		02:00	Non standard timings. Where you intend to premises for the supply of alcohol at differe		IOSE
	10:00		listed in the column on the left, please list (please list) (please list)		000
Fri		02:00			
	10:00				
Sat		02:00			
	10:00				
Sun		02:00			
	10:00				

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):

Name TBC
Date of birth
Address
Postcode
Personal licence number (if known)
Issuing licensing authority (if known)

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

Hours premises are open to the public Standard days and timings (please read guidance note 7)		blic and read	State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon		02:30	
	08:00		
Tue		02:30	
	08:00		
Wed		02:30	
	08:00		Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the
Thur		02:30	column on the left, please list (please read guidance note 6)
	08:00		
Fri		02:30	
	08:00		
Sat		02:30	
	08:00		
Sun		02:30	
	08:00		

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 attached.				
b) The prevention of crime and disorder				
Please see attached.				
c) Public safety				
Please see attached.				
d) The prevention of public nuisance				
Please see attached.				
a) The protection of children from harm				
e) The protection of children from harm Please see attached.				

Checklist:

Please tick to indicate agreement

•	I have made or enclosed payment of the fee.	\boxtimes
•	I have enclosed the plan of the premises.	\boxtimes
•	I have sent copies of this application and the plan to responsible authorities and others where applicable.	\boxtimes
•	I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	\boxtimes
•	I understand that I must now advertise my application.	\boxtimes
•	I understand that if I do not comply with the above requirements my application will be rejected.	\boxtimes
•	[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 (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.

Declaration

- [Applicable to individual applicants only, including those in a
 partnership which is not a limited liability partnership] I understand
 I am not entitled to be issued with a licence if I do not have the
 entitlement to live and work in the UK (or if I am subject to a
 condition preventing me from doing work relating to the carrying
 on of a licensable activity) and that my licence will become invalid
 if I cease to be entitled to live and work in the UK (please read
 quidance note 15).
- The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

Signature	Ewen Macgregor for TLT LLP
Date	29th July 2021
Capacity	Solicitor to Applicant

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature					
Date					
Capacity					
Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) Ewen Macgregor TLT LLP One Redcliff Street					
Post town	Bristol		Postcode	BS1 6TP	
Telephone number (if any) +44(0)3330 061251 or +44(0)7718 099664					
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) Ewen.Macgregor@TLTsolicitors.com					

Ambassador Theatre Group Limited

Swansea Arena

Oystermouth Road
Bae COPR Bay
Swansea
SA1 3BX

Proposed opening hours and operating schedule

Proposed Hours of operation

Opening Hours

• On each day of the week 0800 to 0230

Hours for the provision of licensable activities

 Sale of alcohol (on and off sales) and the provision of regulated entertainment – from 1000 to 0200 on each day of the week

The provision of regulated entertainment will include:

- o Plays
- o Films
- o Indoor Sporting events
- o Boxing and Wrestling
- Live Music
- Recorded music
- o Performances of dance
- o Anything of a similar description
- Provision of late night refreshment 2300 to 0230 on each day of the week

Schedule of proposed conditions

1. The premises will operate as a multi-functional event and conference space

Event Management Plan (EMP)

- An event and site-specific Event Management Plan (EMP) will be developed and shared with the Licensing Authority, Police and other responsible authorities (as requested) on an ongoing basis
- 3. The EMP will include details on subjects such as (but not limited to):
 - Site plan
 - Layout plans
 - Risk Assessments
 - Artists profile
 - Counter terrorism measures
 - Fire Risk Assessment,
 - Security Management Plan
 - Capacity control
 - The use of glass drinking vessels
 - Drugs Policy
 - Alcohol Management Plan
 - Traffic Management Plan
 - Medical Management Plan
 - Adverse Weather Plan
 - Crisis Communication Plan
 - Noise Management Plan
 - Access, egress and dispersal Plan
 - Child Welfare/Vulnerable Persons Policy
 - Residents and Local Community Engagement
- 4. The EMP (and appendices) will be 'living' documents which will be reviewed and revised in the planning phases of events at the premises. These documents to be shared with Local Authority Licensing and Police Licensing for consideration prior to implementation.

- 5. Annually in January, formal discussions between the Licensing Authority, Premises Licence Holder, and South Wales Police must take place to discuss the proposed events for the year that are known at the time. Discussions will include the event profile, number of expected attendees and identify any additional resource levels that may be required.
- 6. The Premises Licence Holder must comply with the EMP
- The premises licence holder will engage with, and attend as required, Safety Advisory Group (SAG) meetings

Events

- 8. Small events For events where the capacity does not exceed 1,000 attendees (including for example but not limited to sit down dinners, awards ceremonies, private events etc) the terminal hour for the sale of alcohol shall be 0200, with the premises to be cleared of patrons by 0230
- Medium Events Subject to condition 10 below, for events where the capacity does not
 exceed 2,500 (including but not limited to DJ sets, club nights) the terminal hour for the sale
 of alcohol shall be 0200 with the premises to be cleared of patrons by 0230
- 10. Large Events For events where the capacity is in excess of 2,500 the terminal hour for the sale of alcohol and the provision of licensable activities (save for in the VIP areas) shall be 2300 with the premises to be cleared by 2330 save for the VIP area where the terminal hour for the sale of alcohol shall be 0000. The VIP area shall be cleared of patrons by 0030
- 11. Events where the primary source of entertainment is by way of a DJ, with a capacity of over 2,000, where the provision of regulated entertainment ends after 0000, will only take place on Friday, Saturday, Sunday or Bank Holiday Mondays with no more than one event taking place each weekend (to include Friday, Saturday, Sunday and a Bank Holiday Monday) and will be limited to no more than 12 events in any 12 month period

