

## Schedule of Conditions – Blayds Bar

CCTV 1	A suitable Closed-Circuit Television (CCTV) system will be operational at the premises at all times when licensable activities are being carried out and at any other times where members of the public are present on the premises.
CCTV 2	The CCTV system will cover all areas of the premises occupied by the public under the terms of the licence, including corridors and stairways (excluding WCs and changing rooms).
CCTV 3	The CCTV system will cover the main entrance/s and exit/s and designated emergency egress routes from the premises.
CCTV 4	The CCTV system will cover all external areas of the premises occupied by the public, i.e. queuing areas, beer gardens, smoking areas and car parks.
CCTV 6	The CCTV system will be of a satisfactory resolution quality which will enable the identification of persons and activities, and other fine details such as vehicle registration number plates.
CCTV 7	The CCTV system will contain the correct time and date stamp information.
CCTV 8	The CCTV system will have sufficient storage retention capacity for a

	<p>minimum of 31 days' continuous footage which will be of good quality.</p>
CCTV 9	<p>The CCTV footage will be controlled and kept in a secure environment to prevent tampering or unauthorised viewing. A record will be kept of who has accessed the system, the reason why and when.</p>
CCTV 10	<p>A designated member / members of staff at the premises will be authorised to access the CCTV footage and be conversant with operating the CCTV system. At the request of an authorised officer of the Licensing Authority or a Responsible Authority (under the Licensing Act 2003) any CCTV footage, as requested, will be downloaded immediately or secured to prevent any overwriting. The CCTV footage material will be supplied, on request, to an authorised officer of the Licensing Authority or a Responsible Authority.</p>
CCTV 13	<p>The CCTV system will be adequately maintained and be capable of transporting recorded material onto a removable media.</p>
DPS 1	<p>A Supervisor's Register will be maintained at the licensed premises, showing the names, addresses and up-to-date contact details for the DPS and all personal licence holders.</p>
DPS 2	<p>The Supervisors Register will state the name of the person who is in overall charge of the premises at each time</p>

	<p>that licensed activities are carried out, and this information will be retained for a period of twelve months and produced for inspection on request to an authorised officer.</p>
Door Sup 1	<p>The minimum number of door supervisors for the premises is one. The door supervisor will operate from 21:00hrs until close of business on Friday, Saturday, Sundays of Bank Holiday weekends, New Year's Eve and when a TEN has been submitted by the operators, or persons on their behalf, to cover the outside area, but not on Christmas Eve.</p>
Door Sup 2	<p>The premises licence holder/designated premises supervisor will ensure that a 'Daily Record Register' is maintained on the premises by the door staff.</p>
Door Sup 3	<p>The Daily Record Register will contain consecutively numbered pages, the full name and registration number of each person on duty, the employer of that person and the date and time he/she commenced duty and finished duty (verified by the individual's signature).</p>
Door Sup 4	<p>The Daily Record Register will be retained on the premises for a period of twelve months from the date of the last entry.</p>
Door Sup 5	<p>Security staff/designated supervisors will be familiar with the premises policy concerning the admission,</p>

	<p>exclusion and safeguarding of customers whilst in the premises.</p>
Door Sup 6	<p>The premises licence holder/designated premises supervisor will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti-social behaviour, admissions refusals and ejections from the premises.</p>
Door Sup 7	<p>The Incident Report Register will contain consecutively numbered pages, the date time and location of the incident, details of the nature of the incident, the names and registration numbers of any door staff involved or to whom the incident was reported, the names and personal licence numbers (if any) of any other staff involved or to whom the incident was reported, the names and numbers of any police officers attending, the police incident and / or crime number, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.</p>
Door Sup 8	<p>The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.</p>
Drug 1	<p>A policy for searching patrons at the entrance to premises will be adopted and prominently displayed on the premises.</p>

Drug 3	A suitable purpose-made receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police or British Transport Police.
Comm 1	There will be a communication link via radio to other venues in the city centre. This will be the system recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police.
Comm 2	Such communication link will be kept in working order at all times when licensable activities are taking place.
Comm 3	The communication link will be available to the Designated Premises Supervisor or other nominated supervisor and be monitored by that person at all times that licensed activities are being carried out.
Responsible sales 3	The premises licence holder and/or designated premises supervisor staff will ask for acceptable evidence (as agreed by WYP / WYTSS) from any person appearing to be under the age of 21 who attempts to purchase alcohol at the premises.
Responsible Sales 5	Drinks, open bottles and glasses will not be taken from the premises at any time except for access to a designated external area as defined by a temporary event notice or a street café licence.

