

London Borough of Camden, Town Hall, Judd Street, London, WC1H 9EJ

Premises Licence

London Borough of Camden Licensing Authority

Premises licence number

PREM-LIC\2255

Part 1 – Premises details**Postal address of premises, or if none, ordnance survey map reference or description**

The Bloomsbury Theatre
15 GORDON STREET
LONDON
WC1H 0AH

Telephone number 020 76792777

Where the licence is time limited the dates

N/A

Licensable activities authorised by the licence

(a) Plays:	Yes
(b) Films:	Yes
(c) Live Music:	Yes
(d) Recorded Music:	Yes
(e) Performance of Dance:	Yes
(f) similar to (c), (d) or (e):	Yes
(g) making music:	Yes
(h) Dancing:	Yes
(i) similar to (g) or (h):	Yes
Retail of Alcohol:	Yes

The times the licence authorises the carrying out of licensable activities**Sale By Retail Of Alcohol**

Monday to Saturday (excluding Christmas Eve and New Year's Eve) from 12:00 until 23.30.

Sunday (excluding Christmas Eve and New Year's Eve) from 12:00 until 23:00

December 24th \ Christmas Eve from 12:00 until 01:30

December 31st \ New Year's Eve from 12:00 until 02:30

Performances of Plays

Monday to Sunday from 09:00 until 00:00.

Exhibitions of Films

Monday to Sunday from 09:00 until 00:00.

Performances of Live Music

Monday to Sunday from 09:00 until 00:00.

Performances of Recorded Music

Monday to Sunday from 09:00 until 00:00.

Performances of Dance

Monday to Sunday from 09:00 until 00:00.

Performances of Anything Similar to the Above

Monday to Sunday from 09:00 until 00:00.

Provisions of Facilities for Making Music

Monday to Sunday from 09:00 until 00:00.

Provisions of Facilities for Dancing

Monday to Sunday from 09:00 until 00:00.

Provision of Facilities for Anything Similar to the Above

Monday to Sunday from 09:00 until 00:00.

The opening hours of the premises

Monday to Sunday: 10:00 - 00:00

December 24th \ Christmas Eve from 12:00 until 01:30

December 31st \ New Year's Eve from 12:00 until 02:30

Where the licence authorises supplies of alcohol whether these are on and/or off supplies

ON and OFF the premises

Part 2**Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence**

University College London
Bloomsbury Theatre
15 Gordon Street
London
WC1H 0AH

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

SI 1978, Number 453

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

Francis William Penter



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



Signed on behalf of the Director, Culture and Environment Department
Date Licence Amended: 04/09/2018 APP\PREMISES-MVARY\091567
Date Licence Amended: 19/03/2016 APP\PREMISES-VARYDPS\003964
Date Licence Amended: 08/05/2015 APP\PREMISES-MVARY\00496
Date Licence Amended: 09/09/2014 APP\PREMISES-VARY\000861
Date Licence Amended: 06/08/2010 APP\PREMISES-TRANS\000681
Date Licence Granted: 01/01/2006

Annex 1 - Mandatory conditions

1. The supply of alcohol is prohibited at a time when there is no designated premises supervisor in respect of the premises.
2. The supply of alcohol is prohibited at a time when the designated premises supervisor does not hold a personal licence or his/her licence is suspended.
3. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
4. 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, the licence must include a condition that 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 that Act.
5. But nothing in subsection (4) 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 (c. 12) (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).
6. 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.
7.
 - (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).

8. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
9. (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 licence 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.
10. The responsible person must 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: ½ pint;
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
- (iii) still wine in a glass: 125 ml;

(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.

11. 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.

12. For the purposes of the condition set out in paragraph 11

(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 rate 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.

13. Where the permitted price given by Paragraph (b) of 12 above would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

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 (3)(b) applies, admission of children is must be restricted in accordance with any recommendation made 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 persons 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 (c.39) (authority to determine suitability of video works for classification).

Annex 2 - Conditions consistent with the Operating Schedule

19. No alcohol must be sold in the auditorium, alcohol may only be consumed in the auditorium if served in safety glasses.
20. The bar must only be accessible by persons holding a valid ticket for a performance.
21. Staff must ensure that they prevent customers from leaving the premises with drinks or drink containers, and that the area around the theatre is kept tidy.
22. Photographic ID must be produced by any person attempting to buy alcohol if they appear under the age of 21, to ensure that the individual is over eighteen years of age.
23. The sliding doors between the stage and workshop shall be kept closed whilst the premises are in use under the licence.

24. The fire alarm system in the licensed portion of the premises shall be switched to the public mode at all times when the theatre is in use.
25. The number of persons that may be accommodated at any one time shall not exceed 595. This includes 35 standing spaces at the rear of the circle, subject to the following conditions:-
 - i) Notices shall be conspicuously exhibited at each side of the gangway, in plain permanent lettering not less than 35mm high, to read -
"STANDING SPACES FOR 35 PERSONS"

- or similar wording to be agreed by the Council.
 - ii) Ushers and stewards shall be instructed to maintain compliance with Rule 31 of the Council's Rules for Management.
26. Special Conditions relating to exhibitions on Sundays
 - (i) No person shall be employed at the premises by any employer on any Sunday in connection with a cinematograph entertainment or any other entertainment or exhibition given therewith who has been employed on each of the six previous days either by that employer in any occupation or by any other employer in connection with similar entertainments or exhibitions. For the purpose of this condition "employed" shall include service voluntarily given or duties gratuitously performed.
 - (ii) A notice to the effect of the foregoing condition shall be prominently displayed in positions in which it can easily be seen and read by all the staff engaged at the premises.
27. The premises shall not be used for striptease or entertainment of a like kind to dancing which involves nudity without the prior consent of the Council
28. Up to 2300hrs applicable to entertainment premises which adjoin or are adjacent to noise sensitive properties:

The noise climate of the surrounding area shall be protected such that the A-weighted equivalent continuous noise level (LA_{eq}) emanating from the application site, as measured 1 metre from any facade of any noise sensitive premises over any 5 minute period with entertainment taking place shall not increase by more than 5dB as compared to the same measure, from the same position, and over a comparable period, with no entertainment taking place; and

the unweighted equivalent noise level (L_{eq}) in the 63Hz Octave band, measured using the "fast" time constant, inside any living room of any noise sensitive premises, with the windows open or closed, over any 5 minute period with entertainment taking place, should show no increase as compared to the same measure, from the same location(s), and over a comparable period, with no entertainment taking place

29. Up to 2300hrs applicable to entertainment premises which do not adjoin and are not immediately adjacent to noise sensitive properties:

The noise climate of the surrounding area shall be protected such that the A-weighted equivalent continuous noise level (LA_{eq}) emanating from the application site, as measured 1 metre from any facade of any noise sensitive premises over any 5 minute period with entertainment taking place shall not increase by more than 5dB as compared to the same measure, from the same position, and over a comparable period, with no entertainment taking place; and

the unweighted equivalent noise level (L_{eq}) in the 63Hz Octave band, similarly measured, should not increase by more than 5dB as compared to the same measure, from the same position, and over a comparable period, with no entertainment taking place.

