



LICENSING ACT 2003

ROTHER DISTRICT COUNCIL

MODEL POOL OF CONDITIONS

The Licensing Authority will only attach conditions that are required by the Licensing Act 2003, conditions that are consistent with the operating schedule and any other conditions imposed as a result of representations being made that are necessary to ensure that the licence holder complies with the four licensing objectives.

If a condition is incorporated into the licence or certificate, they become enforceable under law and a breach of such condition could give rise to prosecution.

Please read the associated pages shown of Rother DC's Licensing Policy.

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SECTION A – Conditions relating to the prevention of crime and disorder (CD)

Door Supervisors

CD1 There shall be a minimum of *(insert number)* door supervisor(s) on duty at the premises at the times stipulated by the Licensing Panel. These door supervisors must be registered with the Security Industry Authority or any other future enforcing authority. Door supervisors shall display name badges, carry proof of registration. At least one female door supervisor should be available (if female customers are to be the subject of body searches). *Page 11 Licensing policy*

Types of Containers

CD2 No drink shall be sold from a bar or by staff service or consumed in or on the premises other than a container made from non-splintering plastic or toughened glass. *Pages 11 & 12 Licensing policy.*

CD3 No drink shall be removed from the premises in an unsealed container. *Page 12 Licensing policy.*

CCTV

CD4 A CCTV system shall be installed at the premises in liaison with and to the satisfaction of Sussex Police and shall be used to record during all hours that a licensable activity takes place on the premises. The images recorded by the CCTV system shall be retained in unedited form for a period of not less than 31 days. Recordings shall be available to an authorised Council officer or a police officer. A sign advising customers that they are on CCTV shall be positioned in a prominent position. *Page 12 Licensing policy.*

Restrictions on Drinking Areas

CD5 The consumption of alcoholic drinks shall be restricted *(insert areas)* between the following times *(insert times)*. *Page 12 Licensing policy.*

CD5A Staff are to prevent customers taking glasses and open bottles out of the premises into the street or other public place.

Capacity Limit

CD6 The maximum number of persons including staff and performers allowed in these, or part thereof, premises at any one time shall be *(insert numbers, areas and occasions on which the capacity condition applies)*. The licence holder, a club official, manager or designated premises supervisor should be aware of the number of people on the premises and they are required to inform any authorised person on request. *Pages 12 & 18 Licensing policy.*

Proof of Age

- CD7 There shall be in place for the premises a written policy to prevent the sale or supply of alcohol to person under 18 years of age (or 16 in the case of the consumption of beer, wine and cider in the company of an adult during a table meal). That policy shall require any person who appears to be under the age of 18 years who is attempting to buy alcohol to produce a recognised proof of age card accredited under the Proof of Age Standards Scheme (PASS) or if a proof of age card is not available a photo driving licence or passport. *Page 13 Licensing policy.*
- CD8 A notice shall be displayed in and at the entrance to the premises where they can be clearly seen and read and shall indicate that it is unlawful for persons under 18 to purchase alcohol or for any person to purchase alcohol on behalf of a person under 18 years of age. *Page 13 Licensing policy.*

Crime prevention Notices

- CD9 There shall be displayed on the premises a notice(s) to warn members of the public visiting the premises of the incidence of crime, which may affect them. The notice(s) shall be displayed in a position where it is clearly visible to members of the public. *Page 13 Licensing policy.*

Risk Assessment

- CD10 A risk assessment should be carried out on (*enter type of event ie. happy hours*) including the potential to cause crime and disorder, and plans for minimising such risks. *Page 14 Licensing policy.*
- CD11 A risk assessment should be carried out with respect to any of the non-standard timings for licensable activities. The assessment to consider the potential to cause crime and disorder and public nuisance or affect public safety or harm to children. The assessment to include plans for minimising such risks. The assessment to be submitted to the Police and Licensing Authority for approval 14 days in advance. *Page 14 Licensing policy.*

Prevent use or supply of drugs

- CD12 The licence holder shall consult with Sussex Police and implement their recommendations to prevent the use and/or supply of illegal drugs. *Page 14 Licensing policy.*

Pubwatch Scheme

- CD13 The licence holder and/or the designated premises supervisor or a person nominated by them shall be a member of and regularly attend the meetings of the pubwatch or similar scheme for the area within which the premises is located. *Page 14 Licensing policy.*

Last Admission

- CD14 There shall be no admission to the public after 23:00 until closing time. *Page 14 Licensing policy.*

Personal Licence holder on duty

CD15 A personal licence holder shall be on duty on the premises at all times.
Page 14 Licensing policy.

