

APPENDIX

E

Hitchin Town Cricket Club – Revised Application

Licensable activities applied for :

PART E – Live Music

Sunday to Thursday 12:00 hrs to 23:00 hrs
Friday and Saturday 12:00 hrs to 00.30 hrs the following morning

PART F – Recorded Music

Sunday to Thursday 12:00 hrs to 23:00 hrs
Friday and Saturday 12:00 hrs to 00.30 hrs the following morning

PART I - Late Night Refreshment

Friday and Saturday 23:00 hrs to 01.00 hrs the following morning

PART J - Supply of alcohol

Sunday to Thursday 12:00 hrs to 23:00 hrs
Friday and Saturday 12:00 hrs to 01.00 hrs the following morning

Operating schedule conditions :

The premises licence holder will ensure that all staff involved in the sale or supply of alcohol are provided with appropriate training in relation to the licensing objectives; training records will be kept in written or electronic format for all staff.

The premises licence holder and designated premises supervisor will ensure that a “Challenge 21” Policy is in operation at all times the premises is open to the public for the sale or supply of alcohol, whereby all customers who appear to staff to be under twenty-one (21) years of age will be required to produce photographic identification proving that they can lawfully purchase or consume alcohol prior to the sale or supply of alcohol taking place. The premises licence holder and designated premises supervisor will ensure that clearly legible signs are displayed at prominent locations in the premises highlighting the Challenge 21 Policy.

Premises licence holder/ DPS will ensure brewery and catering delivery trucks and lorries will only be permitted to arrive / exit the premises between the hours of 09:30-15:00hrs Monday to Friday.

The Designated Premises Supervisor (DPS) or some other responsible person shall manage, where necessary, the external areas of the premises and the dispersal of patrons from the premises to ensure that noisy or rowdy behaviour is prevented and therefore noise disturbance to local residents is minimised.

Clear and legible notices shall be displayed at all entrance and exit points and external areas of the premises requesting patrons to respect the needs of local residents and to keep the noise to a minimum.

All windows and external doors to the premises shall be closed at all times after 23:00 during live and recorded music constituting regulated entertainment except for ingress, egress or in the case of an emergency.

The door leading onto the balcony which over looks the car park shall be closed at all times after 23:00 during live and recorded music constituting regulated entertainment except in the case of an emergency.

Deliveries and waste collections relating to premises shall only take place between 09:00 and 18:00 Monday to Friday and between 10:00 and 15:00 on a Saturday and Sunday.

No glass bottles shall be emptied into the waste bins in the external areas of the premises between 22:00 and 09:00.

A suitable environmental noise control device shall be installed in the premises, calibrated and set to the satisfaction of the Council's Noise Control Officer. The device must be set at an appropriate time in the presence of the aforementioned Officer. No amplified live or recorded music constituting regulated entertainment shall take place in first floor function room until this device has been installed and set in accordance with this condition.

Once the environmental noise control device has been installed, calibrated and set to the satisfaction of the Council's Noise Control Officer it must not be removed, adjusted or replaced:

- (a) without twenty-eight (28) days prior notification to the Council's Noise Control Officer and;
- (b) without the written consent that the removal, adjustment or replacement of the device is permitted and that documentation stating this is received from the Council's Noise Control Officer.
- (c) Following the receipt of the documentation stated above, all the requirements of the Council's Noise Control Officer must be carried out. Use of all noise equipment for amplified live or recorded music constituting regulated entertainment taking place in first floor function room is not permitted until such a time that the premises licence holder has received confirmation from the Council's Noise Control Officer that it is permitted.
- (d) In the event of a malfunction of the environmental noise control device, the Council's Noise Control Officer shall be notified within two (2) working days of the problem and the remedial action proposed. No amplified live or recorded music constituting regulated entertainment shall take place in first floor function room until the environmental noise control device is properly functioning and, if appropriate, has been reset, calibrated and set to the satisfaction of the Council's Noise Control Officer and/or the Council's Noise Control Office has received and approved the necessary documentation confirming this.
- (e) The environmental noise control device shall be secured in a manner approved by the Council's Noise Control Officer so as to prevent unauthorised access to and tampering with the controls.
- (f) All noise equipment used for amplified live and recorded music constituting regulated entertainment in first floor function room must be routed through the environmental noise control device and this device must be operational during such licensable activities.

DPS / Premises Licence Holder will ensure that CCTV is installed, in working order and shall continually record whilst the premises is open to the public.

DPS / Premises Licence Holder will ensure that CCTV cameras are installed and in working order.

DPS / Premises Licence Holder will ensure that viewable and un-edited copies of recordings from the CCTV system will be provided to Police no later than 24 hours after request.

DPS / Premises Licence Holder will ensure that all CCTV recordings will be kept for a minimum of 28 days.

DPS / Premises Licence Holder will ensure that the CCTV cameras cover key and vulnerable parts of the premises, including the entry and exit points at the front.

DPS / Premises Licence Holder will ensure that a minimum of two (2) persons, namely the owner/DPS and duty manager are fully trained to access and operate the CCTV system and download copies of any footage, upon request by Police Licensing Officer, Police Officers, Police Community Support Officers, Local Authority Licensing Officers and Trading Standards Officers. One of these persons will be at the premises at all times when the premises are open to the public.

DPS / Premises Licence Holder will ensure that a refusals book is maintained and kept at the premises at all times.

DPS / Premises Licence Holder will ensure that the refusals book will be made available for inspection upon request by Police Licensing Officer, Police Officers, Police Community Support Officers, Local Authority Licensing Officers and Trading Standards Officers.

DPS / Premises Licence Holder will ensure that an incident book is maintained and kept at the premises at all times.

DPS / Premises Licence Holder will ensure that the incident book will be made available for inspection upon request by Police Licensing Officer, Police Officers, Police Community Support Officers, Local Authority Licensing Officers and Trading Standards Officers.

DPS / Premises Licence Holder will ensure that patrons are not allowed to leave the premises with any open vessels.