30. After 2300hrs applicable to all entertainment premises:

The noise climate of the surrounding area shall be protected such that the A-weighted equivalent continuous noise level (LA_{eq}) emanating from the application site, as measured 1 metre from any facade of any noise sensitive premises over any 5 minute period with entertainment taking place shall not increase by more than 3dB as compared to the same measure, from the same position, and over a comparable period, with no entertainment taking place; and

The unweighted equivalent noise level (L_{eq}) in the 63Hz Octave band, measured using the "fast" time constant, inside any living room of any noise sensitive premises, with the windows open or closed, over any 5 minute period with entertainment taking place, should show no increase as compared to the same measure, from the same location(s), and over a comparable period, with no entertainment taking place.

No sound emanating from the establishment should be audible within any noise sensitive premises between 23.00 and 07.00 hours.

31. Where the entertainment provided consists, to a significant degree, of dancing by customers, the licensee shall ensure an adequate supply of wholesome, cool, fresh drinking water is available for the use of the customers. This water must be readily available throughout the time the entertainment is provided, and is to be supplied free of charge.
32. On the occasions where the premises screens age restricted films, they must be exclusively screened during term time for the entertainment of the student population and UCL staff. Access to the auditorium must be strictly monitored and any attempts by a minor to view such films must be firmly rebutted.
33. CCTV must be used and maintained in the main and inner foyer, as well as outside the basement toilets.

Additional Special Standard Conditions

34. Crime Prevention

The licensee shall, in consultation with the Council and Metropolitan Police, develop a crime prevention strategy for the premises and in particular shall carry out a risk assessment in respect of the possibility of assaults to customers and staff."

35. Litter/Waste Management

Whilst the premises are being used under the licence the licensee shall ensure that all litter and waste outside the premises is removed and disposed of with other waste from the premises.

36. Un-authorized Advertising

The licensee shall take all reasonable steps to ensure that there is no unauthorised advertising of events to be held at the premises.

37. Drug Risk Assessment

The licensee shall carry out a risk assessment in respect of the potential harm to customers of the use of illegal drugs, whether taken on the premises or taken by a customer prior to entering the premises, and shall put in place appropriate measures to mitigate any such harm.

38. Staff Training

The licensee shall ensure that staff are trained, as appropriate, in respect of relevant licensing law, the implementation of licence conditions, health and safety, first aid, alcohol and drug awareness and conflict management.

39. Model Standard Conditions:

STANDARD CONDITIONS FOR PLACES OF PUBLIC ENTERTAINMENT LICENSED BY CAMDEN COUNCIL IN FORCE FROM 24/10/02

CONTENTS

STANDARD CONDITIONS that apply to all premises

Part

I	General, including Definitions	Conditions 1 – 6	page
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is required	Conditions 7 – 10	page
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III Particular responsibilities of the Licensee	Conditions 11 – 18	page
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Together with

- Appendix 1. Technical Regulations
- Appendix 2. Specimen form of licence
- Appendix 3. Staff training
- Appendix 4. Fire log-book
- Appendix 5. Specimen staff duty register
- Appendix 6. Maintenance of fire-fighting equipment, fire alarm warning system and smoke ventilators
- Appendix 7. Specimen check list
- Appendix 8. Certificates to be submitted to the Council

and an index which includes all Additional Conditions whether or not attached

**The following Additional Conditions will also be supplied
as appropriate to the use of the premises:**

- Additional Conditions A: Premises used for closely seated audiences
- Additional Conditions C: Premises used for film exhibitions,
with Appendix C1: Model Membership Rules for club cinemas
showing RESTRICTED (18) films, where appropriate
- Additional Conditions D: Premises using Door Supervisors
with Appendix D1: Specimen Door Supervisor log-book
- Additional Conditions FX: Use of special effects
with Appendix FX1: Application form and check list
- Additional Condition GO: The keeping of good order
- Additional Conditions H: Entertainment involving hypnotism
with Appendix H1: Application procedure for consent for
entertainment involving hypnotism
- Additional Conditions K: Performances especially for children
- Additional Conditions S: Use of scenery and properties
- Additional Conditions SE: Premises used for indoor sports entertainment
- Additional Conditions SX: Sex-related entertainment
with Appendix SX1: Definition of sex establishment
- Additional Conditions T: Premises used for performances on a stage
with Appendix T1: Guidance note: Children in performances

Notification periods for particular Conditions

Condition	Notification required	Period
9 (b)	Proposed use of special effects	At least 10 days before
10	Proposed use of storage cylinders	At least 10 days before
28	Loss of water	As soon as possible
38 (a)	Temporary electrical wiring or distribution system	At least 10 days before
38 (c)	Certificate for temporary electrical wiring, etc	As soon as possible
41	Certificates	Annually
C8	Showing of unclassified films	At least 28 days before
C15 (f)	Membership rule(s) for club cinema	At least 10 days before
C15 (f)	Change of membership rule(s) of club cinema	Within 10 days after
H1.2	Application for consent for hypnotism	At least 28 days before
SE1	Use for indoor sports entertainment	At least 10 days before
T1 (b)	Change of production	At least 10 days before
T3 (e)	Safety curtain out of order	As soon as possible
T7 (b)	Proposal for pop concert	At least 28 days before
T8	Proposal to use live animal, bird or fish	At least 10 days before

Nothing in this table shall be taken to imply that the Council's consent will be granted for any activity or action that requires consent merely because the appropriate notification was made.

INTRODUCTION

1. The Council may dispense with or modify any Condition in any particular case. The Council may also impose additional Special Conditions in any particular case.
2. Any Licensee may apply to the Council in writing for any of the terms of the licence to be varied and, within London, if the Council so requires, the application must be advertised.
3. Licensees and prospective Licensees are advised to obtain any necessary planning consents before applying for a licence or a variation of a licence.
4. Licensees are advised to study carefully all of the Conditions attached to the licence, including any Special Conditions, and especially the definitions contained in Condition 2. In order to reduce the length of this document, many Conditions rely upon the use of words precisely defined in Condition 2; such words are indicated by *italics*.
5. Licensees should be aware that possession of a licence, to which these Conditions apply, does not in any way relieve employers of the statutory duty to comply with the requirements of other legislation including the Health and Safety at Work etc Act 1974, associated regulations and especially the requirements under the Management of the Health and Safety at Work Regulations and the Fire Precautions (Workplace) Regulations to undertake risk assessments. Employers should assess the risks, including the risks from fire, and take the measures necessary to avoid or control these risks. These assessments should be considered together with these Conditions by those managing health and safety at the premises.

STANDARD CONDITIONS WHICH APPLY TO ALL PREMISES

- NOTE:**
- (1) The Council has adopted Technical Regulations concerning the necessary standards for licensed premises that have to be satisfied before the issue of a licence. It is a Condition of the licence that there is continued compliance with these Regulations, which are set out in full in Appendix 1. They form the basis of the approved arrangements for the issue of the licence.
 - (2) The contents list, timetable, marginal headings and index are for ease of reference and do not form part of these Conditions.
 - (3) Notes are provided for guidance and do not form part of these Conditions.

**PART I
GENERAL**

Application

- 1** These Conditions and Definitions shall apply whenever the *premises* are in use under the terms of a licence issued by the *Council*.

Note: In order to ensure the safety of *staff* and performers, it is generally advisable to extend the operation of arrangements provided for the safety of the *public* to all times when the *premises* are occupied.

Definitions

2 In these Conditions the following words have the meanings indicated. Except where the context demands otherwise the singular includes the plural and the masculine includes the feminine. Words in *italics* throughout these Conditions denote words defined below.

Accommodation limit

the maximum number of people, not being *staff* or performers, permitted by the *Council* to be within the *premises* or a designated area of the *premises* when they are in use under the terms of a licence issued by the *Council*.

Note:

(1) Experience has shown that where *accommodation limits* include *staff*, *Licensees* may reduce the number of *staff* present as the *entertainment area* becomes more crowded in order to comply with the *accommodation limits* on the licence. Such reduction is undesirable. Therefore *accommodation limits* exclude *staff* and performers.

(2) In exceptional circumstances the *Council* may also limit the numbers of *staff* and performers.

Approved

permitted in advance by the *Council* in writing.

Approved arrangements

the arrangement of the *premises*, (including the layout, fittings, installations and all other things in connection therewith) as *approved* by the *Council*.

Attendant

a member of *staff* on duty to assist the *public* entering or leaving auditoria and to assist in the event of fire or other emergency.

Authorised Officer

any police or fire officer or any person authorised in writing by the *Council*.

Balcony front

the barrier at the front edge of a balcony which prevents people from falling on to the floor or tier beneath the balcony.

BS

the appropriate British Standard, which may be an equivalent harmonised European Standard. All references to British Standards are to the current edition unless a date is shown.

Certificate

a written report or reports of *inspection* and satisfactory condition completed by an appropriately qualified engineer or other *competent person* and normally submitted to the *Council* within one month of *inspection*.

Note:

The *competent person*, when completing the *certificate*, may indicate the period of validity of the *certificate*, which will

	normally be accepted by the <i>Council</i> .
<i>Competent person</i>	a person who has such practical and theoretical knowledge and such experience as is necessary to carry out the work and who is aware of the limits of his own ability, expertise and knowledge.
<i>Consent</i>	permission given in advance by the <i>Council</i> in writing.
<i>Council</i>	the licensing authority named on the licence.
<i>Door Supervisor</i>	any person employed at or near the entrance to the <i>premises</i> to ascertain or satisfy himself as to the suitability of members of the <i>public</i> to be allowed on the <i>premises</i> or any person employed to maintain order on the <i>premises</i> .
	Note: The <i>Council</i> will not normally consider the <i>Licensee</i> or <i>Duty Manager</i> to be a Door Supervisor.
<i>Duty Fire Officer</i>	a member of <i>staff</i> who has been adequately trained in fire prevention and fire-fighting to the satisfaction of the <i>Council</i> .
<i>Duty Manager</i>	a person appointed by the <i>Licensee</i> in writing to be in charge of the <i>premises</i> .
<i>Durably-treated flame-retarded fabric</i>	see under <i>Flame-retarded fabric</i>
<i>Emergency lighting</i>	see under <i>Lighting</i>
<i>Entertainment area</i>	that part of the <i>premises</i> which is constructed and arranged for use for entertainments including any <i>stage</i> or auditorium.
<i>Escape lighting</i>	see under <i>Lighting</i>
<i>Film exhibition</i>	any exhibition of moving pictures which is produced otherwise than by the simultaneous reception and exhibition of programmes included in a programme service within the meaning of the Broadcasting Act 1990.
<i>Flame-retarded fabric</i>	a fabric that has been tested using the methods in <i>BS 5438: 1989</i> Tests 2A (face ignition) and 2B (bottom ignition) using a 10 second flame application time in each case. The results of tests on the fabric shall show that no part of any hole nor the lowest boundary of any flaming reached the upper or either vertical edge of the specimen and that there was no separation of any flaming debris. (This performance standard is akin to that set out in <i>BS 5867-2: 1980</i> Type B.)

<i>Durably-treated flame-retarded fabric</i>	a fabric that has been chemically treated to render it flame-retarded. Prior to the ignitability tests set out above the fabric is subjected to the appropriate wetting or cleansing procedure set out in <i>BS 5651: 1989</i> . After this washing or cleansing procedure, the fabric shall meet the performance standard for <i>flame-retarded fabric</i> set out above.
<i>Inherently flame-retarded fabric</i>	a fabric which, although not non-combustible and not subjected to any flame-retarding process or finish, meets the performance standard for <i>flame-retarded fabric</i> set out above throughout its thickness. The <i>BS 5651</i> 'durability' procedure can be omitted before testing fabrics composed entirely of thermoplastic materials such as nylon, polyester or modacrylic, to which a flame-retarding treatment has not been applied.
<i>Indoor sports</i>	see under <i>Sports entertainment</i>
<i>Inherently flame-retarded fabric</i>	see under <i>Flame-retarded fabric</i>
<i>Inspect/inspection</i>	to carry out a visual inspection accompanied by such other test as may be necessary, in the opinion of the <i>competent person</i> carrying out the inspection, to enable the completion of a <i>certificate</i> of (satisfactory) condition.
<i>Licensee</i>	the person (or body) to whom the <i>Council</i> has granted the licence or who is deemed to be the holder of the licence under the relevant statutory provision.
<i>Lighting</i>	
<i>Emergency lighting</i>	lighting provided for use in the event of the failure of the <i>normal lighting</i> system. Emergency lighting includes <i>escape lighting</i> . Any reference in these Conditions to an emergency lighting battery shall be taken to apply to all batteries provided as part of the emergency lighting installation.
<i>Escape lighting</i>	that part of the <i>emergency lighting</i> which is provided to ensure that the escape routes are illuminated at all material times. In these Conditions any reference to <i>emergency lighting</i> shall be taken to apply likewise to any escape lighting not provided as part of an <i>emergency lighting</i> installation.
<i>Management lighting</i>	the combination of the <i>emergency lighting</i> and that part of the <i>normal lighting</i> which, in the absence of adequate daylight, is intended to facilitate safe movement about the <i>premises</i> .

Note:	In closely-seated auditoria this would be the usual performance mode.
<i>Normal lighting</i>	all permanently installed electric lighting operating from the normal supply which, in the absence of adequate daylight, is intended for use during the whole time that the <i>premises</i> are occupied.
Note:	Normal lighting does not include <i>emergency lighting</i> , purely decorative lighting and stage or performance lighting.
<i>Local Fire Control Centre</i>	the address and telephone number which the <i>Licensee</i> has confirmed with the Fire Authority as appropriate for the <i>Licensee</i> to use in order to make contact with the fire brigade in a non-emergency but immediate manner.
<i>Log-book</i>	(i) Any log-book <i>required</i> under these Conditions shall be: accurate and up to date; bound and consecutively numbered; retained in a safe and secure place on the <i>premises</i> for a minimum of 5 years after the date of last entry or for such longer period as <i>required</i> ; and readily available for examination by an <i>Authorised Officer</i> .
Note:	Log-books may be kept in a manual form. The <i>Council</i> will accept records in electronic form provided the <i>Licensee</i> can demonstrate adequate security and integrity of the information. Specimen Fire log-books are provided in Appendix 4.
<i>Management lighting</i>	see under <i>Lighting</i>
<i>Normal lighting</i>	see under <i>Lighting</i>
<i>Open stage Pop concert</i>	see under <i>Stage</i> an event at which live or recorded amplified music is played and which could reasonably be expected to attract an audience of such a nature as could lead to problems with crowd control, over-excitement and/or unruly behaviour.
<i>Premises</i>	all parts of the premises as licensed by the <i>Council</i> including the ancillary parts of the building such as offices, changing rooms, workshops, stores etc which are used in connection with the <i>entertainment area</i> .
<i>Public</i>	persons, other than <i>staff</i> or performers, who are on the <i>premises</i> , whether or not they are members of a club and irrespective of payment.
<i>Required</i>	specified by the <i>Council</i> in writing.

Scenery	includes cloths, drapes, gauzes, artificial foliage and fabric decorations.
Separated stage	see under Stage
Special effects	any device or effect which was not included in the original licensing risk assessment for the <i>premises</i> which, if not properly controlled, may present a hazard. Examples include the use of dry ice machines, cryogenic fogs, smoke machines, fog generators, pyrotechnics and fireworks, real flame, firearms, motor vehicles, strobe lighting and lasers.
Special risks	any entertainment which falls outside the normal use of the <i>premises</i> and which, if not properly controlled, may present a hazard. Examples include foam parties, skating to music and performances especially for children.
Sports entertainment	contests, exhibitions or displays of any sport where physical skill is the predominant factor (except dancing in any form) held indoors to which the <i>public</i> are invited as spectators.
Staff	any person, whether or not employed by the <i>Licensee</i> , concerned in the management, control or supervision of the <i>premises</i> who has been given specific responsibilities by the <i>Licensee</i> or <i>Duty Manager</i> .
Staff alerting system	a system (whether electronically operated or otherwise) for immediately alerting <i>staff</i> to take appropriate action in the event of fire or other emergency.
Stage	the specific part of an <i>entertainment area</i> on which performers perform which is distinct from the area occupied by the <i>public</i> , often elevated above level of the adjacent floor; includes, where the context permits, platform, dais or rostrum.
Open stage	a <i>stage</i> which is not separated from the auditorium by a safety curtain. An <i>open stage</i> should, however, be separated from the rest of the <i>premises</i> , other than the <i>stage fire risk area</i> , by fire-resisting construction.
Separated stage	a <i>stage</i> that is separated from the rest of the <i>premises</i> , other than the <i>stage fire risk area</i> , by fire-resisting construction and provided with a safety curtain, which affords smoke separation between the <i>stage</i> and the auditorium. The safety curtain is normally installed to close off a proscenium opening.
Stage fire risk area	the <i>stage</i> and the auditorium together with any scene dock, workshop, stage basement, staff or other room associated

with the *stage*. The *stage fire risk area* is separated from the rest of the *premises* by fire-resisting construction.

Trailer

a film advertising a *film exhibition*.

Standard hours of opening 3 The *premises* shall not open to the *public* before 9.00 a.m. On Sundays, Good Fridays and Christmas Day the *premises* shall not open before 2.00 p.m. for the performance of plays.

Standard hours of closing 4 The *premises* shall not be kept open after 11.00 p.m. for music, music and dancing, boxing, wrestling or indoor sports or after midnight for plays and *film exhibitions*.
Note:This is the standard terminal hour, which may be varied in particular cases.

Licence 5 (a) The relevant licence or a clear copy of it shall be prominently exhibited in a position where the *public* can easily read it. For the purpose of this Condition the licence shall be interpreted to mean the licence document containing conditions specific to the *premises*, including any *accommodation limits*.

Note:Appendix 2 illustrates an example of the licence which should be displayed; this normally consists of one or two pages.

(b) A copy of any Standard Conditions shall be readily available to the *Duty Manager*.

Note:This will include any Additional Conditions attached to the licence.

(c) The *premises* shall not be used for any purpose for which a licence is *required* unless specifically licensed for that purpose.

Note:If the *premises* are licensed for several types of entertainment but are regularly used for one type of entertainment, the *Council* should be informed of any change to a different type of entertainment.

Admission of Authorised Officers 6 *Authorised Officers* who carry written authorisations and proof of identity, which they will produce on request, shall be admitted immediately to all parts of the *premises* at all reasonable times.

Note:I. *Authorised Officers* examining *entertainment areas* whilst a performance is in progress should take care not to interrupt the performance and to respect privacy.

The *Licensee* should ensure that reasonable assistance is given to *Authorised Officers* to enable them to discharge their functions.

PART II
ACTIVITIES FOR WHICH A SPECIFIC CONSENT OR WAIVER IS REQUIRED

Hypnotism 7 (a) The *Licensee* shall not permit any exhibition, demonstration or performance of hypnotism, mesmerism or any similar act or process which produces or is intended to produce in any person any form of induced sleep or trance in which susceptibility of the mind of that person to suggestion or direction is increased or intended to be increased. This Condition does not apply to exhibitions given under the provisions of Section 2(1A) and 5 of the Hypnotism Act 1952.