Live televised Sporting Events & Special Events

CD16 To open and serve alcohol 30 minutes before and 30 minutes after any live televised sporting event of local or national interest or a local event of special importance, no more than 12 times per year, subject to 14 days prior notice and the written consent of Sussex Police and the Licensing Authority.

SECTION B – Conditions relating to public safety (PS)

In certain premises, where existing legislation does not provide sufficiently for the safety of the public, some or all of the following model conditions may be applied.

Disabled People

- PS1 When disabled persons are present on the premises there shall be in place arrangements for their safe evacuation in the case of an emergency or other reason. Details of those arrangements shall be recorded in writing and all staff employed on the premises shall be aware of those arrangements. All disabled persons shall be made aware of the evacuation arrangements. *Page 17 Licensing policy.*

Escape Routes

- PS2 All exits and escape routes to those exits (including external escape routes) from the premises shall be provided with non-slip even surfaces and shall be maintained in good repair, correct working order and kept free from all obstructions. External escape routes shall also be kept free from ice and snow. *Page 17 Licensing policy.*
- PS3 All exit doors shall be easy to open without the use of a key, card, code or similar means. Doors at such exits shall be regularly checked to ensure that they function satisfactorily and a record of the check kept. Any security fastenings shall be removed prior to the premises being open to the public. *Page 17 Licensing policy.*
- PS4 All fire doors are maintained effectively self-closing and shall not be held open. Fire resisting doors to ducts, service shafts, and cupboards shall be kept locked shut. *Page 17 Licensing policy.*
- PS5 The edges of the treads of steps and stairways shall be maintained so as to be conspicuous. *Page 18 Licensing policy.*
- PS6 There shall be adequate handrails to staircases and changes of the floor level. *Page 18 Licensing policy.*

Safety Checks

- PS7 Safety checks shall be carried out before the admission of the public, and details of such checks kept in a logbook. *Page 18 Licensing policy.*

Curtains, Hangings and temporary decorations

- PS8 Hangings, curtains and temporary decorations shall be maintained in a flame retardant condition and any upholstered seating meets on a continuous basis the pass criteria for smouldering ignition source 0, flaming ignition source 1 and crib ignition source 5 when tested in accordance with Part 5 of BS 5852:1990. . These shall be arranged so as not to obstruct exits, fire safety signs or fire-fighting equipment. *Page 18 Licensing policy.*

Fire action notices

PS9 Notices detailing the actions to be taken in the event of fire or other emergencies, including how the fire brigade should be summoned, shall be prominently displayed and protected from damage and deterioration. *Page 19 Licensing policy.*

Access for emergency vehicles

PS10 Access for emergency vehicles shall be kept clear and free from obstruction. *Page 19 Licensing policy.*

First Aid

PS11 Adequate and appropriate supply of first aid equipment and materials shall be made available on the premises. *Page 19 Licensing policy.*

PS12 At least one suitably trained first-aider shall be on duty when the public are present; and if more than one suitably trained first-aider that their respective duties are clearly defined. *Page 19 Licensing policy.*

Lighting

PS13 In the absence of adequate daylight, the lighting in any area accessible to the public, members or guests, shall be fully in operation when they are present. *Page 19 Licensing policy.*

PS14 Fire safety signs shall be adequately illuminated. *Page 19 Licensing policy.*

PS15 Emergency lighting is not to be altered without the consent of the Council. *Page 19 Licensing policy.*

PS16 Emergency lighting batteries are fully charged before the admission of the public, members or guests. *Page 19 Licensing policy.*

PS17 In the event of the failure of normal lighting, where the emergency lighting battery has a capacity of an hour, arrangements are in place to ensure that the public, members or guests leave the premises within 20 minutes unless within that time normal lighting has been restored and the battery is being re-charged; and, if the emergency lighting battery has a capacity of three hours the appropriate period by the end of which the public should have left the premises is one hour. *Page 20 Licensing policy.*

