



Premises Licence

Premises Licence Number

25/01313/PREMTR

Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code

Norwich City Football Club
Carrow Road
Norwich
Norfolk
NR1 1JE

Telephone number 01603 760760

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence.

Boxing - Activity takes place both indoors and outdoors
Ent like live/recorded music/dance - Activity takes place both indoors and outdoors
Films - Activity takes place both indoors and outdoors
Indoor Sporting Events - Activity takes place both indoors and outdoors
Late Night Refreshment - Activity takes place both indoors and outdoors
Live Music - Activity takes place both indoors and outdoors
Performances of Dance - Activity takes place both indoors and outdoors
Plays - Activity takes place both indoors and outdoors
Sale by Retail of Alcohol
Recorded Music - Activity takes place both indoors and outdoors

Private Entertainment as defined under section 2 of the Private Places of Entertainment (Licensing) Act 1967

The times the licence authorises the carrying out of licensable activities

Boxing Sunday 09:00 - 02:00
On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.

Boxing Monday to Thursday 09:00 - 02:00
On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.

Boxing Friday and Saturday 09:00 - 03:00
On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.

Indoor Sporting Events	New Years Eve	09:00 - 03:00
On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.		
Indoor Sporting Events	Sunday before Bank Holiday	09:00 - 03:00
On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.		
Late Night Refreshment	Sunday	23:00 - 02:00
On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.		
Late Night Refreshment	Monday to Thursday	23:00 - 02:00
On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.		
Late Night Refreshment	Friday and Saturday	23:00 - 03:00
On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.		
Late Night Refreshment	New Years Eve	23:00 - 03:00
On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.		
Late Night Refreshment	Sunday before Bank Holiday	23:00 - 03:00
On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.		
Live Music	Sunday	09:00 - 02:00
On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.		
Live Music	Monday to Thursday	09:00 - 02:00
On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.		
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Live Music	New Years Eve	09:00 - 03:00
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Live Music	Sunday before Bank Holiday	09:00 - 03:00
On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.		
Performances of Dance	Sunday	09:00 - 02:00
On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.		
Performances of Dance	Monday to Thursday	09:00 - 02:00
On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.		
Performances of Dance	Friday and Saturday	09:00 - 03:00
On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.		
Performances of Dance	New Years Eve	09:00 - 03:00

On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.

Performances of Dance Sunday before Bank Holiday 09:00 - 03:00

On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.

Plays Sunday 09:00 - 02:00

On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.

Plays Monday to Thursday 09:00 - 02:00

On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.

Plays Friday and Saturday 09:00 - 03:00

On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.

Plays New Years Eve 09:00 - 03:00

On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.

Plays Sunday before Bank Holiday 09:00 - 03:00

On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.

Sale by Retail of Alcohol Sunday 09:00 - 02:00

On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.

From the end of permitted hours on New Years Eve to the beginning of permitted hours on New Years Day.

Sale by Retail of Alcohol Sunday 10:00 - 22:30

On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.

From the end of permitted hours on New Years Eve to the beginning of permitted hours on New Years Day.

Sale by Retail of Alcohol Monday to Thursday 09:00 - 02:00

On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.

From the end of permitted hours on New Years Eve to the beginning of permitted hours on New Years Day.

Sale by Retail of Alcohol Friday and Saturday 09:00 - 03:00

On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.

From the end of permitted hours on New Years Eve to the beginning of permitted hours on New Years Day.

Sale by Retail of Alcohol Monday to Saturday 09:00 - 23:00

On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.

From the end of permitted hours on New Years Eve to the beginning of permitted hours on New Years Day.

Sale by Retail of Alcohol Sunday before Bank Holiday 09:00 - 03:00

On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Norwich City Football Club Plc
Norwich City Football Club
Carrow Road
Norwich
Norfolk
NR1 1JE

Registered number of holder, for example company number, charity number (where applicable)

Registered Business Number 154044

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Sean Crisford

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

Party Reference:

Licensing Authority:

Annex 1 – Mandatory conditions

- 1 No supply of alcohol may be made under a premises licence -
 - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
- 2 Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
- 3 No moving picture shall be exhibited unless: -
 - (i) it has received a "U", "PG", "12A", "15" or "18" certificate of the British Board of Film Classification; or
 - (ii) it is a current newsreel which has not been submitted to the British Board of Film Classification; or
 - (iii) the permission of the Licensing Authority is first obtained and any conditions of such permission are complied with.
- 4 No person under the age of 18 years shall be admitted to any exhibition at which there is to be shown any moving picture which has received an "18" certificate from the British Board of Film Classification.
- 5 No person under the age of 15 years shall be admitted to any exhibition at which there is to be shown any moving picture which has received a "15" certificate from the British Board of Film Classification.
- 6 No person under the age of 12 years shall be admitted to any exhibition at which there is to be shown any moving picture which has received a "12A" certificate from the British Board of Film Classification.
- 7 Where, at specified times one or more individuals must be at the premises to carry out a security activity each such individual must be licensed by the Security Industry Authority.
- 8
 - (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
 - (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises.
 - a) games or other activities which require or encourage, or are designed to require or encourage, individuals to:
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
 - e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
- 9 The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
- 10
 - (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licences must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either:-

- (a) a holographic mark or
- (b) an ultraviolet feature.

11 The responsible person shall ensure that:

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:

- (i) beer or cider half pint
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
- (iii) still wine in a glass: 125 ml; and

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

12 A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

13 . For the purposes of the condition set out in paragraph 1:

(a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979

(b) "permitted price" is the price found by applying the formula:

$$P = D + (D \times V)$$

Where:

(i) P is the permitted price

(ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence:

(i) The holder of the premises licence

(ii) The designated premises supervisor (if any) in respect of such a licence, or

(iii) The personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.

14 (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

15 Where a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.

16 Where the film classification body is specified in the licence, unless subsection (12)(b) applies, admission of children must be restricted in accordance with any recommendation by that body.

17 Where

(a) The film classification body is not specified in the licence, or

(b) The relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question, admission of children must be restricted in accordance with any recommendation made by that licensing authority.

18 In this section "children" means any person aged under 18; and

"film classification body" means the person or persons designated as the authority under Section 4 of the Video Recordings Act 1984(c39) (authority to determine suitability of video works for classification).

19 Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, each such individual must:

(a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or

(b) be entitled to carry out that activity by virtue of section 4 of the Act.

20 But nothing in subsection (1) requires such a condition to be imposed:

(a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c12) (premises with premises licences authorising plays or films); or

(b) in respect of premises in relation to:

(i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or

(ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).

21 For the purposes of this section:

(a) "security activity" means an activity to which paragraph 2(1)(a) of that Schedule applies, and, which is licensable conduct for the purposes of that Act, (see Section 3(2) of that Act) and

(b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

22 The following conditions apply to the Jarrold Stand Executive Restaurant only:

23 All parts of the licensed premises shall be open to inspection during any function authorised under the licence or at any other reasonable time by a Police Officer or a Fire Officer or a duly authorised officer of the City Council.

24 Whilst the licensed premises are being used in pursuance of this licence no drunken or disorderly person or common prostitute shall be permitted to remain therein, no drunkenness or disorderly conduct or proceeding, no unlawful gaming whatever, no indecency or profanity and no performance of a kind commonly known as a strip-tease act involving the removal of garments while the performer (including a performer whose movements or a reflection of whose movements can be seen by the audience through or on a translucent screen or similar device) is within the view of the audience, or any performance of a similar nature shall be permitted therein, but good rule and order shall be kept and maintained.