CCTV

- 12. The premises licence holder must ensure that:
 - a. CCTV cameras are located within the premises to cover all public areas including all entrances and exits

- b. The system records clear images permitting the identification of individuals
- c. The CCTV system is able to capture a minimum of 24 frames per second and all recorded footage must be securely retained for a minimum of 28 days.
- d. The CCTV system operates at all times while the premises are open for licensable activities
- e. All equipment must have a constant and accurate time and date generation.
- f. The CCTV system is fitted with security functions to prevent recordings being tampered with, i.e. password protected.
- g. There are members of trained staff at the premises during operating hours able to provide viewable copies on request to police or authorised local authority officers as soon as is reasonably practicable in accordance with the Data Protection Act 2018 (or any replacement legislation).

Reporting procedures/Incident Management

- 13. An incident log (which may be electronically recorded) shall be kept at the premises for at least six months, and made available on request to the police or an authorised officer of the licensing authority, which will record the following incidents including pertinent details:
- (a) All crimes reported to the venue, or by the venue to the police
- (b) All ejections of patrons
- (c) Any incidents of disorder
- (d) Seizures of drugs, offensive weapons, fraudulent ID or other items
- (e) Any faults in the CCTV system, searching equipment or scanning equipment
- (f) Any refusal of the sale of alcohol
- (g) Any faults in the CCTV system
- (h) Any visit by a relevant authority or emergency service
- (i) The times on duty, names and the licence numbers of all licensed door supervisors employed by the premises
- 14. There must be at the premises a lockable "Drugs Box" to which no members of staff save for the DPS and nominated members of management shall have access. All controlled drugs or items suspected to be or to contain controlled drugs) found at the premises must be placed in this box as soon as reasonably practicable and when emoted of its contents

all must be given to the designated officer of the South Wales Police for appropriate disposal.

Externally promoted events

- 15. The premises licence holder must complete, and make available for inspection, a written risk assessment form, as may be prescribed by the Licensing Authority, at least 7 days before any event that is
 - · carried on by any person not affiliated with the venue; and
 - promoted /advertised to the public

Staff Training

- 16. Relevant and appropriate staff shall be trained in:
 - a. Relevant age restrictions in respect of age restricted products
 - b. Recognising signs of drunkenness and vulnerability
 - c. How overservice of alcohol impacts on the four objectives of the Licensing Act 2003
 - d. The premises' duty of care policy, understanding and dealing with situations involving vulnerable people
 - e. Action to be taken in the event of an emergency, including the preservation of a crime scene and reporting an incident to the emergency services
 - f. The conditions in force under this licence
- 17. Training must include evidence that the trainee has gained knowledge and understanding of the training, which may consist of a test or quiz, completed and signed by the trainee.

 Documented records of training completed shall be kept for each member of staff.
- 18. Training shall be regularly refreshed, at least every 6 months.
- 19. Training records shall be made available for inspection upon request by a police officer or an authorised officer of the licensing authority

Underage sales

- 20. The premises shall display prominent signage indicating [at any point of sale] [at the entrance to the premises] that it is an offence to buy, or attempt to buy, alcohol for a person under the age of 18
- 21. The Challenge 21 scheme must be operated to ensure that any person who appears to be under the age of 21shall provide documented proof that he/she is over 18 years of age. Proof of age shall only comprise a passport, photo card driving licence, an EU/EEA national ID card or similar document, an HM Forces warrant card, a card bearing the PASS hologram, or any electronic or biometric age verification technology approved by the licensing authority
- 22. A refusals record must be kept at the premises which details all refusals to sell alcohol.
- 23. This record must include the date and time of the incident, a description of the customer, the name of the staff member who refused the sale, and the reason the sale was refused. All entries must be made within 24 hours of the refusal. The record must be made available for inspection and copying within 24 hours of a request by an officer of a Responsible Authority.

Door Security

- 24. The provision of door security on the premises shall be risk assessed.
- 25. A copy of the risk assessment shall be kept on the premises and made available to the Police and Licensing Authority on request.
- 26. The risk assessment shall be reviewed at least annually
- 27. When employed, a register of Door supervisor staff shall be kept. The register must show the following details:
 - Full SIA registration number.
 - Date and time that the Door Supervisor commenced duty, countersigned by the Duty Manager
 - · Date and time that the Door Supervisor finished work,
 - Any occurrence or incident of interest involving crime & disorder or public safety must be recorded giving names of the Door Supervisor involved.

28. The Door Supervisor register shall be kept at the premises and be available for inspection by an authorised officer from the Licensing Authority and the Police and shall be retained for a period of twelve months.

Sale of alcohol/pop up bars/mobile vendors

- 29. Alcohol may be sold from permanent bars as shown on the deposited plans, from temporary pop up bars and by mobile vendors.
- 30. The positioning of any temporary bar/mobile vendor shall be within the licensed area as shown on the deposited plan.
- 31. The positioning of any temporary bar/mobile vendor will be risked assessed by the licence holder and their location will be in such a place/places so as not to impede/hinder or prevent access/egress to or from the premises or through escape routes.
- 32. A copy of the risk assessment shall be kept on site and made available to authorised representatives of the police and licensing authority on request
- 33. Any sales of alcohol for consumption off the premises shall be in sealed containers only

General

34. No external speakers shall be placed on the premises