Temporary electrical installations

PS18 Temporary electrical wiring and distribution systems shall not be provided without notification to the Council at least ten working days before commencement of the work. Temporary electrical wiring and distribution systems shall be inspected and certified by a competent qualified person before they are put to use and shall comply with the recommendations of BS 7671 or where applicable BS 7909. *Page 20 Licensing policy.*

Electrical installation

PS19 All electrical fittings, wirings and appliances shall be constructed and maintained in a safe and satisfactory condition. Socket outlets for use with temporary or portable electrical equipment and any spotlights or other stage lighting equipment shall be protected by one or more residual current circuit breakers, having adequate load current rating and a 30MA tripping current. If there is a three-phase supply then equipment used shall be protected by individual residual current circuit breakers having an adequate rating and a suitable tripping device. A certificate and test report signed by a competent electrical engineer to the effect that the electrical installation at the premises has been inspected and tested and is in safe working order shall be sent to the Licensing Authority not less than every three years.

Ventilation

PS20 Where the ventilation system is designed to maintain positive air pressure within part of the premises, that pressure is maintained whenever the public, member or guests are present in that part of the premises. The ventilation ducting shall be kept clean. Air filters shall be periodically cleaned and replaced to maintain a satisfactory air supply. *Page 20 Licensing policy.*

Sports entertainments

PS21 An appropriately qualified medical practitioner shall be present throughout a sports entertainment involving boxing, wrestling, judo, karate or other sports entertainment of a similar nature. *Page 21 Licensing policy.*

PS22 Where a ring is involved, a temporary demountable structures completion certificate shall be provided to the Council and any material used to form the skirt around the ring shall be flame-retardant. *Page 21 Licensing policy.*

PS23 At any wrestling or other entertainments of a similar nature members of the public shall not occupy any seat within 2.5 metres of the ring. *Page 21 Licensing policy.*

PS24 At water sports entertainments, staff shall be adequately trained in rescue and life safety procedures and are stationed and remain within the vicinity of the water at all material times (see also Managing Health and Safety in Swimming Pools issued jointly by the Health and Safety Commission and Sport England). *Page 21 Licensing policy.*

Theatres and Cinemas (premises used for closely seated audiences)

PS25 The number of attendants on each floor in a closely seated auditorium shall be as set out in the table below:

Number of members of the audience present on a floor	Minimum number of attendants required to be present on that floor
1 - 100	One
101 - 250	Two
251 - 500	Three
501 - 750	Four
751 - 1000	Five
And one additional attendant for each additional 250 persons (or part thereof)	

Attendants shall not be engaged in any duties that would hinder the prompt discharge of their duties in the event of an emergency or entail their absence from that floor or auditorium where they are on duty. Any attendant shall be readily identifiable to the audience (but this need not entail the wearing of a uniform). *Page 21 Licensing policy.*

PS26 The premises shall not be used for a closely seated audience except in accordance with seating plan(s), a copy of which shall be available at the premises and shall be shown to any authorised person on request. No article shall be attached to the back of any seat which would reduce the clear width of seat ways or cause a tripping hazard or obstruction. A copy of any certificate relating to the design, construction and loading of any temporary seating shall be kept available at the premises and shall be shown to any authorised person on request. *Pages 21 & 22 Licensing policy.*

Standing and sitting in gangways

PS27 Sitting on floors shall not be permitted except where authorised in the premises licence or club premises certificate. Waiting or standing shall not be permitted except in areas designated in the premises licence or club premises certificate. In no circumstances shall anyone be permitted to sit in any gangway, stand or sit in front of any exit; or stand or sit on any staircase including any landings. *Page 22 Licensing policy.*

Drinks

PS28 No drinks shall be sold to or be consumed by a closely seated audience except in plastic or paper containers. *Page 22 Licensing policy.*

Balcony Fronts

PS29 Clothing or other objects shall not be placed over balcony rails or upon balcony fronts. *Page 22 Licensing policy.*

Special Effects

PS30 Special effects or mechanical installation shall be arranged and stored so as to minimise any risk to the safety of the audience, the performers and staff. Advance warning of any special effects should be made. *Page 22 Licensing policy.*

Scenery

PS31 Any scenery should be maintained flame-retardant. *Page 23 Licensing policy.*