25 The Licensee or responsible person nominated by The Licensee in writing, not being a person under 18 years of age, shall be in charge of and upon the licensed premises whenever the licensed premises are being used for the purposes of public dancing or music or other public entertainment of a like kind and that person shall not be engaged in any duties which will prevent him/her from exercising general supervision. The responsible person shall produce his/her written authorisation on request by an authorised officer of the Licensing Authority or a Police Officer or the Fire Officer.

26 The number of persons permitted to use the licensed premises at any one time (including staff and performers) shall not exceed the following limits:-

(i) When used for dancing - 300

(ii) When used for functions utilising seating at tables - 150

(iii) When used for purposes combining (i) and (ii) above - 200

(iv) When used for closely seated audience (removable seating) - 150

27 The maximum number of persons permitted on the licensed premises shall be prominently displayed together with plans as approved by the Licensing Authority showing the accommodation open to the public gangways and exit routes.

28 There shall be adequate provision made to account for the number of persons on the licensed premises during any entertainment authorised under the licence.

- 29 Printed notices shall be displayed at suitable positions in the building stating in concise terms the
essentials of the action to be taken upon discovering a fire and on hearing the alarm.
- 30 Nothing shall be done or permitted to be done on or in the proximity of the licensed premises which
may impede or endanger the speedy exit of persons from the licensed premises and, all gangways,
corridors, staircases and external passages intended for exit purposes shall be kept entirely free
from obstruction whether permanent or temporary.
- 31 The Licensee shall do what is reasonably practicable to prevent obstruction of exits, external courts,
passageways, stairways and ramps leading to the outside of the licensed premises by persons
waiting to gain admission thereto.
- 32 The public shall be permitted to leave by all doors marked "EXIT" after each performance.
- 33 Mats and other floor coverings shall be secured and maintained so that they will not ruck or in any
way be a source of danger to persons using the licensed premises. New floor coverings should be
approved by the Chief Fire Officer.
- 34 (i) Where so required by the Licensing Authority no fastenings, other than automatic bolts, shall be
fitted on exit doors used by the public except of such a pattern and in such positions as the
Licensing Authority may determine. Automatic bolts shall be of such a pattern that horizontal
pressure on the crossbars will open the doors. The crossbars shall, where practicable, be placed at a
height of 1 metre from the bottom of the door. Doors fitted with automatic bolts shall have the
words "PUSH BAR TO OPEN" painted upon them in block letters at least 100 millimetres high.
- (ii) If the Licensing Authority give consent to the use of chains, padlocks or other locking devices for
securing exit doors when the public are not on the premises, a responsible person shall be required
to remove such chains padlocks or other devices before the admission of the public and such chains,
padlocks or other devices shall not be replaced during the whole time the public are present in the
licensed premises.
- 35 Where collapsible gates or roll up shutters are used, these must be locked in the open position
whilst the public are present. Revolving doors shall not be counted as exits.
- 36 At all times when the licensed premises are being used in pursuance of this licence all exit doors
shall be kept unlocked and shall be maintained in such a condition as to be immediately available for
use.
- 37 All exits, other doors or openings used by the public for the purpose of exit shall be indicated by exit
signs complying with The Health and Safety (Safety Signs and Signals) Regulations, 1996. (B.S.
5499 signs comply with this standard). The signs to be sited at a height of at least 2.1 metres above
floor level above or beside the exits.
- 38 All barriers and doors shall be made to swing or open outwards, unless the Licensing Authority are
satisfied that this is unnecessary with regard to any particular door or doors, and the method of
opening shall be indicated thereon.
- 39 All stairs and steps comprising parts of the means of escape in case of fire shall be maintained with
non-slippery and even surfaces and shall be provided with appropriate handrails.
- 40 On those occasions when people with disabilities are present on the licensed premises such special
arrangements as may be necessary in the circumstances shall be made so as to enable all persons
to leave the licensed premises safely in the event of fire.
- 41 The arrangements for a closely seated audience on movable seating shall be as follows:-
- (i) The seating must at all times be so disposed as to provide unobstructed access to all exit
doors.
- (ii) Chairs or other single seats should be secured together in lengths of not fewer than four
seats and not more than twelve so that the seats cannot be separated from each other merely by
pushing one or more seats in a row (the only exception being chairs in boxes or other approved
enclosures) ; and
- (iii) Provision should be made for the rows of seating flanking the gangways to be fixed to the
floor effectively preventing the individual seats or rows of seats from being dislodged into the
gangways or from being toppled over, except that :-
- (i) only end seats of such rows need to be fixed to the floor if all seats in each row are secured
together ; or

(ii) only the end seats of each length of seating referred to in paragraph (ii) above from such rows need to be fixed to the floor.

(iv) No person, except staff, shall be allowed to stand or sit other than on approved seating in the gangways or passages whilst the public are on the premises. The gangways or passageways shall be kept entirely free from chairs and other obstructions.

42 Two separate and independent systems of lighting sufficient to enable persons to see their way out of the premises should be provided.

(i) Normal Lighting

All parts of the premises to which the public have access and all external exitways should be provided sufficient illumination of those parts of the premises for the public to leave the premises safely. In the absence of adequate daylight whenever the public are on the premises the normal lighting should be kept on.

(ii) Emergency lighting

All parts of the premises to which the public have access and all external exitways should be provided with emergency lighting capable of providing sufficient illumination for the public to leave the premises safely.

On failure of a local lighting circuit the emergency lighting should be brought into use immediately and automatically.

The system should be a combination of maintained and non maintained units. All fire exit notices should be of the maintained type. Maintained emergency lighting units are required to be illuminated at all times the public are present on the premises.

Non maintained emergency lighting units are only required to be illuminated when the normal local lighting circuit fails.

The emergency lighting system shall be tested monthly, six monthly and three yearly in accordance with the guidelines contained in BS.5266 Part 1:1988. A record of the tests shall be kept in a book kept on the licensed premises at all times and open to inspection by an authorised officer of the Licensing Authority or Fire Officer on request.

43 No smoking shall be permitted to take place on any stage except as part of the performance, and real flames shall not be used on any stage or other part of premises where a performance is taking place unless approved by the Licensing Authority.

44 All curtains or drapes hung in places of entertainment should be of a durably flame-retarded fabric or inherently flame retarded fabric and should conform with the British Standard 5867: Part 2 fabric type B. Suitable documentary evidence should be provided to this effect. Visiting acts/discos etc. shall also provide equivalent documentary evidence for any drapes etc. they bring into the premises. The documentary evidence produced must clearly identify the drapes etc to which they apply. Curtains or drapes should not conceal notices and should be hung so as not to trail on the floor.

45 The void beneath the stage shall not be used for the storage of combustible materials.

46 Decorations, artificial and dried foliage to be approved by the Fire Officer.

47 Promotional displays in foyers and public areas to be approved by the Fire Officer.

48 Surfaces of walls and ceilings etc:

Apart from small areas of wall surface the surface finish of walls and ceilings should correspond to a standard not lower than that indicated in the appropriate surface spread of flame classification given below :-

Class 0 In circulation spaces and escape routes.

