

The Lower Third

Annex 2 - Conditions consistent with the operating schedule

15. The premises licence holder shall ensure that CCTV cameras and recorders are installed at the premises and are of a standard acceptable to and approved by the Police. **CCTV to cover all areas where the public have access to (except toilets and changing areas).**
16. The CCTV system shall be maintained in good working order and at all times the premises is open to the public, be fully operational covering both internal and external areas of the premises to which the public have access.
17. The CCTV camera views are not to be obstructed.
18. At least one CCTV camera is to be placed no more than seven feet above floor level; near to the exits to capture clear facial images of all persons leaving the premises.
19. The medium on which CCTV images are recorded shall be of evidential quality; stored securely; shall be retained for a period of 31 days; and be available for inspection by the Police or Local Authority ~~upon~~ **within 48 hours of** request.
20. At all times when the premises are open for the purposes of licensable activities, a suitably trained member of staff shall be present to assist the Police or an authorised officer in obtaining the CCTV footage.
21. The facility to transfer the images to a compatible, removable format shall be held on the premises.
22. Notices shall be displayed within the premises warning customers about personal thefts; and to be vigilant.
23. The venue shall supply and fit to every static table or counter, suitable anti-theft devices, such as table/counter clips, in order that customers may secure their bags.

24. When the venue is open for licensable activities, the toilets are to be checked by staff at least every two (2) hours and these checks are to be documented on each visit.
25. All flat surfaces in toilet cubicles, including any toilet roll holder eclipses, are to be 'designed out' in order to prevent drug misuse.
26. In relation to any event involving a promoter, their associates, DJ(s) or artist(s), or one where the venue has been booked by an outside agent with a view to selling tickets to the public for a profit then:
 - a. The licensee shall complete a full risk assessment via open source material, reference checks from previous venues performed and if there are concerns following all these checks, to inform Camden Police Licensing at least 7 days before the event occurs on email EK-Licensing@met.police.uk.
 - b. The licensee shall notify Camden Police Licensing Team via the same email if there are any high-risk events or any unusual or large scale events (due to occur within less than 7 days) as soon as reasonably practicable. The Police will have the right of absolute refusal of any such events for reason of late notification.
 - c. Where the venue runs a promoted event using a DJ or MC who performs to background music then they should risk assess the need to search every customer upon entry taking cognizance of Police advice. If the risk assessment determines that searching will be conducted, then if a customer refuses to being searched this will result in NO ENTRY.
27. No persons carrying visibly open alcohol vessels shall be admitted to the premises at any time that the premises are open for any licensable activity.
28. "A Challenge 25 policy will be enforced, where any person reasonably looking under the age of 25 shall be asked to prove their age when attempting to purchase alcohol and signs to this effect will be displayed at the premises. The only acceptable forms of Identity will be those with photographic identification documents recognised in the Home Office guidance, including passports, photo-card driving licence, military ID cards or proof of age card bearing the PASS hologram."
29. A sign shall be displayed at the point of sale stating No Proof of Age - No Sale.

30. The venue shall not engage the service of street promoters to encourage clientele to attend the venue.
31. Regular glass collection shall be undertaken by staff where the sale of alcohol is occurring at the premises.
32. Police must be called to incidents of violence and /or disorder.
33. Signage shall be displayed in a prominent position on the premises requesting that customers leave quietly.
34. Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.
35. The need for door supervisors shall be risk assessed taking cognizance of Police advice. Where door supervisors are employed then a register shall be maintained which shall be available for inspection by the Police and/or Licensing Authority. Details to show: • Full Name. • Date of Birth. • SIA Registration Number. • Date and Hours Worked; and • Contact telephone number and email address. A colour photocopy of each door supervisors SIA badge shall be taken by the DPS and retained at the premises. Door supervisors will wear high visibility jackets or vests or high visibility arm bands whilst working at entry/exit points and around the exterior of the building.
36. Subject to any relevant consents which may be required from the Local Authority, the designated queuing area shall be enclosed within appropriate barriers to ensure that the public footway is kept clear.
37. The licence holder shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff to ensure that there is no public nuisance or obstruction to the public highway.
38. Details of instances of disorder, damage to property or personal injury shall be recorded in an incident book kept at the premises. Such details shall be made available for inspection by the Police and other responsible authorities upon request.