Safety Curtain

PS32 The safety curtain shall be arranged so as to protect the audience from the effects of a fire or smoke on stage for sufficient time to enable the safe evacuation of the auditorium. If the stage has a proscenium arch and is not equipped with a safety curtain, any curtains provided between the stage and the auditorium should be heavyweight and be made of non-combustible material or inherently or durably treated flame-retarded fabric. *Page 23 Licensing policy.*

Structural Safety

PS33 All elements of the structure in those parts of the premises to which the public are admitted for regulated entertainment shall be inspected by a suitably qualified person and a structural safety certificate forwarded to the Licensing Authority not less than every five years. *Page 23 Licensing policy.*

Seating

PS34 Where potential audience exceeds 250 all seats in the auditorium should, except in boxes accommodating not more than 8 persons, be either securely fixed to the floor or battened together in lengths of not fewer than four or more than twelve. *Page 23 Licensing policy.*

Premises used for film exhibitions

Attendants – premises without a staff alerting system

PS35 Premises used for film exhibitions where the premises are not equipped with a staff alerting system the number of attendants present should be as set out in the table below:

Number of members of the audience present on the premises	Minimum number of attendants required to be on duty
1 – 250	Two
And one additional attendant for each additional 250 members of the audience present (or part thereof)	
Where there are more than 150 members of an audience in any auditorium or on any floor	At least one attendant shall be present in any auditorium or on any floor

Any attendant shall be readily identifiable to the audience.

Staff shall not be considered as being available to assist in the event of an emergency if they are the holder of the premises licence or the manager on duty at the premises; or a member of staff whose normal duties or responsibilities are likely to significantly affect or delay his response in an emergency situation; or a member of staff whose usual location when on duty is more than 60 metres from the location to which he is required to go on being alerted to an emergency situation.

Attendants shall as far as reasonably practicable be evenly distributed throughout all parts of the premises to which the public have access and keep under observation all parts of the premises to which the audience have access. *Pages 23 & 24 Licensing policy.*

Attendants – premises with a staff alerting system

PS36 Premises used for film exhibitions where the premises are equipped with a staff alerting system the number of attendants present should be as set out in the table below:

Number of members of the audience present on the premises	Minimum number of attendants required to be on duty	Minimum number of staff on the premises who are available to assist in the event of an emergency
1 – 500	Two	One
501 – 1000	Three	Two
1001 - 1500	Four	Four
1501 or more	Five plus one for every 500 (or part thereof) persons over 2000 on the premises	Five plus one for every 500 (or part thereof) persons over 2000 on the premises

The staff alerting system shall be maintained in working order. Any attendant shall be readily identifiable to the audience.

Staff shall not be considered as being available to assist in the event of an emergency if they are the holder of the premises licence or the manager on duty at the premises; or a member of staff whose normal duties or responsibilities are likely to significantly affect or delay his response in an emergency situation; or a member of staff whose usual location when on duty is more than 60 metres from the location to which he is required to go on being alerted to an emergency situation.

Attendants shall as far as reasonably practicable be evenly distributed throughout all parts of the premises to which the public have access and keep under observation all parts of the premises to which the audience have access. *Pages 23 & 24 Licensing policy.*

Flammable films

PS37 No flammable film shall be allowed on the premises without the consent of the Council. *Page 24 Licensing policy.*

PS 38 A temporary demountable structures completion certificate shall be provided to the Council before the structure is used. *Page 18 Licensing policy.*

SECTION C – Conditions relating to the prevention of public nuisance (PN)

In certain premises, where existing legislation does not provide sufficiently for the prevention of public nuisance, some or all of the following model conditions may be applied.

Hours

PN1 The licensed premises/club premises or parts of the licensed premises/club premises edged in red on the attached plan of the premises may be open to the public/members of the club and their guests between the hours of (insert hours) on the following days (insert days). *(Note this condition will have to be re-drafted where the permitted hours are different on different days). Page 25 Licensing policy.*

PN2 The licensable activity/club qualifying activity namely (specify activity) is permitted to take place on the licensed premises/club premises in those parts of the plan edged in (specify colour) on the attached plan of the premises between the hours of (insert hours) on the following days (insert days). *Page 25 Licensing policy.*

Noxious smells

PN3 The premises shall be properly ventilated and noxious smells shall not be permitted to emanate from the premises so as to cause a nuisance to nearby properties. *Page 26 Licensing policy.*

