

Aberdeenshire Licensing Boards
North Divisional Licensing Board

POOL LOCAL CONDITIONS FOR OCCASIONAL LICENCES

Any box ticked applies to the event. Any additional conditions specific to the event are listed at the end of this note.

Please either confirm in writing that you agree to the conditions attaching to the occasional licence, or advise the Board in writing that you do not agree.

Where you do not agree, the application will be considered at a Hearing of the Board and you will be notified of the date, time and place of the hearing in due course.

<u>Applies</u>	<u>Condition</u>	<u>Objective</u>
<input type="checkbox"/>	1. The main bar to be situated in a suitable place separate from dance floor or to be partitioned off from the dance floor area.	PCD, SPS
<input type="checkbox"/>	2. No under 18's to be allowed in the main bar area.	PCD, PCFH
<input type="checkbox"/>	3. The licence holder or their nominee and sufficient responsible persons are to be present throughout the event to ensure its safe conduct and compliance with the Licensing (Scotland) Act 2005	PCD, SPS, PPN
<input type="checkbox"/>	3(a) The licence holder must ensure that sufficient staff/volunteers are on duty to ensure a safe and responsible event. Such persons must be easily identifiable as such to persons present and should be made aware of their duties, policies and practices by the licence holder. They must be responsible, capable and not drink alcoholic liquor for the duration of the event. Their duties are to: <ul style="list-style-type: none"> • Confirm that persons who seek access to the event have paid for admission or have appropriate passes/invitations • Supervise entrance doors/access points at all times to ensure that no fire or other exits are blocked • Be aware of the fire safety precautions and procedures and all other policies and practices appropriate to the event • Provide assistance to patrons, including customer care, directions to facilities and health and safety. • Remain on the premises until the end of permitted hours and all patrons have vacated the premises. • Be aware of the provisions of the Licensing (Scotland) Act 2005 which impact on the event 	PCD, SPS, PPN

<u>Applies</u>	<u>Condition</u>	<u>Objective</u>
<input type="checkbox"/>	<p>4. A sufficient number of Security Industry Authority licensed stewards must be present to address the identified needs/risks of the event. They will be responsible for controlling the licensed area of the event during licensed hours and until attendees have dispersed from this area at the end of the event. SIA stewards must:</p> <ul style="list-style-type: none"> • Actively police the premises including fenced area if applicable, to perform all "manned guarding" activity as directed by the event organiser which are in line with their role under the Private Security Act 2001. • Supervise entrance doors/access points at all times. • Identify and refuse entry to drunken persons. • Be aware of the fire safety precautions and procedures. • Be made aware of the drug prevention policy. • Ensure that no fire or other exits are blocked. • Be easily identifiable to those present at the event as an SIA registered steward and display the appropriate identification. • Not drink alcoholic liquor for the duration of the event. • Ensure that no patron removes glasses, or open or closed vessels from the premises when exiting for any reason. • Be responsible, capable and aware of their duties. • Remain on the premises until the end of permitted hours and all patrons have vacated the premises. 	PCD, SPS, PPN
<input type="checkbox"/>	5. An adequate number of staff/volunteers/stewards should have knowledge of first aid procedure.	SPS, PIPH
<input type="checkbox"/>	6(a) All stewards/staff/volunteers should be aware of their responsibilities under the Licensing (Scotland) Act 2005.	PCD
<input type="checkbox"/>	6(b) Bar staff must be able to identify and refuse service of alcoholic beverages to drunken persons.	PCD
<input type="checkbox"/>	7. An accurate and appropriate counting method must be in place to enable the provision of attendee numbers within the event at any particular time.	SPS
<input type="checkbox"/>	8. All refreshments to be decanted in to plastic containers at the point of sale.	SPS
<input type="checkbox"/>	9. Entry to the event must be by ticket only purchased prior to the day of the event/or by -----hours on the day of the event (delete whichever inappropriate).	SPS