Class 1 In rooms, including auditoria and places of assembly other than small rooms.

Class 3 In small rooms (not exceeding 4m²)

Class 1 & 3 means tested in accordance with BS 476 : Part 7.

49 Suitable guards to prevent contact with scenery or any other combustible materials shall be fitted to all lamps, lanterns, lighting appliances and other apparatus in the licensed premises which are liable to become heated whether under normal or abnormal conditions.

50 Subject to condition (24), explosives, flammable liquids (including liquefied petroleum gas) or highly flammable articles shall not be brought into or used in any part of the licensed premises, but this shall not prevent the use of flammable liquids used in cooking at the table and lighted candles as table decorations, provided that where naked flame is present in these circumstances, only flame retardant table cloths, napkins and table decorations shall be used.

51 Subject to condition (31) (Prohibition of Flammable Materials), heating appliances, other than hot water radiators, shall be adequately guarded or fixed in positions out of reach of the public. Mobile heating appliances of whatever kind shall not be operated whilst the licensed premises are open to the public.

52 (i) Where new or replacement upholstered furniture is provided for the premises or the existing furniture refurbished, the upholstered furnishings provided should conform with British Standard 7176: 1989 "Resistance to ignition of upholstered furniture" and be suitable for "Medium Hazard" situations.

(ii) The outer covering of all upholstered furniture provided in the premises should be maintained in good repair to ensure that the filling materials are not exposed.

53 Suitable fire fighting equipment shall be provided on the licensed premises and placed in suitable positions ready for immediate use. All fire equipment shall be maintained in efficient working order. Portable fire extinguishers shall be examined at least once annually in accordance with BS5306 Part 3 : 1985. The dates of such tests shall be clearly marked on the extinguisher attached to a stout label. A record shall be kept in a book kept on the licensed premises at all times and open to inspection by an authorised officer of the Licensing Authority or the Fire Officer on request. Hose reels shall be tested at least annually to ensure that they are in good working order and will produce a satisfactory jet of water.

54 Fire alarm systems will be required in premises on the following basis.

All types	-	Minimum type M.
Accommodating over 300 persons -		Voice evacuation.

Electrical fire warning systems shall be installed and maintained in accordance with BS.5839: Part I: 1988. The fire warning system is to incorporate relays to cut out all entertainments sound systems as soon as the fire warning system is activated.

55 Fire alarms and automatic fire detection where fitted, shall be maintained in efficient working order and shall be tested or examined whenever required by the Licensing Authority or the fire Officer. In addition, the alarms shall be tested weekly using a different call point for each successive test to ensure the alarm operates satisfactorily. It must be examined once a year by a competent person. A record of the tests and examinations shall be recorded in a book kept on the licensed premises at all times and open to inspection by an authorised officer of the Licensing Authority or Fire Officer on request.

56 Whenever the licensed premises are being used for the purposes of public dancing or music or other public entertainment of a like kind there shall also be during that time sufficient competent attendants on duty. These attendants must have been instructed in the safety precautions to be observed and in the action to be taken in case of fire or other emergency. Fire routines and evacuation procedures shall be regularly checked and practice and a record of such checks and practices shall be recorded in a book kept on the licensed premises at all times and open to inspection by an authorised officer of the Licensing Authority or Fire Officer on request.

57 The Licensee shall ensure that records of staff training are kept, to include the names of the staff attending each practice drill, and details of the training and instruction given. The following are examples of matters which need to be included in such a record :-

- (a) date of the instruction or exercise;
- (b) duration;
- (c) name of the person giving the instruction;
- (d) name of the person(s) receiving the instruction; and

- (e) the nature of the instruction, training or drill.
- 58 (i) Practice fire drills shall be held at least once every month and shall be conducted by the Licensee or a competent person appointed by him/her. They shall be attended by at least one-third of the staff including any member who has been appointed since the previous practice drill or who has not attended a practice drill within the preceding three months. Where one-off performances are given, all staff should be made aware of their duties prior to the event.
- (ii) Premises managed by voluntary organisations. All voluntary management committees shall provide instruction for their committee members and booking secretaries in emergency procedures at least once every year.
- 59 The Licensee shall satisfy himself by annual inspection as to the safety of the ceiling structures of the licensed premises and produce at his/her own expense on the request of the Licensing Authority a certificate from an Architect or Surveyor as to the safety of the ceiling structures of the licensed premises.
- 60 (i) The electrical installation in the premises shall be subjected to tests no less stringent than those required by BS 7671: 1992. A current completion certificate, or periodic inspection report in the prescribed form, completed by an N.I.C.E.I.C./E.C.A. electrical contractor, and schedule of test results, shall be submitted with the application for the licence.
- (ii) On an application for the renewal of the licence, the licence holder shall be required to sign a declaration to the effect that the electrical installation has sustained no damage and been the subject of no alteration or extension since the date on the current inspection certificate. In the event of damage, alteration or extension to the electrical installation, a new electrical inspection certificate, in the prescribed form, completed by an N.I.C.E.I.C./E.C.A. electrical contractor, and schedule of test results, shall be submitted with the application for the renewal of the licence.
- 61 (i) A residual current device(s) shall be mounted and maintained as part of the fixed wiring installation of the premises. The device(s) shall conform to the appropriate British Standard/Euro norm with no intentional time delay included, and shall have a rated residual operating current no greater than 30mA.
- (ii) The device(s) shall protect the electrical installation which serves those parts of the entertainment premises to which the public and performers have access. No unprotected electrical supply shall be introduced into those parts of the premises.
- 62 The licensee shall ensure that the electrical installation for the premises is properly maintained and used in a safe manner.
- 63 (i) All electrical equipment shall be maintained so as to prevent, so far as is reasonably practicable, danger to any person on the licensed premises. Electrical equipment includes anything used, intended to be used or installed for use, to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure or use electrical energy.
- (ii) The licensee shall ensure that any item of electrical equipment brought onto the premises for the purpose of an entertainment shall have a current certificate to verify that it has been subjected to necessary test/inspections to guarantee it is safe to use.
- 64 No lasers, strobes or other form of high intensity lighting should be installed or used without the express written consent of the Licensing Authority. An application for consent shall be in writing and signed by the Licence Holder and should be made not less than 28 days before installation or use. No such lighting shall be used other than strictly in accordance with any terms and conditions which may be imposed by the Licensing Authority. All such systems to comply with the current health and safety codes of practice and guidance. In the case of lasers the licence holder shall appoint a competent laser safety officer to advise him/her.
- 65 Application for the Licensing Authority's consent to the use of pyrotechnics and special effects should be made by the licensee in writing at least 14 days before the first performance of the entertainment or special effect and give full details of the proposed use and the date and time on which a demonstration can be witnessed by a representative of the Licensing Authority and the Fire Officer. No pyrotechnic device or special effects shall be used other than strictly in accordance with any terms and conditions which may be imposed by the Licensing Authority.
- 66 All public parts of the premises shall be kept properly and sufficiently ventilated to the satisfaction of the Licensing Authority.