Light Pollution

PN4 Flashing or bright lights which cause a nuisance to nearby properties shall not be permitted. Note: This may not be possible where lighting has been installed to assist with the prevention of crime and disorder. *Page 26 Licensing policy.*

PN5 Exterior lighting and security lighting must be positioned to avoid disturbing neighbouring residential properties. *Page 26 Licensing policy.*

Noise and Vibration

PN6 Noise or vibration shall not emanate from the premises so as to cause a nuisance to the occupants of nearby properties. *Page 25 Licensing policy.*

PN7 Prominent, clear and legible notices are displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly. *Page 25 Licensing policy.*

PN8 No fireworks or other pyrotechnics shall be used other than with prior consent of the Licensing Authority. *Page 26 Licensing policy.*

- PN9 No refuse shall be disposed of or collected from the premises between the hours of (insert hours) where such disposal or collection is likely to cause disturbance to residents. *Page 26 Licensing policy.*
- PN10 There shall be no loud speakers outside the building unless agreed by the Council for a specific event. *Page 28 Licensing policy.*
- PN11 The use of the beer garden shall not be permitted after 21:00 or sunset (whichever is the earliest). *Page 28 Licensing policy.*
- PN12 The number of chairs permitted in the beer garden shall not exceed (insert number). *Page 28 Licensing policy.*
- PN13 All tables and chairs used by the premises on the private/public forecourt shall be removed at 21:00 or sunset (whichever is the earliest). *Page 28 Licensing policy.*
- PN14 The number of tables and chairs used by the premises on the private/public forecourt shall not exceed (insert number for each). *Page 28 Licensing policy.*
- PN15 Switch off fans and ventilation not required for public areas at 23:00. *Page 29 Licensing policy.*
- PN16 All doors and windows shall be kept closed, except for the immediate access and egress of the public and staff, whilst regulated entertainment is in progress and adequate mechanical ventilation shall be provided. All entrance doors shall be fitted with self-closers for this purpose. *Page 29 Licensing policy.*
- PN17 A noise limiting device shall be fitted to the musical amplification system in agreement and to the satisfaction of an authorised officer of the Council. The noise limiter shall be set and maintained at a level to be decided upon by an authorised officer. The operational panel shall then be secured and the noise limiter shall not be altered without the prior agreement of an authorised officer of Council. *Page 29 Licensing policy.*
- PN18 The noise from regulated entertainment shall not be audible inside noise sensitive properties between 23:00 and 07:00. *Page 25 Licensing policy.*
- PN19 Before regulated entertainment is permitted a scheme of sound insulation of the building by a competent acoustic consultant must be approved by the Council and the necessary works carried out. *Page 29 Licensing policy.*
- PN20 To ensure windows and/or doors are kept closed an alarm shall be fitted to (insert windows/door(s) as appropriate) to sound when (they/it) are/is opened. *Page 25 Licensing policy.*
- PN21 No regulated entertainment shall be provided until the following double door lobby(s) are/is constructed (insert exact location of lobby). *Page 25 Licensing policy.*
- PN22 Regulated entertainment shall only take place if 14 days prior notice has been given to the Licensing Authority.

Sanitary accommodation

PN23 The premises shall have sufficient provision of sanitary accommodation (e.g. water closets and urinals) for males and females as detailed below. Sanitary accommodation to be adequately signed, located, maintained and kept clean. *Page 29 Licensing policy.*

	Male	Female
Urinals	5	N/A
WCs	5	10
Wash Hand Basins (with hot & cold water)	5	5

SECTION D – Conditions relating to the protection of children from harm (PC)

In certain premises, where existing legislation does not provide sufficiently for the protection of children from harm, some or all of the following model conditions may be applied.

