

**ANNEX 2 - CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE**

**a) General**

1. All point of sale staff will be given induction training and receive ongoing refresher training relating to all four licensing objectives.
2. Records of the initial training and refresher training will be kept for a minimum of 12 months and will be signed by the employee and trainer immediately upon completion. These records will be kept on the premises and made available for inspection when required.

**b) The Prevention of Crime and Disorder**

1. An incident book shall be kept at the premises in which details of incidents relating to the premises shall be recorded.
2. The incident book shall contain the following details:
  - i) Time, date and location of incident.
  - ii) Nature of incident
  - iii) Action taken
3. Each entry shall be signed by the Designated Premises Supervisor or other responsible person employed at the premises and so authorised by the Designated Premises Supervisor.
4. The incident book shall be made available to the Police upon request.
5. Each entry shall be retained for a period of 12 months from date of completion.
6. With the exception of VIP areas and during private functions, when being used as a nightclub, all pint vessels shall be polycarbonate.
7. A tamper proof CCTV system shall be installed, maintained in working order and operated at the premises in liaison with and to the satisfaction of Lincolnshire Police and shall be used to record during all hours that the premises are open to the public.
8. There shall be sufficient cameras to provide full coverage of all public areas.
9. Any outside area used for consumption of alcohol shall be fully covered by CCTV.
10. The images recorded by the CCTV system shall be retained in unedited form for a period of not less than 28 days and must be endorsed with the accurate time and date.

**c) Public Safety**

1. There shall be provided at the premises, door supervisors, who are registered with the Security Industry Authority (SIA) to such a number as the management of the premises consider are sufficient to control the entry of persons to the premises and for the keeping of order in the premises when they are used for a licensable activity.
2. A log book shall be maintained at the premises, in which shall be recorded the following details:

- i) The door supervisors name;
  - ii) His/her SIA licence number
  - iii) The time and date he/she starts and finishes duty
3. Each entry in the log book shall be signed by the door supervisor
4. The log book shall be available for inspection on demand by an authorised officer of the Council, the Security Industry Authority or a Police Officer.
5. Each door supervisors licence number will be verified by the Designated Premises Supervisor or their agent using the SIA website on the occasion of each door supervisors initial employment at the premises. Thereafter a weekly check shall be carried out to ensure the licence status remains unchanged. This verification check will be recorded and signed appropriately by the Designated Premises Supervisor or their agent.

**d) The Prevention of Public Nuisance**

1. Signs shall be placed at all exits from the premises in a place where they can be seen and easily read by the public, requiring customers to leave the premises and the area quietly.
2. First floor windows will remain closed during all operational hours and after 21.00 hours on the ground floor.
3. No bottles or glasses will be permitted out of the premises whilst any nightclub operation is taking place.
4. No emptying of bottles to outside bins shall be carried out between 23.00 hours and 08.00 hours the following day on any day of the week.
5. No outside area on the Haven side of the Assembly Rooms, including any patio or balcony located between the rear of the Assembly Rooms and The Haven, to be used by any customers between 22.00 hours and 08.00 hours the following day on any day of the week.

**e) The Protection of Children from Harm**

1. There shall be in place for the premises a written policy to prevent the sale or supply of alcohol to persons under 18 years of age. That policy shall require any person who appears to be under the age of 25 years to produce one of the following forms of identification:
  - i) Full UK photo driving licence
  - ii) Passport
  - iii) A recognised proof of age card accredited under the Proof of Age Standards Scheme (PASS)
2. Clear, prominent and unobstructed signage informing customers of the proof of age scheme in operation will be displayed at all entry points to the premises and at points of sale.

3. After 21.00 hours, entry will be restricted to those aged 18 years or over and ID will be checked upon entry in accordance with the Challenge 25 policy.
4. During under 18 events, only patrons aged under the age of 18 years will be permitted entry. Alcohol will be removed from view. Tobacco sales will not take place and gaming machines will not be in use.