

***Aberdeenshire Licensing Boards***  
***North Divisional Licensing Board***

**POOL OF LOCAL CONDITIONS FOR PREMISES LICENCES**

**Local Conditions**

**Objective**

**General Management for All Premises**

- |   |  |
|---|--|
| 1. The provisions relating to management of licensed premises contained within the Board's current policy statement, particularly Appendix 1 thereto, shall be complied with. | <b>PCD,<br/>SPS,<br/>PPN,<br/>PIPH,<br/>PCFH</b> |
| 2. Premises Licence Holders shall ensure that the premises, internally and externally, are maintained in good, clean and tidy condition at all times.                         | <b>PPN</b>                                       |
| 3. Refusal Register and Daily Incident logs to be accessible for inspection by Police and LSOS  | <b>PCD,<br/>SPS</b>                              |

**Noise – All Premises**

- |  |            |
|--|------------|
| 4. No noise from amplified and non-amplified music, singing and speech sourced from licensed premises shall be audible in adjoining properties after 11.00p.m. | <b>PPN</b> |
|--|------------|

**Early Morning Hours – On Sale Premises**

- |  |                     |
|--|---------------------|
| 5. Premises trading from 7.00a.m. are only permitted to sell alcohol ancillary to a table meal taken by persons within the premises. For the purpose of this condition "Table Meal" is defined as "a meal eaten by a person sitting at a table, counter, or other structure which serves the purpose of a table. The meal must be eaten with cutlery or similar accoutrements. Snacks, sandwiches and crisps do not constitute table meals." | <b>PCD,<br/>PPN</b> |
|--|---------------------|

**Lock Fast Store – All Premises**

- |  |                     |
|--|---------------------|
| 6. All alcohol not on display within the premises must be kept within the designated lockfast store on the premises, as shown on the layout plan attached to the premises licence. | <b>PCD,<br/>SPS</b> |
|--|---------------------|

**Children and Young Persons – On Sale Premises**

- |   |             |
|---|-------------|
| 7. Children under the age of twelve years, shall not have direct access to pool tables, darts boards or gaming machines in any part of the premises to which they have access or are allowed entry. | <b>PCFH</b> |
|---|-------------|

## **Local Conditions**

## **Objective**

- |  |                               |
|--|-------------------------------|
| 8. The Licence holder shall provide safe high chairs for the use of young children                         | <b>SPS,<br/>PCFH</b>          |
| 9. The Licence holder shall provide heating facilities for baby/toddler's food at no cost to the customer. | <b>SPS,<br/>PCFH</b>          |
| 10. The Licence holder shall provide containers for the disposal of soiled nappies                         | <b>SPS,<br/>PPN,<br/>PCFH</b> |
| 11. The Licence holder shall ensure that heating sources are adequately protected.                         | <b>SPS,<br/>PCFH</b>          |
| 12. The Licence holder shall ensure that electrical sockets are covered.                                   | <b>SPS,<br/>PCFH</b>          |

## **Premises Providing Late Night Entertainment – On Sale Premises**

- |  |  |
|--|--|
| 13. Alcohol shall be provided for the sale of alcohol for consumption on the premises only.  | <b>PCD,<br/>SPS,<br/>PPN</b>           |
| 14. The entertainment to be provided shall be:....   | <b>PCD,<br/>SPS,<br/>PPN</b>           |
| 15. The entertainment provided shall be on a continuous basis with breaks of not more than 15 minutes in any one hour.   | <b>PCD,<br/>SPS,<br/>PPN</b>           |
| 16. All public notices or advertisements shall contain the following information:-<br><br>a. The name and address of the premises<br>b. The entertainment to be provided on the premises<br>c. The commencement time of the entertainment<br>d. The price of entry<br>e. The terminal hour for the premises.<br>f. The time of the curfew, where operated, must be advertised. | <b>PCD,<br/>SPS,<br/>PPN</b>           |
| 17. The premises shall have a dispersal policy to ensure patrons are not put in vulnerable situations after leaving the premises. The policy must be in writing. All members of staff shall be informed of the policy. The policy shall be made available to customers, and for inspection. The policy shall be reviewed regularly and a detailed record of reviews kept.      | <b>PCD,<br/>SPS,<br/>PPN,<br/>PIPH</b> |

## **Adult Entertainment – On Sale Premises**

- |   |             |
|---|-------------|
| 18. Children and young persons are not permitted to attend any event involving adult entertainment. | <b>PCFH</b> |
|---|-------------|

## Local Conditions

## Objective

### Door Supervisors – On Sale Premises

19. The Premises licence holder must ensure that sufficient numbers of Security Industry Authority licensed stewards are on duty to ensure a safe and responsibly run premises. Such persons must be easily identifiable as such to persons present, display the appropriate identification, and should be made aware of their duties, policies and practices, by the Premises Licence Holder. They must be responsible, capable, aware of their duties and not drink alcoholic liquor for the duration of their active employment. Their duties are to:

**PCD,  
SPS,  
PPN**

- a. Confirm that persons who seek access to the premises have paid for admission or have appropriate passes/invitations;
- b. Identify and refuse entry to drunken persons
- c. Identify and refuse entry to any persons banned through pubwatch or by any other means;
- d. Actively police the premises and to perform all activities in line with their role under the Private Security Act 2001;
- e. Supervise entrance doors/access points at all times to ensure that no fire or other exits are blocked;
- f. Be aware of the fire safety precautions and procedures and all other policies and practices;
- g. Be aware of the premise's drug prevention policy;
- h. Provide assistance to patrons, including customer care, directions to facilities and health and safety;
- i. Ensure that no patron removes glasses, or open or closed vessels from the premises when exiting for any reason.
- j. Remain on the premises until the end of permitted hours and all patrons have vacated the premises, including patrolling the vicinity outside the premises to assist dispersal from the premises after the premises close;
- k. Be aware of the provisions of the Licensing (Scotland) Act 2005 which impact on the running of the premises;

### CCTV – All Premises

20. Where a CCTV system is installed it shall be maintained in working order.

**PCD,  
SPS,  
PPN**

### Members Clubs

21. Members Clubs are expected to comply with the provisions of Supplementary Policy Statement 9 of the Board's current policy statement.

**PCD,  
SPS,  
PPN,  
PCFH,  
PIPH**

## Local Conditions

## Objective

22. Members Clubs shall adhere to the terms of the Club's constitution or rules attached to their premises licence
- PCD,  
SPS,  
PPN,  
PCFH,  
PIPH
23. Where the Club has submitted draft constitution or rules with their application for a premises licence, they shall submit a copy of the approved constitution or rules to the Clerk to the Board within 28 calendar days of the draft constitution/rules being approved by the Club's governing body.
- PCD,  
SPS,  
PPN,  
PCFH,  
PIPH
24. Where the Club revises its constitution or rules in the future, the Club must submit a copy of the proposed revisions to the Board for approval and thereafter submit a copy of the approved revised constitution or rules to the Clerk to the Board, within 28 calendar days of the draft constitution/rules being approved by the Club's governing body.
- PCD,  
SPS,  
PPN,  
PCFH,  
PIPH
25. Where there are any changes to the list of connected persons in relation to the Club, the Club must submit details of the names, addresses, postcodes, dates and places of birth of the new connected persons and an updated list of all connected persons, to the Clerk to the Board, within 28 calendar days of the changes to connected persons being approved by the Club's governing body.
- PCD,  
SPS,  
PPN,  
PCFH,  
PIPH
26. The Club must ensure that at all times, there at least two members of staff, or Committee Members, or volunteers involved in the management of the Club who are trained to the standard of a personal licence holder. If the persons trained change at any time, evidence of an up-to-date training certificate must be submitted to the Clerk within two months of change in personnel.
- PCD,  
SPS,  
PPN,  
PCFH,  
PIPH
27. Any person requiring to hold a training certificate for the purposes of condition 26 above, must complete a refresher training course within a period of 3 months of the 5-year anniversary of the date of the initial training certificate and submit a copy of the refresher training certificate to the Depute Clerk within 28 calendar days of receipt of the updated certificate. Further refresher training will be completed at 5 yearly intervals thereafter in line with this condition.
- PCD,  
SPS,  
PPN,  
PCFH,  
PIPH
28. That **up to 5 visitors** per member shall be permitted in the club premises provided they are signed into the club by that member into a book kept for that purpose by the club. Such visitors must be bone fide guests of the member signing them in.
- SPS,  
PPN,

### Key to Licensing Objectives

PCD:	Prevention of Crime and Disorder
SPS:	Securing Public Safety
PPN:	Preventing Public Nuisance
PIPH:	Preventing and improving public health
PCFH:	Protecting Children from Harm

NOTE: Additional Conditions specific to individual licensed premises may be attached by the Board to premises licences depending on the circumstances of the particular application, over and above the pool conditions listed in this document.