Age restrictions

- PC1 No person under the age of 18 years shall be permitted on the premises when they are being used for the purposes of the supply of alcohol and/or the provision of regulated entertainment. *Pages 31, 32, 36 & 37 Licensing policy.*
- PC2 No person under the age of 12 years, unless accompanied by a person over 18 years, shall be permitted on the premises at any time between (specify hours) when the premises are being used for the purposes of a licensable activity other than the supply of alcohol. *Pages 31, 32, 36 & 37 Licensing policy.*
- PC3 No person under the age of (specify age) shall be permitted on the premises or part of the premises (specify part) between the hours of (specify hours, days). *Pages 31, 32, 36 & 37 Licensing policy.*
- PC4 No person under the age of (specify age) shall be permitted on the premises when (specific activity) is taking place. *Pages 31, 32, 36 & 37 Licensing policy.*

Age restrictions - cinemas

- PC5 The film classification body for the purposes of this licence shall be the British Board of Film Classification. Where any film has not been classified by the film classification body then such film shall be submitted to the Licensing Authority not less than 28 days before it is proposed to show it to enable the Authority to classify it and attach such age restrictions as it considers appropriate. *Pages 33 & 38 Licensing policy.*
- PC6 No film exhibition shall be shown at the premises unless it has been classified by the British Board of Film Classification or by the Licensing Authority and only the following classifications shall be applied:-
- U - Universal - suitable for audiences aged four years and over
 - PG - Parental Guidance. Some scenes may be unsuitable for young children.
 - 12 - Passed only for viewing by persons aged 12 years or older
 - 12A - Passed only for viewing by persons aged 12 years or older or persons younger than 12 when accompanied by an adult.
 - 15 - Passed only for viewing by persons aged 15 years and over.
 - 18 - Passed only for viewing by persons aged 18 years and over

Pages 33 & 38 Licensing policy.

PC7 Immediately before each exhibition at the premises of a film passed by the British Board of Film Classification there shall be exhibited on screen for at least five seconds in such a manner as to be easily read by all persons in the auditorium a reproduction of the certificate of the Board or, as regards a trailer advertising a film, of the statement approved by the Board indicating the classification of the film. *Pages 33 & 38 Licensing policy.*

PC8 Where a programme includes a film recommended by the Council as falling into the 12, 12A, 15 or 18 category no person appearing to be under the age of 12, under 12 and unaccompanied, 15 or 18 as appropriate shall be admitted to any part of the programme; and the licence holder shall display in a conspicuous position at each entrance to the premises a notice in the following terms -

PERSONS UNDER THE AGE OF [INSERT APPROPRIATE AGE] CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME

Where films of different categories form part of the same programme, the notice shall refer to the oldest age restriction. This condition does not apply to members of staff under the relevant age provided that the prior written consent of the person's parents or legal guardian has first been obtained. *Pages 33, 34 & 38 Licensing policy.*

Theatres

PC9 Where the performance of a play is to be provided at the premises which contains material of an adult nature, no person under the age of (insert age) shall be admitted to those premises. *Page 34 Licensing policy.*

Performances especially for children

PC10 For performances especially for children during the whole performance the following applies if children are on a floor or tier which is above the ground floor of the premises:

- No child unless accompanied by an adult shall be permitted in the front row of any balcony.
- Standing shall not be permitted.
- An adult member of staff shall be stationed in each area occupied by children and in the vicinity of each exit, so that on each level occupied by children the minimum number of adult members of staff on duty shall be one per 50 children or part thereof.

Page 34 Licensing policy.

PC11 An adult member of staff shall be stationed in each area occupied by children and in the vicinity of each exit, so that on each level occupied by children the minimum number of adult members of staff on duty shall be one per 50 children or part thereof. *Page 34 Licensing policy.*

Children in performances

- PC12 The backstage facilities shall be large enough to accommodate safely the number of children taking part in the performance. *Page 34 Licensing policy.*
- PC13 All persons involved in any way in the production of that performance or in chaperoning of the children or in relation to safety shall be fully trained in all procedures relating to fires or any other emergency before the children are allowed on the premises. Details of such training shall be recorded in writing in a logbook kept for that purpose. *Page 34 Licensing policy.*
- PC14 Regards must be given in relation to the use of certain special effects, including smoke, dry ice, rapid pulsating or flashing lights, which may trigger adverse reactions especially with regard to children. *Page 35 Licensing policy.*
- PC15 Children performing at such premises must be kept under adult supervision at all times including transfer from stage to dressing room and anywhere else on the premises. It is also important that the children can be accounted for at all times in case of an evacuation or emergency. *Page 35 Licensing policy.*
- PC16 Where any premises are to be used for any performances which includes the participation of children, a written list shall be kept of all children on the premises. That list shall contain the full name, address, telephone number and details of an adult contact for each child, a record of the time at which each child entered the premises and the time at which the child left the premises. That list shall be retained in the possession of a responsible adult at all times when children are on the premises and shall be immediately available to a member of the emergency services following any evacuation of the premise as a result of a fire, emergency or any other reason. *Page 35 Licensing policy.*

Operating Schedule

Premises address:

The following paragraph numbers apply to the operating schedule.