- 67 An adequate number of hand wash basins shall be provided to the satisfaction of the Licensing Authority.
- 68 At least one separate closet shall be provided for each sex, and where accommodation for males is more than 50, sufficient urinal accommodation shall be provided in addition.
- 69 Urinal stalls shall be fitted with automatic flushing devices. Closets, urinals and drains shall be constructed and fitted in accordance with the Building Regulations.
- 70 The several lavatories, closets, urinals and wash hand basins serving the licensed premises shall at all times be kept in good order and repair and be properly and effectually cleansed, disinfected, ventilated, supplied with water where necessary, and lighted.
- 71 (i) Structural alterations or additions, whether permanent or temporary, to the licensed premises shall not be carried out except with the prior consent of the Licensing Authority. The licensee must give the Licensing Authority written notice of the proposed alterations and additions, such notice to be accompanied by a plan (in triplicate) clearly indicating the existing licensed area in red and any proposed area for increased facilities must be delineated in some other colour. The work shall not be started until the written consent of the Licensing Authority has been obtained. This consent is in addition to any building regulation approval, planning permission, listed building consent and conservation area consent which may also be required. Where the consent of the Licensing Authority is subject to conditions, those conditions shall be deemed to form part of this licence until the works have been completed to the satisfaction of the Licensing Authority.
- (ii) In the event of any premises being closed for the purpose of effecting alterations, repairs or decorating they shall not be reopened to the public unless and until the consent of the Licensing Authority has been obtained. At least seven days notice in writing to the Licensing Authority shall be given by the licensee of his intention to reopen the premises, in order that necessary inspections and tests may be carried out at the premises by the Licensing Authority and the Fire Officer. Except with the prior consent of the Licensing Authority, no work in connection with any alterations, additions, repairs or decorating shall be carried out whilst the public are on the premises.
- 72 (i) On any day on which door supervisors are to be engaged at the premises the licensee or the responsible person on his/her behalf must enter in a register kept for that sole purpose the name, registration number and hours of duty of each door supervisor to be engaged on that day before that supervisor starts his/her duties.
- (ii) The register must be kept at the premises at all times and be produced for inspection at any time on request by an authorised officer of the Licensing Authority or a Police Officer. Any entry in the register shall be kept at the premises for at least 6 months from the date of that entry before being removed or erased.
- 73 Any exhibition, demonstration or performance (hereafter referred to as a "performance") of hypnotism (as defined in the Hypnotism Act 1952) on any person requires the express written consent of the licensing authority and must comply with any attached conditions. The authority may consent either under the terms of the public entertainments licence or the provisions of the Hypnotism Act 1952.
- 74 An application for consent under condition 59 shall be in writing and signed by the applicant or his /her agent and shall normally be made not less than 28 days in advance of the performance concerned. This period may be reduced in the case of a hypnotist who has performed at the same venue within the last three years without any problems occurring. The authority will normally respond within 7-14 days, less where the hypnotist has previously performed at the same venue. A copy of the application shall at the same time be forwarded to the chief officer of police and the fire authority. The application shall contain the following particulars:-
- (a) the name (both real and stage, if different) and address of the person who will give the performance (hereafter referred to as the "hypnotist") along with the details of their last three performances (where and when) and;
- (b) a statement as to whether, and if so giving full details thereof, the hypnotist has been previously refused, or had withdrawn, a consent by any licensing authority or been convicted of an offence under the Hypnotism Act 1952 or of an offence involving the breach of a condition regulating or prohibiting the giving of a performance of hypnotism on any person at a place licensed for public entertainment. (Refusal of consent by another authority does not necessarily indicate that the particular hypnotist is unacceptable and will not of itself prejudice the application).
- 75 The following conditions shall apply to any consent given:

Publicity

(a) no poster, advertisement or programme for the performance which is likely to cause public offence shall be displayed, sold or supplied, by or on behalf of the licensee either at the premises or elsewhere;

(b) every poster, advertisement or programme for the performance which is displayed, sold or supplied shall include, clearly and legibly the following statement

"Volunteers, who must be aged 18 or over, can refuse at any point to continue taking part in the performance".

Insurance

(c) the performance shall be covered to a reasonable level by public liability insurance. The hypnotist must provide evidence of this to the local authority if requested; and it must be available for inspection at the performance;

Physical Arrangements

(d) The means of access between the auditorium and the stage for participants shall be properly lit and free from obstruction;

(e) a continuous white or yellow line shall be provided on the floor of any raised stage at a safe distance from the edge. This line shall run parallel with the edge of the stage for its whole width. The hypnotist shall inform all subjects that they must not cross the line while under hypnosis, unless specifically told to do so as a part of the performance;

Treatment of audience and subjects

(f) before starting the performance the hypnotist shall make a statement to the audience, in a serious manner, identifying those groups of people who should not volunteer to participate in it; explaining what volunteers might be asked to perform; informing the audience of the possible risks from embarrassment or anxiety; and emphasising that subjects may cease to participate at any time they wish. The following is a suggested statement, which might be amended as necessary to suit individual styles so long as the overall message remains the same:

"I shall be looking for volunteers aged over 18 who are willing to be hypnotised and participate in the show. Anyone who comes forward should be prepared to take part in a range of entertaining hypnotic suggestions but can be assured that they will not be asked to do anything which is indecent, offensive or harmful. Volunteers need to be in normal physical and mental health and I must ask that no one volunteers if they have a history of mental illness, are under the influence of alcohol or drugs or are pregnant".

(g) no form of coercion shall be used to persuade members of the audience to participate in the performance. In particular, hypnotists shall not use selection techniques which seek to identify and coerce onto the stage the most suggestible members of the audience without their prior knowledge of what is intended. Any use of such selection techniques (e.g., asking members of the audience to clasp their hands together and asking those who cannot free them again to come onto the stage) should only be used when the audience is fully aware of what is intended and that participation is entirely voluntary at every stage;

(h) if volunteers are to remain hypnotised during an interval in the performance, a reasonable number of attendants as agreed with the licensing authority shall be in attendance throughout to ensure their safety;

Prohibited actions

- (i) the exhibition shall be so conducted as not to be likely to cause offence to any person in the audience or any hypnotised subject;
- (j) the performance shall be so conducted as not to be likely to cause harm, anxiety or distress to any person in the audience or any hypnotised subject. In particular the performance shall not include:-
 - (i) any experiment involving the age regression of the subject (i.e. asking the subject to revert to an earlier age in their life; this does not prohibit the hypnotist from asking subjects to act as if they were a child etc);
 - (ii) any suggestion that the subject has lost something (e.g. a body part) which, if it really occurred, could cause considerable distress;
 - (iii) any experiment in which the subject is suspended between two supports (so called "catalepsy"); or
 - (iv) the consumption of any noxious or harmful substance;
 - (v) any demonstration of the power of hypnosis to block pain (e.g. pushing a needle through the skin)
 - (k) the performance shall not include giving hypnotherapy or any other form of treatment
 - (l) all hypnotised subjects shall remain in the presence of the hypnotist and in the room where the performance takes place until all hypnotic suggestions have been removed;
 - (m) all hypnotic or post-hypnotic suggestions shall be completely removed from the minds of the subjects and the audience before the performance ends. All hypnotised subjects shall have the suggestions removed both individually and collectively and the hypnotist shall confirm with each of them that they feel well and relaxed (the restriction on post-hypnotic suggestions does not prevent the hypnotist telling subjects that they will feel well and relaxed after the suggestions are removed);
 - (n) the hypnotist shall remain available for at least 30 minutes after the show to help deal with any problems which might arise. (Such help might take the form of reassurance in the event of headaches or giddiness but this condition does not imply that the hypnotist is an appropriate person to treat anyone who is otherwise unwell.)