Responsible sales 6	The premises licence holder and/or designated premises supervisor will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.
Responsible sales 7	Plastic or toughened polycarbonate (or similar) glasses/bottles will be used in all outdoor areas.
Responsible sales 8	Plastic or toughened polycarbonate (or similar) glasses/bottles will be used when requested by West Yorkshire Police / British Transport Police (e.g. football match days).
Responsible sales 9	Notices indicating the existence and effect of an Alcohol Designated Public Places Order will be prominently displayed at the exits to the premises.
Responsible sales 10	The premises licence holder/designated premises supervisor will belong to a recognised trade body or Pubwatch Scheme where one exists, whose aims include the promotion of the licensing objectives.
Safety 2	Written records of all accidents and safety incidents involving members of the public will be kept. These will be made available at the request of an authorised officer.
Safety 3	During opening hours the cellar door must be kept locked or adequately supervised to prevent unauthorised access by the public.

Safety 4	A suitably trained and competent person must ensure regular safety checks of the premises including decorative and functional fixtures, floor surfaces and equipment (including electrical appliances) to which the public may come into contact are undertaken. Records of these safety checks must be kept and made available for inspection by an authorised officer.
Safety 5	The premises licence holder/designated premises supervisor will not allow the sale or supply of 'Legal Highs' on the premises.
Safety 6	Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.
Safety 7	Electrical installations will be inspected on a periodic basis (at least every 3 years or at a frequency specified in writing) by a suitably qualified and competent person. Inspection records/certificates will be kept and made available at the request of an authorised officer. If used, any temporary electrical wiring and distributions will also be inspected. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.
Safety 8	One of the following protective measures shall be used for all socket-outlets which may be used for the

	<p>connection for lighting, video or sound amplification equipment and display models:</p> <p>a. Each socket-outlet circuit will be protected by a residual current device having a rated residual operating current not exceeding 30mA, or</p> <p>b. Each individual socket-outlet will be protected by an integral residual current device having a rated residual operating current not exceeding 30mA.</p> <p>The current operation of all residual current devices will be checked regularly by pressing the test button. If the device does not switch off the supply, an electrical contractor should be consulted. At the same time action should be taken to prohibit the use of socket outlets associated with a faulty residual current device.</p>
<p>Housekeeping 1</p>	<p>Regular safety checks of guarding to stairs, balconies, landings and ramps will be undertaken, and a supervision policy will be maintained to prevent people from inappropriate behaviour, including climbing which may lead to a fall from height.</p>
<p>Housekeeping 2</p>	<p>Safety glass that is impact resistant or shielded to protect it from impact will be used in all areas where the public may come into contact with it.</p>



Housekeeping 3	A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.
Fire 1	The premises have a current Fire Risk Assessment.
Refresh 1	Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risk of scald or burns.
First Aid 1	A suitably trained First Aider or appointed person will be provided at all times when the premises are open.
First Aid 4	Adequate and appropriate First Aid equipment and materials will be available on the premises at all times.
First Aid 5	A procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. Staff will be appropriately trained in such procedures.
Effects 1	A written health and safety policy covering all aspects of the safe use of strobes, lasers, smoke machines or any other special effects, will be provided and staff will be appropriately trained.
Effects 2	No strobes, lasers or smoke machines will be used at the premises unless there is a clearly displayed warning at the entrance to the premises that such equipment is in use.

	<p>Licensable activities shall be conducted and the facilities for licensed activities shall be designed and operated so as to prevent nuisance from the premises.</p>
	<p>Noise from a licensable activity at the premises will not be audible at the nearest noise sensitive premises, which includes 25 Blayds Mews and 3 Briggate, after 23.00 hours until the commencement of permitted hours the following day.</p>
	<p>There shall be no external loudspeakers.</p>
	<p>Bottles will not be placed in any external receptacle between 23.00 hours and 07.00 hours the following day to minimise noise disturbance to neighbouring properties.</p>
	<p>The activities of persons using the external areas shall be monitored after 23.00 hours and they shall be reminded to have regard to the needs of local residents and to refrain from shouting and anti-social behaviour etc. when necessary.</p>
	<p>The PLH/DPS will adopt a 'cooling down' period where music volume is reduced towards the closing time of the premises.</p>
	<p>The PLH/DPS shall ensure that litter arising from people using the premises is cleared away regularly and that</p>

	<p>promotional materials such as flyers do not create litter.</p>
	<p>Clear and legible notices will be displayed at exits requesting patrons to leave the premises quietly having regard to the needs of local residents, in particular emphasising the need to refrain from shouting and anti-social behaviour.</p>
	<p>The designated premises supervisor and any door supervisors will monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary.</p>