39. The premises shall operate a system whereby a record is maintained of refusals to serve alcohol. Details to be produced for inspection to the Police and other responsible authorities upon request.
40. The licensee shall ensure that staff are trained as appropriate, in respect of relevant licensing law, crime scene best practice and upon the sale of alcohol to drunks and persons underage. This training is to be clearly documented **and signed** and any training for future staff must also be organised at the appropriate time. **Refresher training shall be carried out every 6 months** and details of training are to be made available for inspection by Police or other Responsible Authorities, upon request.
41. Where any illegal substance is found within the premises then a record shall be made in the incident book by a **duty manager**. Any illegal substance shall be stored securely pending collection by the Police unless they are present on site, and this is handed to them. Any seizure of drugs and weapons shall be recorded in the incident book **by a duty manager**.
42. Where available, a responsible member of staff shall join the local pub watch or other such local crime reduction scheme approved by the Police.
43. All security staff and management will be connected by a secure-channel handheld radio system or similar communications device.
44. Staff shall be fully trained on safety issues, including fire safety and management shall carry out regular **safety** inspections of the premises **before members of the public are allowed on to the premises and after close of business**.
45. Amplified sound shall not be audible at 1 metre from the facade of any noise sensitive premises.
46. That if deemed appropriate by the Environmental Health Team prior to the premises trading under this licence then a noise limiter be installed, located in a separate and remote lockable cabinet from the volume column must be fitted to any musical amplification system and set at a level determined by and to the satisfaction of the Noise Team. The limiter shall not be altered without prior agreement.
47. A Notice shall be fixed in a prominent position near exits reminding customers that this is a residential area and requesting patrons to leave quickly and quietly.

48. The premises will use the central waste collection point provided as part of the development.
49. The premises will implement a dispersal policy and all relevant staff will be trained in its implementation. The policy shall contain measures intended to encourage patrons leaving the club after 23:00 to disperse West along Denmark St towards Charing Cross Road and / or towards Tottenham Court Road tube and Oxford Street and then to disperse North or South. It will contain measures actively to discourage patrons from dispersing into the Piazza areas to the North and East of the premises. The policy will be reviewed regularly and whenever the licensee becomes aware of issues associated with dispersal.
50. Servicing will take place between 08:00 and 20:00 hours Monday to Sunday and Public/Bank Holidays and will be from the Denmark Street loading bays. (This shall not apply to event equipment and refuse storage and collection which is dealt with by the Service Management Plan approved as part of the S106 agreement and developed to the satisfaction of the Environment Health Team).
51. That a 'Service Management Plan' be developed to the satisfaction of the Environmental Health Team and detail the management of deliveries and servicing which shall include arrangements for the collection and delivery of event equipment, refuse storage and collection; that the Service Management Plan be updated by the Premises Licence Holder from time to time as appropriate. The Premises Licence Holder shall be bound by the Service Management Plan. A copy of the plan shall be retained at the premises and made available for inspection by the relevant authorities.
52. Maximum capacity shall not exceed 350 persons (excluding staff).
53. **A minimum of 2 SIA shall be on duty from 22:00 hours on all nights where both floors are open for licensable activities beyond midnight. SIA shall ensure all patrons are dispersed from the immediate area outside the venue at the end of operating hours and, to aid the swift and effective dispersal of customers away from the venue, the head of security will communicate and liaise with CCTV operatives within the Outernet central security control room.**

54. A duty manager, head door and core staff working on said night or event shall stay 30 minutes after close to actively help with dispersal and to ensure that the premises is completely devoid of members of the public.
55. When door supervisors are required, there will be a minimum of 1 (one) SIA registered door supervisor permanently working on the main entrance. There will be a minimum of 1 (one) female SIA registered door supervisor on duty when security is required.
56. From 22:00 hours, no drinks shall be allowed in the smoking area and the area shall be monitored by premises staff and/or an SIA registered door supervisor to monitor capacity and restrict access when necessary.
57. At least 2 (two) SIA door supervisors (to include the door supervisor working on the main entrance) who are on duty as required by the licence conditions shall wear body worn cameras. Management of the venue to ensure these cameras are working before deployment. In the event of an incident, body worn camera footage shall be stored for a minimum of ~~14~~ 31 days and must be made available to police upon request. The licence holder shall ensure that a suitable, expeditious playback/downloading system is in place to enable the police to obtain any evidential footage.
58. All permanent staff working in the evening and security staff to undertake welfare of and vulnerability engagement (WAVE) training and a record to be kept of this. The premises to ensure this before operating under this new licence if granted.
59. The premises will in the late evenings operate predominantly as an entertainment venue, providing a mix of musical entertainment; performances; events and screenings linked to music and/or artists; and entertainment of a similar nature, (which could include products launches; exhibitions; fashion shows; retail events, and the like kind).
60. There shall be no new admissions to the premises after ~~02:30~~ 02:00 hours.
61. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.

62. The premises shall maintain a complaints log detailing the nature of the complaint, complainant (if known) and any action taken. The log to be made available for inspection by Environmental Health upon reasonable request.
63. The premises shall ensure that an enhanced Risk Assessment shall be carried out to determine how many disabled customers they can safely accommodate and vacate in the event of an emergency.
64. Safety Inspection Certificates (which shall be maintained up to date) shall be available on site for inspection by Authorised Officers.