Authorised Access

(o) where-

- i. a constable, or
- ii. an authorised officer of the licensing authority, or
- iii. an authorised officer of the fire authority

has reason to believe that a performance is being, or is about to be, given he may enter the venue with a view to seeing whether the conditions on which approval for the performance was granted are being complied with.

76 All doors and windows shall be kept closed at all times whilst entertainment is taking place in the premises.

77 The following conditions apply to the Barclay Stand only:

78 All parts of the licensed premises shall be open to inspection during any function authorised under the licence or at any other reasonable time by a Police Officer or a Fire Officer or a duly authorised officer of the City Council.

79 Whilst the licensed premises are being used in pursuance of this licence no drunken or disorderly person or common prostitute shall be permitted to remain therein, no drunkenness or disorderly conduct or proceeding, no unlawful gaming whatever, no indecency or profanity and no

performance of a kind commonly known as a strip-tease act involving the removal of garments while the performer (including a performer whose movements or a reflection of whose movements can be seen by the audience through or on a translucent screen or similar device) is within the view of the audience, or any performance of a similar nature shall be permitted therein, but good rule and order shall be kept and maintained.

80 The Licensee or responsible person nominated by The Licensee in writing, not being a person under 18 years of age, shall be in charge of and upon the licensed premises whenever the licensed premises are being used for the purposes of public dancing or music or other public entertainment of a like kind and that person shall not be engaged in any duties which will prevent him/her from exercising general supervision. The responsible person shall produce his/her written authorisation on request by an authorised officer of the Licensing Authority or a Police Officer or the Fire Officer.

81 The number of persons permitted to use the licensed premises at any one time (including staff and performers) shall not exceed the following limits:-

BARCLAY STAND 1ST FLOOR (LEVEL 2 AS PLAN) WHEN 2nd FLOOR NOT IN USE

(i)	When used for dancing -	1080
(ii)	When used for functions utilising seating at tables -	550
(iii)	When used for purposes combining (i) and (ii) above -	715
(iv)	When used for closely seated audience (removable seating) -	1080

BARCLAY STAND 2ND FLOOR (LEVEL 3 AS PLAN) WHEN 1ST FLOOR NOT IN USE

(i)	When used for dancing -	1080
(ii)	When used for functions utilising seating at tables -	465
(iii)	When used for purposes combining (i) and (ii) above -	605
(iv)	When used for closely seated audience (removable seating) -	1080

BARCLAY STAND 1ST FLOOR (LEVEL 2 AS PLAN) WHEN 2ND FLOOR IS ALSO IN USE

(i)	When used for dancing -	652
(ii)	When used for functions utilising seating at tables -	550
(iii)	When used for purposes combining (i) and (ii) above -	652
(iv)	When used for closely seated audience (removable seating) -	652

BARCLAY STAND 2ND FLOOR (LEVEL 3 AS PLAN) WHEN 1ST FLOOR IS ALSO IN USE

(i)	When used for dancing -	652
(ii)	When used for functions utilising seating at tables -	465
(iii)	When used for purposes combining (i) and (ii) above -	605
(iv)	When used for closely seated audience (removable seating) -	652

- 82 The maximum number of persons permitted on the licensed premises shall be prominently displayed together with plans as approved by the Licensing Authority showing the accommodation open to the public gangways and exit routes.
- 83 There shall be adequate provision made to account for the number of persons on the licensed premises during any entertainment authorised under the licence.
- 84 Printed notices shall be displayed at suitable positions in the building stating in concise terms the essentials of the action to be taken upon discovering a fire and on hearing the alarm.
- 85 Nothing shall be done or permitted to be done on or in the proximity of the licensed premises which may impede or endanger the speedy exit of persons from the licensed premises and, all gangways, corridors, staircases and external passages intended for exit purposes shall be kept entirely free from obstruction whether permanent or temporary.
- 86 The Licensee shall do what is reasonably practicable to prevent obstruction of exits, external courts, passageways, stairways and ramps leading to the outside of the licensed premises by persons waiting to gain admission thereto.
- 87 The public shall be permitted to leave by all doors marked "EXIT" after each performance.
- 88 Mats and other floor coverings shall be secured and maintained so that they will not ruck or in any way be a source of danger to persons using the licensed premises. New floor coverings should be approved by the Chief Fire Officer.
- 89 (i) Where so required by the Licensing Authority no fastenings, other than automatic bolts, shall be fitted on exit doors used by the public except of such a pattern and in such positions as the Licensing Authority may determine. Automatic bolts shall be of such a pattern that horizontal pressure on the crossbars will open the doors. The crossbars shall, where practicable, be placed at a height of 1 metre from the bottom of the door. Doors fitted with automatic bolts shall have the words "PUSH BAR TO OPEN" painted upon them in block letters at least 100 millimetres high.
- (ii) If the Licensing Authority give consent to the use of chains, padlocks or other locking devices for securing exit doors when the public are not on the premises, a responsible person shall be required to remove such chains padlocks or other devices before the admission of the public and such chains, padlocks or other devices shall not be replaced during the whole time the public are present in the licensed premises.
- 90 Where collapsible gates or roll up shutters are used, these must be locked in the open position whilst the public are present. Revolving doors shall not be counted as exits.
- 91 At all times when the licensed premises are being used in pursuance of this licence all exit doors shall be kept unlocked and shall be maintained in such a condition as to be immediately available for use.
- 92 All exits, other doors or openings used by the public for the purpose of exit shall be indicated by exit signs complying with The Health and Safety (Safety Signs and Signals) Regulations, 1996. (B.S. 5499 signs comply with this standard). The signs to be sited at a height of at least 2.1 metres above floor level above or beside the exits.
- 93 All barriers and doors shall be made to swing or open outwards, unless the Licensing Authority are satisfied that this is unnecessary with regard to any particular door or doors, and the method of opening shall be indicated thereon.
- 94 All stairs and steps comprising parts of the means of escape in case of fire shall be maintained with non-slippery and even surfaces and shall be provided with appropriate handrails.
- 95 On those occasions when people with disabilities are present on the licensed premises such special arrangements as may be necessary in the circumstances shall be made so as to enable all persons to leave the licensed premises safely in the event of fire.
- 96 The arrangements for a closely seated audience on movable seating shall be as follows:-
- (i) The seating must at all times be so disposed as to provided unobstructed access to all exit doors.
- (ii) Chairs or other single seats should be secured together in lengths of not fewer than four seats and not more than twelve so that the seats cannot be separated from each other merely by pushing one or more seats in a row (the only exception being chairs in boxes or other approved enclosures) ; and
- (iii) Provision should be made for the rows of seating flanking the gangways to be fixed to the floor effectively preventing the individual seats or rows of seats from being dislodged into the gangways or from being toppled over, except that :-

(i) only end seats of such rows need to be fixed to the floor if all seats in each row are secured together ; or

(ii) only the end seats of each length of seating referred to in paragraph (ii) above form such rows need to be fixed to the floor.

(iv) No person, except staff, shall be allowed to stand or sit other than on approved seating in the gangways or passages whilst the public are on the premises. The gangways or passageways shall be kept entirely free from chairs and other obstructions.