Please cross if applicable

CD1	<input type="checkbox"/>	CD4	<input type="checkbox"/>	CD6	<input type="checkbox"/>	CD9	<input type="checkbox"/>	CD12	<input type="checkbox"/>	CD15	<input type="checkbox"/>
CD2	<input type="checkbox"/>	CD5	<input type="checkbox"/>	CD7	<input type="checkbox"/>	CD10	<input type="checkbox"/>	CD13	<input type="checkbox"/>	CD16	<input type="checkbox"/>
CD3	<input type="checkbox"/>	CD5A	<input type="checkbox"/>	CD8	<input type="checkbox"/>	CD11	<input type="checkbox"/>	CD14	<input type="checkbox"/>		

PS1	<input type="checkbox"/>	PS8	<input type="checkbox"/>	PS15	<input type="checkbox"/>	PS21	<input type="checkbox"/>	PS27	<input type="checkbox"/>	PS33	<input type="checkbox"/>
PS2	<input type="checkbox"/>	PS9	<input type="checkbox"/>	PS16	<input type="checkbox"/>	PS22	<input type="checkbox"/>	PS28	<input type="checkbox"/>	PS34	<input type="checkbox"/>
PS3	<input type="checkbox"/>	PS10	<input type="checkbox"/>	PS17	<input type="checkbox"/>	PS23	<input type="checkbox"/>	<input type="checkbox"/> 29		<input type="checkbox"/> 35	
PS4	<input type="checkbox"/>	PS11	<input type="checkbox"/>	PS18	<input type="checkbox"/>	PS24	<input type="checkbox"/>	<input type="checkbox"/> 30		<input type="checkbox"/> 36	
PS5	<input type="checkbox"/>	PS12	<input type="checkbox"/>	PS19	<input type="checkbox"/>	PS25	<input type="checkbox"/>	PS31	<input type="checkbox"/>	PS37	<input type="checkbox"/>
PS6	<input type="checkbox"/>	PS13	<input type="checkbox"/>	PS20	<input type="checkbox"/>	PS26	<input type="checkbox"/>	PS32	<input type="checkbox"/>	PS38	<input type="checkbox"/>
PS7	<input type="checkbox"/>	PS14	<input type="checkbox"/>								

PN1	<input type="checkbox"/>	PN5	<input type="checkbox"/>	PN9	<input type="checkbox"/>	PN13	<input type="checkbox"/>	PN17	<input type="checkbox"/>	PN21	<input type="checkbox"/>
PN2	<input type="checkbox"/>	PN6	<input type="checkbox"/>	PN10	<input type="checkbox"/>	PN14	<input type="checkbox"/>	PN18	<input type="checkbox"/>	PN22	<input type="checkbox"/>
PN3	<input type="checkbox"/>	PN7	<input type="checkbox"/>	PN11	<input type="checkbox"/>	PN15	<input type="checkbox"/>	PN19	<input type="checkbox"/>	PN23	<input type="checkbox"/>
PN4	<input type="checkbox"/>	PN8	<input type="checkbox"/>	PN12	<input type="checkbox"/>	PN16	<input type="checkbox"/>	PN20	<input type="checkbox"/>		

PC1	<input type="checkbox"/>	PC4	<input type="checkbox"/>	PC7	<input type="checkbox"/>	PC10	<input type="checkbox"/>	PC13	<input type="checkbox"/>	PC16	<input type="checkbox"/>
PC2	<input type="checkbox"/>	PC5	<input type="checkbox"/>	PC8	<input type="checkbox"/>	PC11	<input type="checkbox"/>	PC14	<input type="checkbox"/>		
PC3	<input type="checkbox"/>	PC6	<input type="checkbox"/>	PC9	<input type="checkbox"/>	PC12	<input type="checkbox"/>	PC15	<input type="checkbox"/>		

Applicants name:

Signed:

Date: