



**ROCHFORD
DISTRICT COUNCIL**

**ROCHFORD DISTRICT COUNCIL
PUBLIC ENTERTAINMENT LICENCE
STANDARD CONDITIONS**

**Rochford District Council, Housing, Health & Community Care Division, Council Offices,
South Street, Rochford, Essex SS4 1BW. Telephone (01702) 318160 or 318045**

1. No entertainment for which a license is required shall be given on Christmas Day.
2. a. No entertainment for which a license is required shall be given between midnight and midday on any day unless specifically authorized by the Head of Housing, Health & Community Care in writing.
b. If the license permits entertainment on Sundays, the entertainment for which a license is required shall not be given except between midday and 10.30pm unless specifically authorized by the Head of Housing, Health & Community Care in writing.
3. The Licensee shall ensure that noise provided at the licensed premises does not cause a nuisance to local residents and that any form of amplification is so controlled by the Licensee as to prevent such a nuisance.
4. The Licensee shall at all times keep and maintain the inside of the licensed premises and the fittings and fixtures thereof in a clean and sanitary condition and in a good state of repair.
5. Children's entertainments shall not be held without the consent in writing of the Head of Housing, Health and Community Care. The expression "children's entertainments" shall be deemed to include any entertainment specially organized for children. Applications for approval must be made at least 14 days before the proposed event.
6. Except where the period for which the license is in force does not exceed fourteen days, there shall be affixed and kept affixed in some conspicuous place, and so as to be easily legible, on or immediately over and on the outer side of the main entrance of the licensed premises the words "Licensed in pursuance of Act of Parliament for ..." with the addition of words showing the purpose for which the premises are licensed.
7. No person shall give at the licensed premises (otherwise than as provided by Section 5 of the Hypnotism Act 1953) any exhibition, demonstration or performance of hypnotism, mesmerism or any similar act or process which produces or is intended to produce in any other person any form of induced sleep or trance in which the susceptibility of the mind of that person to suggestion or direction is increased or intended to be increased.
8. All passages, courts, ranges and stairways to which the public have access and which lead from the licensed premises to the public highway, shall at all times while the public are on the premises be kept free from all obstructions.
9. The corridors to which the public has access shall not be used as store-rooms and no signs for hanging articles of clothing shall be placed therein.
10. Any person or persons authorized by the Council shall at all reasonable times be immediately admitted to all parts of the licensed premises for the purpose of ensuring that the conditions subject to which this license is granted are being complied with.
11. The Licensee or some responsible person nominated by him in writing, not being a person under twenty-one years of age, shall be in charge of and present in the licensed premises at all times when the public are on the said premises.
12. All staff employed at the licensed premises shall be instructed in the safety precautions to be observed for able bodied and disabled people and in the action to be taken in the event of fire or other emergency.
13. No alterations or additions, whether permanent or temporary, shall be made to the approved arrangements of the licensed premises except with the written consent of the Head of Housing, Health and Community Care. This includes the situation of services and any work on heating, lighting or cooking equipment. Notice of any such intended alteration or addition shall be sent to the Head of Housing, Health and Community Care, accompanied by an adequate specification and by all necessary sections and plans showing details of all such intended alterations or additions.

14. In the event of any licensed premises being closed for the purpose of effecting alterations, additions or repairs, the licensee shall not re-open the premises to the public until he has given the Head of Housing, Health and Community Care seven days notice of his intention to re-open the premises and the Head of Housing, Health and Community Care shall have certified in writing that they are in a satisfactory condition.
15. Approved fire extinguishers shall be provided as required by the Head of Housing, Health and Community Care and be kept efficiently charged at all times.
16. Fire alarms shall not be installed in the public areas of the premises without the prior consent of the Head of Housing, Health and Community Care.
17. Fire fighting equipment must be maintained in good working order at all times.
18.
 - (a) All curtains, drapes (including linings) and textile hangings hung within the licensed areas of the premises, shall be of a closely flame-retarded or inherently flame-retarded fabric to meet the performance requirements specified in BS 5867: Part 2, fabric type II.
 - (b) All decorations or non-textile hangings within the premises shall be rendered and maintained non-flammable to the satisfaction of the Head of Housing, Health and Community Care.
 - (c) All new core-upholstered furnishings within the licensed premises shall only contain those filling materials as specified in the Furniture and Furnishings (Fire) (Safety) Regulations 1988; and invisible parts of permanent covers shall comply with the provisions of the Furniture and Furnishings (Fire) (Safety) (Amendment) Regulations 1989. The furniture should satisfy as a minimum standard Ignition Source O (cigarette test) and Ignition Source 5 (florist's test) of BS 5852: Part 1 and 2. In addition, where the cover material, or any barrier fabric, has been treated chemically to impart a degree of flame retardance, it should be subjected to the water soak test, as advocated in the Furniture and Furnishings (Fire) (Safety) (Amendment) Regulations 1989.
19. Gas fittings shall be fixed at least three feet from flammable material and protected by shrouds or strong wire guards; and, if required by the Head of Housing, Health and Community Care, a similar consumer shall be fixed to the ceiling.
20. All open fireplaces, stoves or gas radiators shall be protected by strong guards, securely fixed to the satisfaction of the Head of Housing, Health and Community Care.
21. Portable heating appliances shall not be used within the premises without the prior consent of the Head of Housing, Health and Community Care.
22. When the licensed premises are used for the public performance of a concert or a musical entertainment there shall be no smoking on the stage and a notice to this effect shall be exhibited clearly in a prominent position.
23. Queens shall be not allowed to be licensed so as to impede any exit.
24. The licensee shall allow the public to leave the licensed premises by any exit doors and all exit doors shall be kept in such condition as to permit immediate egress during the whole time the said premises are open to the public provided that any persons leaving during the performance or entertainment may be directed to certain exits at the discretion of the management. Outside staircases shall be cleared of snow and frost whilst the public are on the premises. Gates and doors opening inwards shall be locked back in such a manner to require a key to release them.
25. No part of the licensed premises shall be used for exhibition or displays (including projecting advertisement boards or cards) except in such position and subject to such conditions as may be approved by the Head of Housing, Health and Community Care. Applications for approval must be made at least 28 days before the proposed event.

26. If curtains are fitted to openings of such doors they shall be fitted with runners and so arranged as to draw easily from the top and slide freely and be so hung that they are clear of the floor. All runners of sweeps tracks and rollers shall be free from binding curtains and drapes (including linings) that are of a non-durable flame-retarded fabric.
27. Except as otherwise approved, all doors other than exits shall be kept locked during performance.
28. No scaffolding shall be hung or erected either inside or outside the premises without approval of the Head of Housing, Health and Community Care if it is intended that the public shall be admitted while such scaffolding remains erected.
29. All ceilings in those parts of the premises to which the public are admitted shall be inspected by a competent person (appointed by or on behalf of the licensee) when required by the Head of Housing, Health and Community Care and a certificate indicating the condition of the ceiling shall be forwarded to the Head of Housing, Health and Community Care after each such inspection.
30. Emergency lighting shall be kept on at all times when the public are on the premises, except in those parts which are lit equally well by daylight, where the licensee is for more than 100 persons.
31. Where emergency lighting is provided by means of an electrical re-chargable battery system, the battery shall be of such capacity and be so maintained as to be capable of sustaining light the approved emergency lighting for a period of-
- (i) not less than three hours for premises licensed for an accommodation of not more than 250 persons.
 - (ii) not less than three hours for premises licensed for an accommodation of more than 250 persons.
- In the event of a failure of the main lighting system
32. If there is a failure of the general lighting the public shall-
- (i) if the premises are licensed for an accommodation of not more than 250 persons and the general lighting is not restored within thirty minutes, be instructed to leave the premises at the end of that period.
 - (ii) if the premises are licensed for an accommodation of more than 250 persons and the general lighting is not restored within one hour, be instructed to leave the premises at the end of that period.
33. The recharged re-charging apparatus shall, following a discharge of the battery, be capable within a period of fourteen hours of restoring the battery to such a condition as to be able to supply at full voltage the full load of the approved emergency lighting for the periods as stated in paragraph 31.
34. Any battery used to supply electricity for either the general lighting or emergency lighting shall, at least once every twelve months, have its capacity tested by a competent electrical engineer appointed by or on behalf of the licensee and a certificate stating the condition of the battery shall be submitted to the Head of Housing, Health and Community Care for their retention.
35. Lighting effects including lasers or strobe-lights shall not be used on the premises without the prior consent of the Head of Housing, Health and Community Care.
36. All electrical installations shall be inspected and tested by a competent electrical engineer appointed by or on behalf of the licensee when required by the Head of Housing, Health and Community Care and a certificate stating the condition of the installation shall be submitted to the Head of Housing, Health and Community Care for retention.

37. All electrical wiring, fittings and appliances shall be constructed, installed and maintained to the satisfaction of the Head of Housing, Health & Community Care, and in accordance with statutory requirements and the appropriate regulations issued by the Institution of Electrical Engineers. The power supply for all electrical equipment which is either portable or of a temporary nature and the use of which is directly connected with the entertainment shall be protected at source by a residual current device of 30mA sensitivity conforming to British Standard 4293.
38. The approved ventilation system shall be maintained and used to ensure adequate ventilation of all parts of the premises used by the public or performers.
39. **Seating Layout**
- (a) A plan of the proposed seating layout drawn to 1:100 scale must be approved by the Head of Housing, Health and Community Care. Applications for approval must be made at least 28 days before the proposed event.
 - (b) A copy of the approved seating layout must be kept on the premises for use by any persons acting out seating.
 - (c) Passages and gangways shall be formed leading directly to exit doors and ranges of steps. Tables and/or chairs should be so arranged that passages and gangways are easily identifiable.
 - (d) Side gangways must be not less than one metre width clear of all obstructions. Cross gangways to be no less than 1.2m clear.
 - (e) All gangways in the auditorium shall, whilst the public are on the premises, be kept free from obstructions.
- Additional requirements for Closely-Packed Audiences.**
- (f) All chairs should be interlocking and where the accommodation is for over 250 sits in a definite requirement, where chairs are not permanently fixed with means for interlocking, stout wood buttons and rope may be used for linking chairs in not less than three. (See items (j) and (k)).
 - (g) Not more than thirteen or less than four chairs are permitted in any one row, and not more than seven chairs in any row having a gangway at one end only.
 - (h) A minimum of 300mm clear to be maintained between rows of chairs.
 - (i) Chairs to be arranged in regular blocks giving uniform widths of gangways.
 - (j) Floor covers or floor mats are to be provided to stabilise all blocks of chairs where the accommodation is for over 250. These to be arranged on the corners of all blocks or where the Head of Housing, Health and Community Care consider necessary adjacent to exits.
 - (k) Floor mats, if used, must be approved by the Head of Housing, Health and Community Care and have a covered top surface so as to avoid the risk of tripping persons using the stairways. They shall connect together at least three rows of chairs, i.e., front three and back three rows of each block of chairs, but must not extend across any gangways.
 - (l) No standing shall be allowed in the auditorium during any entertainment except in such places, in such numbers and subject to any special conditions as may be specified in the license to which these conditions are attached.
40. Where temporary staging shall not be used for public entertainment or stage plays until satisfactory evidence has been submitted to the effect that the structure is both stable and capable of supporting 14.0 kN.

the dead and injured lands to which it will be subject to and the Head of Housing, Health and Community Care has notified in writing that the temporary stopping can be used. Applications for approval must be made at least 28 days before the proposed event.

- 41.1. All staff employed or engaged in the maintenance of law and order in and around premises licensed for public entertainment shall be registered with the Council in accordance with the Essex Authorities Scheme for the Registration of Door Staff, or with any other licensing authority participating in the adopted scheme in Essex.

Door Staff who have been refused registration, who have failed to maintain registration, or whose registration has been revoked or suspended, shall not be permitted to carry on the activities of a door supervisor at the licensed premises. This Condition shall apply to all door staff employed at the licensed premises, whether or not such use has been specified as being required for the purposes of Condition 42.

- 41.2. The Licensee shall maintain a logbook in a form approved by the Head of Housing, Health & Community Care showing in respect of each period when the premises are open for public entertainment:

- a) The date;
- b) The name and registration number of each door person on duty;
- c) The time of commencement of duties by each person;
- d) The time each person ceased duties;
- e) Details of any incidents of noise;
- f) Details of any house configuration whilst on duty; and
- g) Details of clothing, if a door person is being employed in "plain clothes".

- 41.3. The logbook shall be kept at the licensed premises readily available for inspection at all reasonable hours by an Authorised Officer of the Council or a Police Officer.

- 41.4. Each entry in the logbook must be kept for at least 6 months.

- 41.5. The Licensee shall ensure, so far as is reasonably practicable, that door staff employed or engaged at licensed premises comply with the Regulations for Door Staff prescribed in the Essex Authorities Scheme. These include a requirement for registered door staff to wear at all times in a readily visible position an identification badge issued by the Council or another authority participating in the Essex Door Staff Registration Scheme.

- 41.6. Registered Door Staff engaged in the duties of a door supervisor may not also carry out other roles at the same time, eg bar staff or management.

- 41.7. Unless specifically required by the Head of Housing, Health & Community Care in writing, this Condition shall not apply to community centres, village halls, schools, church halls, and premises where the Council holds a public entertainment licence, where volunteers such as parents or licensed parties assist in controlling security. If, however, these premises are used for functions at which persons are employed for security purposes, then the Door Staff Registration Scheme and this Condition does apply.

42. Where required by the Council in writing, the Licensee shall ensure that a suitable and sufficient number of door staff registered in accordance with the Essex Authorities Door Staff Registration Scheme are employed or engaged at the licensed premises.

43. For the purposes of Condition 41 and 42, Door Staff, Door Persons and Door Supervisors includes all staff who are involved in the maintenance of law and order in and around premises licensed for public entertainment. It includes security staff employed or engaged within premises and any staff used to vet customers. Persons employed outside the premises, for example in car park control are included if their role involves dealing with the public.