97 Two separate and independent systems of lighting sufficient to enable persons to see their way out of the premises should be provided.

(i) Normal Lighting

All parts of the premises to which the public have access and all external exitways should be provided sufficient illumination of those parts of the premises for the public to leave the premises safely. In the absence of adequate daylight whenever the public are on the premises the normal lighting should be kept on.

(ii) Emergency lighting

All parts of the premises to which the public have access and all external exitways should be provided with emergency lighting capable of providing sufficient illumination for the public to leave the premises safely.

On failure of a local lighting circuit the emergency lighting should be brought into use immediately and automatically.

The system should be a combination of maintained and non maintained units. All fire exit notices should be of the maintained type. Maintained emergency lighting units are required to be illuminated at all times the public are present on the premises.

Non maintained emergency lighting units are only required to be illuminated when the normal local lighting circuit fails.

The emergency lighting system shall be tested monthly, six monthly and three yearly in accordance with the guidelines contained in BS.5266 Part 1:1988. A record of the tests shall be kept in a book kept on the licensed premises at all times and open to inspection by an authorised officer of the Licensing Authority or Fire Officer on request.

98 No smoking shall be permitted to take place on any stage except as part of the performance, and real flames shall not be used on any stage or other part of premises where a performance is taking place unless approved by the Licensing Authority.

99 All curtains or drapes hung in places of entertainment should be of a durably flame-retarded fabric or inherently flame retarded fabric and should conform with the British Standard 5867: Part 2 fabric type B. Suitable documentary evidence should be provided to this effect. Visiting acts/discos etc. shall also provide equivalent documentary evidence for any drapes etc. they bring into the premises. The documentary evidence produced must clearly identify the drapes etc to which they apply. Curtains or drapes should not conceal notices and should be hung so as not to trail on the floor.

100 The void beneath the stage shall not be used for the storage of combustible materials.

101 Decorations, artificial and dried foliage to be approved by the Fire Officer.

102 Promotional displays in foyers and public areas to be approved by the Fire Officer.

103 Surfaces of walls and ceilings etc:

Apart from small areas of wall surface the surface finish of walls and ceilings should correspond to a standard not lower than that indicated in the appropriate surface spread of flame classification given below :-

Class 0 In circulation spaces and escape routes.

Class 1 In rooms, including auditoria and places of assembly other than small rooms.

Class 3 In small rooms (not exceeding 4m2)

Class 1 & 3 means tested in accordance with BS 476 : Part 7.

104 Suitable guards to prevent contact with scenery or any other combustible materials shall be fitted to all lamps, lanterns, lighting appliances and other apparatus in the licensed premises which are liable to become heated whether under normal or abnormal conditions.

105 Subject to condition (24), explosives, flammable liquids (including liquefied petroleum gas) or highly flammable articles shall not be brought into or used in any part of the licensed premises, but this shall not prevent the use of flammable liquids used in cooking at the table and lighted candles as table decorations, provided that where naked flame is present in these circumstances, only flame retardant table cloths, napkins and table decorations shall be used.

106 Subject to condition (31) (Prohibition of Flammable Materials), heating appliances, other than hot water radiators, shall be adequately guarded or fixed in positions out of reach of the public. Mobile heating appliances of whatever kind shall not be operated whilst the licensed premises are open to the public.

107 (i) Where new or replacement upholstered furniture is provided for the premises or the existing furniture refurbished, the upholstered furnishings provided should conform with British Standard 7176: 1989 "Resistance to ignition of upholstered furniture" and be suitable for "Medium Hazard" situations.

(ii) The outer covering of all upholstered furniture provided in the premises should be maintained in good repair to ensure that the filling materials are not exposed.

108 Suitable fire fighting equipment shall be provided on the licensed premises and placed in suitable positions ready for immediate use. All fire equipment shall be maintained in efficient working order. Portable fire extinguishers shall be examined at least once annually in accordance with BS5306 Part 3 : 1985. The dates of such tests shall be clearly marked on the extinguisher attached to a stout label. A record shall be kept in a book kept on the licensed premises at all times and open to inspection by an authorised officer of the Licensing Authority or the Fire Officer on request. Hose reels shall be tested at least annually to ensure that they are in good working order and will produce a satisfactory jet of water.

109 Fire alarm systems will be required in premises on the following basis.

All types	-	Minimum type M.
Accommodating over 300 persons -		Voice evacuation.

Electrical fire warning systems shall be installed and maintained in accordance with BS.5839: Part I: 1988. The fire warning system is to incorporate relays to cut out all entertainments sound systems as soon as the fire warning system is activated.

110 Fire alarms and automatic fire detection where fitted, shall be maintained in efficient working order and shall be tested or examined whenever required by the Licensing Authority or the fire Officer. In addition, the alarms shall be tested weekly using a different call point for each successive test to ensure the alarm operates satisfactorily. It must be examined once a year by a competent person. A record of the tests and examinations shall be recorded in a book kept on the licensed premises at all times and open to inspection by an authorised officer of the Licensing Authority or Fire Officer on request.

111 Whenever the licensed premises are being used for the purposes of public dancing or music or other public entertainment of a like kind there shall also be during that time sufficient competent attendants on duty. These attendants must have been instructed in the safety precautions to be observed and in the action to be taken in case of fire or other emergency. Fire routines and evacuation procedures shall be regularly checked and practice and a record of such checks and practices shall be recorded in a book kept on the licensed premises at all times and open to inspection by an authorised officer of the Licensing Authority or Fire Officer on request.

112 The Licensee shall ensure that records of staff training are kept, to include the names of the staff attending each practice drill, and details of the training and instruction given. The following are examples of matters which need to be included in such a record :-

(a) date of the instruction or exercise;

(b) duration;

(c) name of the person giving the instruction;

(d) name of the person(s) receiving the instruction; and

(e) the nature of the instruction, training or drill.

113 (i) Practice fire drills shall be held at least once every month and shall be conducted by the Licensee or a competent person appointed by him/her. They shall be attended by at least one-third of the staff including any member who has been appointed since the previous practice drill or who has not attended a practice drill within the preceding three months. Where one-off performances are given, all staff should be made aware of their duties prior to the event.

(ii) Premises managed by voluntary organisations. All voluntary management committees shall provide instruction for their committee members and booking secretaries in emergency procedures at least once every year.

114 The Licensee shall satisfy himself by annual inspection as to the safety of the ceiling structures of the licensed premises and produce at his/her own expense on the request of the Licensing Authority a certificate from an Architect or Surveyor as to the safety of the ceiling structures of the licensed premises.

115 Adequate access must be provided to roof spaces above suspended fibrous plaster and other forms of suspended ceilings of the licensed premises, thereby allowing access to all parts of the ceiling for purposes of inspection and repairs.

116 (i) The electrical installation in the premises shall be subjected to tests no less stringent than those required by BS 7671: 1992. A current completion certificate, or periodic inspection report in the prescribed form, completed by an N.I.C.E.I.C./E.C.A. electrical contractor, and schedule of test results, shall be submitted with the application for the licence.

(ii) On an application for the renewal of the licence, the licence holder shall be required to sign a declaration to the effect that the electrical installation has sustained no damage and been the subject of no alteration or extension since the date on the current inspection certificate. In the event of damage, alteration or extension to the electrical installation, a new electrical inspection certificate, in the prescribed form, completed by an N.I.C.E.I.C./E.C.A. electrical contractor, and schedule of test results, shall be submitted with the application for the renewal of the licence.

117 (i) A residual current device(s) shall be mounted and maintained as part of the fixed wiring installation of the premises. The device(s) shall conform to the appropriate British Standard/Euro norm with no intentional time delay included, and shall have a rated residual operating current no greater than 30mA.

(ii) The device(s) shall protect the electrical installation which serves those parts of the entertainment premises to which the public and performers have access. No unprotected electrical supply shall be introduced into those parts of the premises.

118 The licensee shall ensure that the electrical installation for the premises is properly maintained and used in a safe manner.

119 (i) All electrical equipment shall be maintained so as to prevent, so far as is reasonably practicable, danger to any person on the licensed premises. Electrical equipment includes anything used, intended to be used or installed for use, to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure or use electrical energy.

(ii) The licensee shall ensure that any item of electrical equipment brought onto the premises for the purpose of an entertainment shall have a current certificate to verify that it has been subjected to necessary test/inspections to guarantee it is safe to use.

120 No lasers, strobes or other form of high intensity lighting should be installed or used without the express written consent of the Licensing Authority. An application for consent shall be in writing and signed by the Licence Holder and should be made not less than 28 days before installation or use. No such lighting shall be used other than strictly in accordance with any terms and conditions which may be imposed by the Licensing Authority. All such systems to comply with the current health and safety codes of practice and guidance. In the case of lasers the licence holder shall appoint a competent laser safety officer to advise him/her.

121 Application for the Licensing Authority's consent to the use of pyrotechnics and special effects should be made by the licensee in writing at least 14 days before the first performance of the entertainment or special effect and give full details of the proposed use and the date and time on

which a demonstration can be witnessed by a representative of the Licensing Authority and the Fire Officer. No pyrotechnic device or special effects shall be used other than strictly in accordance with any terms and conditions which may be imposed by the Licensing Authority.

122 All public parts of the premises shall be kept properly and sufficiently ventilated to the satisfaction of the Licensing Authority.

123 Suitable and sufficient cloakrooms and sanitary accommodation shall be provided in accordance with BS6465, part 1 1994 and indicated by such notices and signs as the Licensing Authority may consider necessary for persons frequenting the licensed premises.

124 An adequate number of hand wash basins shall be provided to the satisfaction of the Licensing Authority.

125 At least one separate closet shall be provided for each sex, and where accommodation for males is more than 50, sufficient urinal accommodation shall be provided in addition.

126 Urinal stalls shall be fitted with automatic flushing devices. Closets, urinals and drains shall be constructed and fitted in accordance with the Building Regulations.

127 The several lavatories, closets, urinals and wash hand basins serving the licensed premises shall at all times be kept in good order and repair and be properly and effectually cleansed, disinfected, ventilated, supplied with water where necessary, and lighted.

128 (i) Structural alterations or additions, whether permanent or temporary, to the licensed premises shall not be carried out except with the prior consent of the Licensing Authority. The licensee must give the Licensing Authority written notice of the proposed alterations and additions, such notice to be accompanied by a plan (in triplicate) clearly indicating the existing licensed area in red and any proposed area for increased facilities must be delineated in some other colour. The work shall not be started until the written consent of the Licensing Authority has been obtained. This consent is in addition to any building regulation approval, planning permission, listed building consent and conservation area consent which may also be required. Where the consent of the Licensing Authority is subject to conditions, those conditions shall be deemed to form part of this licence until the works have been completed to the satisfaction of the Licensing Authority.

(ii) In the event of any premises being closed for the purpose of effecting alterations, repairs or decorating they shall not be reopened to the public unless and until the consent of the Licensing Authority has been obtained. At least seven days notice in writing to the Licensing Authority shall be given by the licensee of his intention to reopen the premises, in order that necessary inspections and tests may be carried out at the premises by the Licensing Authority and the Fire Officer. Except with the prior consent of the Licensing Authority, no work in connection with any alterations, additions, repairs or decorating shall be carried out whilst the public are on the premises.

129 (i) On any day on which door supervisors are to be engaged at the premises the licensee or the responsible person on his/her behalf must enter in a register kept for that sole purpose the name, registration number and hours of duty of each door supervisor to be engaged on that day before that supervisor starts his/her duties.

(ii) The register must be kept at the premises at all times and be produced for inspection at any time on request by an authorised officer of the Licensing Authority or a Police Officer. Any entry in the register shall be kept at the premises for at least 6 months from the date of that entry before being removed or erased.

130 Any exhibition, demonstration or performance (hereafter referred to as a "performance") of hypnotism (as defined in the Hypnotism Act 1952) on any person requires the express written consent of the licensing authority and must comply with any attached conditions. The authority may consent either under the terms of the public entertainments licence or the provisions of the Hypnotism Act 1952.

131 An application for consent under condition 59 shall be in writing and signed by the applicant or his /her agent and shall normally be made not less than 28 days in advance of the performance concerned. This period may be reduced in the case of a hypnotist who has performed at the same venue within the last three years without any problems occurring. The authority will normally respond within 7-14 days, less where the hypnotist has previously performed at the same venue. A copy of the application shall at the same time be forwarded to the chief officer of police and the fire authority. The application shall contain the following particulars:-

(a) the name (both real and stage, if different) and address of the person who will give the performance (hereafter referred to as the "hypnotist") along with the details of their last three performances (where and when) and;

(b) a statement as to whether, and if so giving full details thereof, the hypnotist has been previously refused, or had withdrawn, a consent by any licensing authority or been convicted of an offence under the Hypnotism Act 1952 or of an offence involving the breach of a condition regulating or prohibiting the giving of a performance of hypnotism on any person at a place licensed for public entertainment. (Refusal of consent by another authority does not necessarily indicate that the particular hypnotist is unacceptable and will not of itself prejudice the application).

The following conditions shall apply to any consent given:

Publicity

(a) no poster, advertisement or programme for the performance which is likely to cause public offence shall be displayed, sold or supplied, by or on behalf of the licensee either at the premises or elsewhere;

(b) every poster, advertisement or programme for the performance which is displayed, sold or supplied shall include, clearly and legibly the following statement

"Volunteers, who must be aged 18 or over, can refuse at any point to continue taking part in the performance".

Insurance

(c) the performance shall be covered to a reasonable level by public liability insurance. The hypnotist must provide evidence of this to the local authority if requested; and it must be available for inspection at the performance;

Physical Arrangements

(d) The means of access between the auditorium and the stage for participants shall be properly lit and free from obstruction;

(e) a continuous white or yellow line shall be provided on the floor of any raised stage at a safe distance from the edge. This line shall run parallel with the edge of the stage for its whole width. The hypnotist shall inform all subjects that they must not cross the line while under hypnosis, unless specifically told to do so as a part of the performance;

Treatment of audience and subjects

(f) before starting the performance the hypnotist shall make a statement to the audience, in a serious manner, identifying those groups of people who should not volunteer to participate in it; explaining what volunteers might be asked to perform; informing the audience of the possible risks from embarrassment or anxiety; and emphasising that subjects may cease to participate at any time they wish. The following is a suggested statement, which might be amended as necessary to suit individual styles so long as the overall message remains the same:

"I shall be looking for volunteers aged over 18 who are willing to be hypnotised and participate in the show. Anyone who comes forward should be prepared to take part in a range of entertaining hypnotic suggestions but can be assured that they will not be asked to do anything which is indecent, offensive or harmful. Volunteers need to be in normal physical and mental health and I must ask that no one volunteers if they have a history of mental illness, are under the influence of alcohol or drugs or are pregnant".

(g) no form of coercion shall be used to persuade members of the audience to participate in the performance. In particular, hypnotists shall not use selection techniques which seek to identify and coerce onto the stage the most suggestible members of the audience without their prior knowledge of what is intended. Any use of such selection techniques (e.g., asking members of the audience to clasp their hands together and asking those who cannot free them again to come onto the stage) should only be used when the audience is fully aware of what is intended and that participation is entirely voluntary at every stage;

(h) if volunteers are to remain hypnotised during an interval in the performance, a reasonable number of attendants as agreed with the licensing authority shall be in attendance throughout to ensure their safety;

Prohibited actions

(i) the exhibition shall be so conducted as not to be likely to cause offence to any person in the audience or any hypnotised subject;

(j) the performance shall be so conducted as not to be likely to cause harm, anxiety or distress to any person in the audience or any hypnotised subject. In particular the performance shall not include:-

(i) any experiment involving the age regression of the subject (i.e. asking the subject to revert to an earlier age in their life; this does not prohibit the hypnotist from asking subjects to act as if they were a child etc);

(ii) any suggestion that the subject has lost something (e.g. a body part) which, if it really occurred, could cause considerable distress;

(iii) any experiment in which the subject is suspended between two supports (so called "catalepsy"); or

(iv) the consumption of any noxious or harmful substance;

(v) any demonstration of the power of hypnosis to block pain (e.g. pushing a needle through the skin)

(k) the performance shall not include giving hypnotherapy or any other form of treatment

(l) all hypnotised subjects shall remain in the presence of the hypnotist and in the room where the performance takes place until all hypnotic suggestions have been removed;

(m) all hypnotic or post-hypnotic suggestions shall be completely removed from the minds of the subjects and the audience before the performance ends. All hypnotised subjects shall have the suggestions removed both individually and collectively and the hypnotist shall confirm with each of them that they feel well and relaxed (the restriction on post-hypnotic suggestions does not prevent the hypnotist telling subjects that they will feel well and relaxed after the suggestions are removed);

(n) the hypnotist shall remain available for at least 30 minutes after the show to help deal with any problems which might arise. (Such help might take the form of reassurance in the event of headaches or giddiness but this condition does not imply that the hypnotist is an appropriate person to treat anyone who is otherwise unwell.)

Authorised Access

(o) where-

- i. a constable, or
- ii. an authorised officer of the licensing authority, or
- iii. an authorised officer of the fire authority

has reason to believe that a performance is being, or is about to be, given he may enter the venue with a view to seeing whether the conditions on which approval for the performance was granted are being complied with.

133 During any entertainment to which this licence applies all windows and doors to the licensed area shall be kept closed.

Annex 2 – Conditions consistent with the Operating Schedule

- 1 **General - all four licensing objectives**
- 2 The licence holder will give 7 days written prior notice to the police of their intention to provide licensable activities on up to 12 occasions in any one year for hours not otherwise authorised by this licence, subject to veto by the police, in respect of matters taking place in the Norwich City Football Club stadium. The licence holder will not extend the hours of any licensable activity taking place in any part of the outside areas marked in yellow on the plan marked "Full plan of Variation" under this condition.
- 3 The licence holder will give 28 days written prior notice to the police of its intention to hold an event where licensable activities will take place within the stadium (i.e. the pitch, concourse and seating areas).
- 4 On the occasion of special events held in accordance with condition 3 of annex 2 only, the area licensed for the sale of alcohol and late night refreshment is to be extended to include the area outside of the premises as identified on the plan marked A.
- 5 On match days alcohol will only be sold for a maximum period of 7 hours - starting 3 hours before kick off - in all areas open to the public. This condition does not apply to Yellows, Delia's Restaurant and Bar, Top of the Terrace, Norfolk Lounge, The Business, The Top, The board room or the Jarrold Stand executive boxes.
- 6 **The Prevention of Crime and Disorder**
- 7 The club has its own event security company (Event Guard) which will supply adequate Security Industry Authority licensed stewards for all events and functions held at the premises.
- 8 A full CCTV system will be in operation on match days.
- 9 No glass will be dispensed in areas which have access to the pitch.
- 10 Regular collections of bottles and glasses will take place.
- 11 A risk assessment will be undertaken in conjunction with the police in relation to the use of CCTV in the event that there is any change of use of any part of the premises.
- 12 Subject to the relevant provisions of the Sporting Events (Control of Alcohol Etc) Act 1985 being repealed, alcohol may not be sold or consumed in any room in the premises from which a match may be directly viewed and to which the general public are not admitted for a period beginning 15 minutes before the start of the match and ending 15 minutes after the end of the match except in those rooms where the glassed viewing area is screened with one way mirrored glass.
- 13 Subject to the relevant provisions of the Sporting Events (Control of Alcohol Etc) Act 1985 being repealed the restrictions relating to licensing hours within sports grounds imposed by Section 3 (1) of that Act be removed but only in respect of those areas of the premises from which a designated sporting event may not be directly viewed.
- 14 There will be a seat in the ground for all customers attending at the premises to watch a match.
- 15 Norwich City Council Noise Pollution Team and Police Licensing would receive written notification (including the event management plan, security deployment plan and noise management plan) at least six weeks prior to an event date.
- 16 During events, patrons will be prevented from taking open vessels of alcohol off the premises.
- 17 **BEER WALLS**
 - (a) A member of staff (over 18 supervisor level) will be employed to oversee the service points, on each wall. They will ensure that all customers using the walls are over 18 and follow the 'Challenge 25' guidelines. They will also assist with guidance on usage and pouring techniques.
 - (b) A separate member of staff (over 18) will also be employed to look after the cellar area for each wall. They will ensure that each product is ready to be served when the customer's order is placed.
- 18 **Public Safety**
- 19 All match days and specified events are subject to the scrutiny and recommendations of the Safety Advisory Group. This will include all events held in the stadium.
- 20 Adequate lighting will be provided all around the premises and in the car parks.
- 21 **The Prevention of Public Nuisance**
- 22 The premises will be well insulated to prevent noise nuisance.
- 23 Staff will keep areas around and inside the premises clear of litter.
- 24 Regular litter collections will take place.
- 25 No live or recorded music will be played in the stadium after 00:00.
- 26 **The Protection of Children From Harm**
- 27 The premises operate an effective proof of age scheme including the Portman Scheme Prove It Scheme.

Annex 3 – Conditions attached after a hearing by the licensing authority

- 1 The outside areas of the premises which are marked in yellow on the plan marked "Full plan of Variation" and which are licensed for the sale by retail of alcohol may only be used for the purpose of the sale by retail of alcohol for a maximum of three days per calendar year and only on those days when a music concert is taking place in the Norwich City Football Club Stadium, save that the car parking area (shown in yellow with black shading) alone may also be used for an additional six days per calendar year for the purpose of the sale by retail of alcohol during other event days when those events are held on the car parking area.

Annex 4 – Plans