Note: Any waiver of this Condition by the *Council* will be subject to Additional Conditions H. The procedure for application to waive this Condition is set out in Appendix H1, which will be sent to the *Licensee* on request.

Entertainment involving special risks 8 (a) The *Licensee* shall not permit an entertainment that involves *special risks* except with *consent*. Any *approved* performances especially for children shall comply with Additional Conditions K.

(b) The *Licensee* shall not permit explosives or highly flammable substances to be brought onto the *premises* except with *consent*. Any storage of explosives or highly flammable substances shall comply with Additional Condition FX10.

Entertainment using special effects 9 (a) The *Licensee* shall not permit the use of *special effects*, except with *consent*. Any *approved* use of *special effects* shall comply with Additional Conditions FX.

(b) The *Licensee* shall give the *Council* at least 10 days' notice in writing of any proposal to use *special effects*. The notice shall include, save in exceptional circumstances, exact details of the proposal including the date and time when the *special effects* can be demonstrated.

Compressed gases 10 Compressed or liquefied gases shall not be used except with *consent*. At least 10 days' notice in writing shall be given to the *Council* of any proposal to bring storage cylinders into the *premises*.

Note: This Condition does not normally apply to gas cylinders used in connection with the dispensing of beverages.

**PART III
PARTICULAR RESPONSIBILITIES OF THE LICENSEE**

- Overall responsibility of Licensee** 11 (a) The *Licensee* shall ensure that the *premises* continue to comply with the Technical Regulations as set out in Appendix 1. No alterations shall be made to the *approved arrangements* except with *consent*.
- (b) The *Licensee* shall, except with *consent*, retain control over all parts of the *premises*.
- (c) Either the *Licensee* or the *Duty Manager* shall be in charge of and within the *premises* whenever the *public* are present. However the *Licensee* remains responsible for the observance of all licensing conditions.
- Duty Manager** 12 The *Licensee* may authorise in writing a *Duty Manager*, who shall be at least 18 years old, to deputise for him. This written authorisation shall be kept on the *premises* and be readily available for examination by any *Authorised Officer*. The *Licensee* must be satisfied that anyone appointed as a *Duty Manager* understands the need to comply with the Conditions of the licence and is competent to perform the function of *Duty Manager*.
- Note:**(1) Hereafter in these Conditions the term *Licensee/Duty Manager* will mean the *Licensee* or the *Duty Manager* as appropriate.
(2) The *Licensee* may appoint a hirer of the *premises* to be *Duty Manager* if appropriate.
- Qualifications of Licensee and Duty Manager** 13 The *Licensee* (if an individual) and any *Duty Manager* shall:
- (ii) have undertaken an *approved* training course leading to the possession of the BIIAB Level 2 National Certificate for Entertainment Licensees;
or
- (iii) possess an equivalent qualification, for example for concert halls, the National Vocational Qualification in Cultural Venue Administration (Level 3); or
- (iv) be able to demonstrate to the satisfaction of the *Council* that he possesses all relevant knowledge and experience.
- Note:**(1) This Condition does not apply to theatres or cinemas.
(2) This Condition does not apply to the *Duty Managers* of village halls or similar *premises*, or to other *premises* where the *Council* considers the

requirement to be unnecessary.

- Staff** **14** **(a)** The *Licensee/Duty Manager* shall ensure that he has sufficient trained *staff* on duty to ensure the safe evacuation of the *premises* in the event of emergency. Such *staff* shall have been specifically instructed on their duties in the event of an emergency by the *Licensee* or by a person nominated by him. The instruction given to *staff* shall include training on the safe and efficient running of the *premises* and the safe evacuation of the *premises*.
- Note:**It is important that the evacuation procedures are fully understood by all *staff*, especially where a two-stage fire alarm warning system is operated during performances.
- (b)** A nominated member of *staff* in addition to the *Duty Manager* shall have responsibility for fire prevention measures and for ensuring that all escape routes including exit doors are fully available.
- Note:**This person should be the *Duty Fire Officer* where one is employed.
- (c)** No *Door Supervisor* shall be employed at *premises* outside London except with *consent*. Any employment shall be in accordance with Additional Conditions D.
- (d)** *Staff* with specific responsibilities in the event of fire or other emergency, together with deputies, shall receive training and written instruction appropriate to their role as set out in Appendix 3. The *Licensee/Duty Manager* shall, once he is satisfied as to the competence of each member of *staff*, record this in the Fire *log-book*.
- Fire log-book** **15** **(a)** The *Licensee* shall cause a Fire *log-book* to be kept which shall comply with Appendix 4.
- Note:***Licensees* are advised that it is good practice to keep a general incident *log-book* in which are recorded details of each day's events. This may be combined with the Fire *log-book*. Appendix 4 includes an example of this approach.
- (b)** Any *Authorised Officer* shall be entitled to obtain a photocopy of any page(s) of any *log-book*.
- Staff register** **16** The *Licensee/Duty Manager* shall maintain a register indicating the numbers of *staff*, including any *Door Supervisors* and all performers, who are present when the *public* are present. This register shall be produced immediately on the request of an *Authorised Officer*. This Condition does not apply to any *premises* that are being used for a closely seated audience.
- Note:**(1) A sample register is set out in Appendix 5.

(2) As *accommodation limits* exclude *staff* and performers, this register may be used by *Authorised Officers* to assist in deciding how many *staff* and performers are present in the *premises* at a given time. The register will also be used in the event of an emergency evacuation of the *premises*. It is essential, therefore, that the register is properly maintained and that it is readily available.

maintained.

- (b) All exit doors shall be available and easily openable without the use of a key, card, code or similar means. Only *approved* fastenings shall be used.

Note: Doors that are not in regular use should be opened in order to ensure they function satisfactorily.

- (c) Any removable security fastenings shall be removed from the doors prior to opening the *premises* to the *public*. All such fastenings shall be kept in the *approved* position(s).

- (d) If *required*, exit doors shall be secured in the fully open position when the *public* are present.

- (e) All fire doors shall be maintained effectively self-closing and shall not be held open other than by *approved* devices.

- (f) Fire-resisting doors to ducts, service shafts and cupboards shall be kept locked shut.

- (g) The edges of the treads of steps and stairways shall be maintained so as to be conspicuous.

**Curtains,
hangings,
decorations,
upholstery**

24

- (a) Hangings, curtains, and temporary decorations shall be maintained *flame-retarded*.

- (b) Any upholstered seating shall continue to meet the pass criteria for smouldering ignition source 0, flaming ignition source 1 and crib ignition source 5 when tested in accordance with section 5 of *BS 5852:1990*.

Scenery

- (c) Any *scenery* shall be maintained *flame-retarded* in accordance with Additional Conditions S.

- (e) Temporary decorations shall not be provided except with *consent*. When seeking *consent* for temporary decorations the *Licensee* shall advise the *Council* of the period for which it is desired to retain them.

- (f) Curtains, hangings and temporary decorations shall be arranged so as not to obstruct exits, fire safety signs or fire-fighting equipment.

**Accommodation
limits** 25

The *Licensee/Duty Manager* shall ensure that the *accommodation limit(s)* specified on the licence are not exceeded and shall be aware of the number of the *public* on the *premises*. This information shall be provided to any *Authorised Officer* immediately on request.

Note: Where there is an unusually large number of performers the
Council should be consulted.

Fire action notices	26	Notices detailing the actions to be taken in the event of fire or other emergencies, including how the fire brigade can be summoned, shall be prominently displayed and shall be protected from damage or deterioration.
Outbreaks of fire	27	The fire brigade shall be called at once to any outbreak or suspected outbreak of fire, however slight, and the details recorded in the Fire <i>log-book</i> .
Loss of water	28	The <i>Licensee/Duty Manager</i> shall have readily available the telephone number of the <i>local Fire Control Centre</i> . The <i>Licensee/Duty Manager</i> shall notify the <i>local Fire Control Centre</i> as soon as possible if he is aware that the water supply to any hydrant, hose reel, sprinkler, drencher or other fire extinguishing installation is cut off or restricted.
Refuse	29	Refuse receptacles shall be emptied regularly.
Access for emergency vehicles	30	Access for emergency vehicles shall be kept clear and free from obstruction.
First aid	aid 31	<p>(a) The <i>Licensee/Duty Manager</i> shall ensure that an adequate and appropriate supply of first aid equipment and materials is available on the <i>premises</i>.</p> <p>(b) If <i>required</i>, at least one suitably trained first-aiders shall be on duty when the <i>public</i> are present. If more than one suitably trained first-aiders is present, each person's responsibilities shall be clearly identified.</p>

PART V
SANITARY ARRANGEMENTS, HEATING, LIGHTING AND VENTILATION

Toilet accommodation	32	<p>(a) Toilet accommodation shall be provided free of charge and be kept clean and in proper working order.</p> <p>(b) An adequate supply of hot and cold (or warm) water, toilet paper in holders or dispensers, soap and suitable hand and face drying facilities shall be provided in toilet accommodation.</p>
Drinking water	33	Where free drinking water is provided for the <i>public</i> , it shall, except with <i>consent</i> , only be provided in a supervised

area.

Heating and cooking 34 (a) Heating apparatus shall be maintained in a safe and functioning condition.

(b) Portable heating or cooking appliances shall not be used except with *consent*.

Charge of electrical installation 35 If *required*, a *competent person* shall be in charge of the electrical or other installation.

Management lighting 36 (a) In the absence of adequate daylight the *management lighting* in any area accessible to the *public* shall be fully in operation whilst the *public* are present.

(b) Except as permitted under (d) below there shall be adequate illumination to enable people to see their way out of the *premises*.

(c) Fire safety signs shall be adequately illuminated except as permitted under (d) below.

(d) (v) If essential to the entertainment and subject to *consent*, the *management lighting* in the *entertainment area* may be reduced or extinguished provided:
the lighting be controlled from a position with a clear view of the *entertainment area*; and
an operator remain by the controls whilst the lighting is reduced or extinguished; and
the operator restore the *management lighting* at once in the event of any emergency; and
the escape route signs remain adequately illuminated.

Note: *Licenses* are advised to limit any periods during which lighting levels are reduced to the minimum possible consistent with the needs of the entertainment.

Emergency lighting 37 (a) The *emergency lighting* installation shall not be altered in any way except with *consent*.

(b) The *emergency lighting* battery shall be fully charged before the admission of the *public*.

(c) In the event of failure of the *normal lighting*:
if the *emergency lighting* battery has a one hour capacity the *public* shall leave the *premises* within 20 minutes unless within that time the *normal lighting* has been restored and the battery is being re-charged; or
if the *emergency lighting* battery has a 3 hour capacity the *public* shall leave the *premises* within one hour unless within that time the *normal lighting* has been restored and the battery is being re-charged.

- (d) The *public* shall not be re-admitted to the *premises* until the *normal lighting* has been fully restored and the battery fully recharged except where the *emergency lighting* battery has a one hour capacity and if the failure of the *normal lighting* was fully rectified within 20 minutes of failure and the battery is being re-charged; or where the *emergency lighting* battery has a 3 hour capacity and if the failure of the *normal lighting* was fully rectified within one hour of failure and the battery is being re-charged.

Temporary electrical installations

- 38 (a) Temporary electrical wiring and distribution systems shall not be provided without notification being given to the *Council* at least 10 days before the commencement of the work.

Note: This Condition does not normally apply to electrical equipment on a *stage* provided with permanently installed distribution facilities.

- (b) Temporary electrical wiring and distribution systems shall comply with recommendations of *BS 7671* or where applicable *BS 7909*.

- (c) Temporary electrical wiring and distribution systems shall be *inspected* and certified by a *competent person* before they are put into use. A copy of the *certificate* shall be sent to the *Council* as soon as possible.

- (d) Temporary electrical wiring and distribution systems shall be provided only for a period of up to 3 months. This period may be extended subject to a satisfactory electrical test and *inspection* report being submitted to the *Council* at the end of each 3 month period.

Note: The *Council* will normally require temporary electrical wiring and distribution systems to be removed at the end of the 3 month period or to be made permanent during that period.

Ventilation

- 39 (a) The *premises* shall be effectively ventilated.

- (b) Where the ventilation system is designed to maintain a positive air pressure within part of the *premises*, that pressure shall be maintained whenever the *public* are present in that part of the *premises*.

Note: This Condition applies mainly to closely seated auditoria.

Cleansing ventilation

- 40 (a) Ventilation ducting and other shafts shall be kept clean.

**ducting and
filters**

- (b) Any air filters shall be periodically cleaned or replaced so as to maintain a satisfactory air supply.

- (c) All interior surfaces of extract ventilation ducting serving kitchens and serveries shall be thoroughly cleaned as frequently as necessary to prevent the accumulation of grease and fat and at least once per year.
- (d) Grease filters in extract ventilation hoods in kitchens and serveries shall be cleaned weekly or at other intervals as *required*.

Certificates **41** *Certificates* shall be submitted to the *Council* as specified in Appendix 8.

APPENDIX 2
See Condition 5

SPECIMEN FORM OF LICENCE

Shire District Council

LICENCE NUMBER

007

WEEKDAY LICENCE FOR MUSIC AND DANCING AND ENTERTAINMENT OF A LIKE KIND

SHIRE DISTRICT council under the provisions of Schedule 1 to the Local Government (Miscellaneous Provisions) Act 1982

hereby licenses:

BILBO BAGGINS

to use the premises: The Prancing Pony, (Public Bar & Saloon Bar),
Rivendale Road, Bree

for public MUSIC AND DANCING AND ENTERTAINMENT OF A LIKE KIND.

This licence is in force up to 30 September 3001 and is granted subject to the Standard Conditions of the Council annexed hereto and to any special conditions set out below:

- (i) Notwithstanding the provisions of Standard Condition 4 the premises may be kept open from 11pm on each of the days Wednesday to Saturday to 2am on the day following.
- (ii) Whilst the premises are in use under this licence after 11pm the main entrance doors to the Saloon Bar shall be kept closed except for immediate entrance or exit.

- (iii) The number accommodated at any one time in the areas of the premises listed below shall not exceed (excluding staff):
Public Bar: 200
Saloon Bar : 250.

Date: 13 October 3000

Licensing and Safety Team
Shire District Council
Rivendale Town Hall,
Rohan Road,
Rivendale

Head of Licensing

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STAFF TRAINING

- 1** Initial training of all *staff* shall include instruction in the action to be taken in the event of an emergency and in basic fire prevention including the rules concerning smoking. The training shall be repeated at least once every 6 months.
- 2** Instruction and training shall include:
the action to be taken on discovering a fire;
the action to be taken on hearing an alarm alert or alarm evacuation signal;
how to raise an alarm;
how to call the fire brigade;
knowledge of escape routes;
appreciation of the importance of fire doors;
the location of the assembly point(s) in case of evacuation
- 3** *Staff* with specific responsibilities for fire-fighting shall receive instruction and practical training in the location and use of the fire-fighting equipment.
- 4** The duties of *staff* with specific responsibilities in the case of fire and other emergencies shall be reviewed from time to time as changes in *staff* or other circumstances occur.
- 5** A fire drill and instruction on emergency procedure shall be held at least once a month or as agreed with the *Council*, under the direction of the *Duty Fire Officer* or the *Duty Manager*.

Note: The *Council* may consent to the variation of frequency of fire drills where the *premises* are used infrequently and this will not endanger safety. However fire drills should be carried out at least every 6 months for permanent *staff* or when the arrangements at the *premises* have been altered, for example after a change of seating layout or a change of production.

- 6** Details of training sessions and fire drills shall be entered in the Fire *log-book*.

Note: *Licensees* should consider whether it is necessary to employ specially trained first-aiders to administer first aid to the *public*.

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FIRE LOG-BOOK

- 1** Full details of the following shall be recorded in the Fire *log-book*:
- | | |
|-------------------------------------|---|
| Initial training | (a) <i>Staff</i> training in respect of fire precautions and fire evacuation procedures. |
| Prior to admission of public | (b) The <i>inspection</i> of all escape routes, all exits and <i>emergency lighting</i> prior to the use of the <i>premises</i> on any day for any entertainment. |
| Weekly | (c) The weekly testing of the fire alarm warning system and the weekly check of fire-fighting equipment. |
| Monthly | (d) The monthly fire drills. |
| Three monthly | (e) The testing of any smoke ventilators. |
| Six monthly | (f) Refresher <i>staff</i> training. |
| Annual | (g) The maintenance and <i>inspection</i> of all fire-fighting equipment and the fire alarm warning system. |
| Emergencies | (h) Any outbreak of fire or calling of the fire brigade. |
- 2** All entries shall include the name and position of the person making the entry.
- 3** The *Licensee* shall check and confirm the Fire *log-book* weekly.
- Note:**(1) The Fire *log-book* may form part of the general incident *log-book* for the *premises*.
(2) The *Council* may *consent* to the variation of frequency of fire drills and other checks where the *premises* are used infrequently and this will not endanger safety. However fire drills should be carried out at least every 6 months for permanent *staff* or when the arrangements at the *premises* have been altered, for example after a change of seating layout or a change of production.
(3) Specimen Fire *log-books* are shown overleaf.

SPECIMEN FIRE LOG-BOOK

This example assumes a day a page approach

Date	Details	Name and position of person making the entry
Initial staff training: give names of staff and training given		
Pre-performance inspection of escape routes, exits and emergency lighting		
Weekly testing of fire alarm warning system		
Weekly check of fire-fighting equipment		
Monthly fire drills: give names of staff and person holding the drill		
Three monthly test of smoke ventilators		
Refresher staff training: give names of staff and training given		
Maintenance and annual inspection of fire-fighting equipment		
Maintenance and annual inspection of fire alarm warning system		
Outbreak of fire or calling of fire brigade		
Time outbreak noticed, time fire brigade called and name of person contacting fire brigade		
	Licensee's confirmation of entry	

NOTE: In larger *premises* a different form of Fire *log-book* may be appropriate (which may be combined with the general incident *log-book* for the *premises*) provided all the *required* information is included.

An example of this approach is shown overleaf.

SPECIMEN FIRE LOG-BOOK

NOTE: This example gives an indication of the type of information that should be recorded in the Fire log-book. The events detailed are unlikely all to occur on any one day. Different premises will have different procedures. This type of Fire log-book may be kept in a bound A4-size diary.

Littletown Theatre Fire Log-Book Page 936

Thursday 1 April 2020

Performances of LITTLE EUSTACE and HAMLET

Fred Smith Duty Fire Officer

Mr Jones Duty Manager

- 9.00 *Opened premises; checked no obvious causes for concern.*
- 9.30 *Fire alarm test call to central exchange - all OK.*
- 10.00 to 12.00 *Inspected all escape routes, checked all doors to be free hanging and self-closing where required.
Replaced one defective door closer.
Visual check on all fire extinguishers.
All emergency lights working.
Haystack ventilator tested.*
- 12.00 *Lunch break - Mrs Biggs left in charge of premises.*
- 12.30 *Firecheck serviced fire hose reel on stage.*
- 13.00 *Returned to duty.*
- 13.30 *Accompanied fire crew from local fire station on familiarisation visit.*
- 14.30 *Accompanied Duty Manager on check of premises, as per checklist. Removed chains from auditorium doors. Gave clearance to open house.*
- 15.00 *Performance of LITTLE EUSTACE*
- 15.30 *On stage to witness lighting of candle and putting out of candle.
All ok.*

- 17.00 *Inspected premises at end of performance. All clear except one water extinguisher vandalised.*
- 17.15 *Witnessed test of flaming torches.*
- 17.30 *Recharged one water extinguisher. Note nearly out of cartridges.*

Page 937

- 18.00 *Tea break. Mr Jones left in charge.*
- 19.00 *Returned to duty. Accompanied Duty Manager on check of premises as per check-list.*
- 19.15 *Induction and fire training for new attendant with Mr Jones. Isabelle Walters. Confirmed Marcus Jones, Duty Manager*
- 19.25 *Staff fire drill. Confirmed Marcus Jones, Duty Manager*
- 19.35 *Removed chains from auditorium doors. Gave clearance to open house.*
- 19.45 *Performance of HAMLET*
- 20.15 *Called to small fire in FOH men's toilet. Called fire brigade. Extinguished fire and agreed with Mr Jones no need to evacuate premises. Waited on fire brigade. Left all ok.*
- 20.45 *On stage to witness lighting of flaming torches and putting out. All ok.*
- 22.45 *Inspected premises at end of performance. All clear.*
- 23.30 *Locked up.*
- Signed: Fred Smith, Duty Fire Officer*
- 00.15 *Called back to theatre - reported smell of gas. Turned off gas main and called Gas Board to attend 08.00 Friday.*
- Confirmed Marcus Jones, Duty Manager*

SPECIMEN STAFF DUTY REGISTER

PREMISES:

DATE	NAME	TIME IN	TIME OUT
	* Duty Manager		
	* Duty Fire Officer		
	* Duty electrician		
	* First-aidler		

* NOTE: It may assist good management if key staff functions are indicated such as *Duty Manager, Duty Fire Officer, First-aidler* where appropriate.

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MAINTENANCE OF FIRE-FIGHTING EQUIPMENT, FIRE ALARM WARNING SYSTEMS & SMOKE VENTILATORS

FIRE-FIGHTING EQUIPMENT

1. (a) The *approved* fire-fighting equipment shall be kept in the *approved* positions and be maintained in satisfactory working order, unobstructed and available for immediate use.

(b) All fire-fighting equipment shall be visually checked weekly.

Note: The *Council* may *consent* to the variation of frequency of checks where the *premises* are used infrequently and this will not endanger safety.

(c) Portable fire-fighting equipment shall be *inspected* at least once a year in accordance with *BS 5306-3* and recharged where necessary in compliance with the manufacturer's instructions. The date of the *inspection* shall be clearly marked on the appliance or on a stout tab securely attached to it and recorded in the Fire *log-book*.

(d) Hose reels, drenchers and sprinklers shall be *inspected* in accordance with *BS 5306* once a year to ensure that they are in working order. The date of the *inspection* shall be clearly marked on the control valves and recorded in the Fire *log-book*.

(e) For details of the *certificates required* see Appendix 8.

FIRE ALARM WARNING SYSTEM

2. (a) Any fire alarm warning system shall be maintained in satisfactory working order.

(b) The system shall be tested weekly.

Note: The *Council* may *consent* to the variation of frequency of tests where the *premises* are used infrequently and this will not endanger safety.

(c) All checks, tests and *inspections* shall be recorded in the Fire *log-book*.

(d) For details of the *certificates required* see Appendix 8.

SMOKE VENTILATORS

3. (a) Any smoke ventilators shall be maintained in satisfactory working order.

(b) Any smoke ventilators shall be tested at least once every 3 months.

(c) For details of the *certificates required* see Appendix 8.

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SPECIMEN CHECK LIST

To be used as a guide by the Duty Manager or other persons carrying out a safety check on each occasion before the public are admitted.

Date _____ Time _____

Name of person carrying out inspection _____

Job title of person carrying out inspection _____

Do not open the premises until any problems have been rectified
everything

Tick only if
in order

1. Exit doors are available for use.
2. Chains or other removable fastenings are removed from exit doors and hung in their approved storage position.
3. Panic bolts and panic latches are in working order.
4. Doors, gates or shutters that should be locked open are locked in the open position.
5. All internal and external escape routes and all exit doors are clear and free from obstruction.
6. Fire doors are shut unless held open by fully operational approved devices.
7. All escape routes including stairways and all escape route signs are adequately illuminated (by 2 sources where provided.)
8. Where 2 power supplies are provided e.g. mains and battery, both are fully operative.
9. There are no obvious fire hazards such as combustible waste or litter.
10. Fire-fighting equipment is in position and available for use.
11. The required number of trained staff is present.
12. First aid equipment is available for use.
13. Any public address system is in working order.

14. Any fire alarm warning system is in working order and is set to performance mode (where applicable).
15. Any evacuation facilities for disabled people are in working order.

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CERTIFICATES TO BE SUBMITTED TO THE COUNCIL

- 1 *Certificates* shall be submitted to the *Council* at least once every year as detailed below.

Note: Where a *certificate* covers a period of more than one year it will be sufficient to submit a photocopy of the *certificate* each year that the *certificate* remains valid.

Battery

- (a) The *emergency lighting* battery (including any self-contained units) and associated control equipment. The *inspection* of the battery and control equipment shall be in accordance with *BS 5266-1*. The *certificate* shall be signed by a Corporate Member of the Institution of Electrical Engineers or a member of the Electrical Contractors Association or by a contractor enrolled with the National Inspection Council for Electrical Installation Contracting or, with *consent*, another *competent person*.

Note:(1) A *competent person* could, for example, be from a battery manufacturer.

(2) This Condition does not apply to *premises* licensed only for *film exhibitions*. At such *premises* the Cinematograph (Safety) Regulations 1955 require that any battery used to supply *escape lighting* shall be capacity tested every 6 months and the date and result of the test entered in a register which shall be available for examination by *Authorised Officers*.

(3) A *certificate* is *required* in respect of any battery installed as part of a generator installation providing emergency power to the *premises* or for other stand-by emergency power supplies.

Electrical installation

- (b) The entire electrical installation (including the *emergency lighting* installation but excluding any battery.) The *inspection* shall be in accordance with Guidance Note 3 to *BS 7671*. In large or complex *premises* the electrical installation shall be visually *inspected* once a year and at least 20% of the installation tested in accordance with a programme *approved* by the *Council* such that the whole installation is tested every 5 years. The *certificate* shall be signed by a Corporate Member of the Institution of Electrical Engineers or a member of the Electrical Contractors Association or by a contractor currently enrolled with the National Inspection Council for Electrical Installation Contracting or, with *consent*, another *competent person*.

Note:(1) This Condition does not apply to *premises* licensed only for *film exhibitions*. At such *premises* a *certificate* which accords with the Cinematograph (Safety) Regulations 1955 will suffice.

(2) A *certificate* is *required* in respect of any generator installation providing emergency power to the *premises*.

Boilers and calorifiers

(c) Any steam boiler, any electrode boiler working on a closed water system or any calorifier incorporating a steam receiver. A boiler insurance company shall issue the *certificate* of thorough examination and test.

Fire alarm warning system

(d) Confirmation from a fire alarm company or, with *consent*, another *competent person* that the fire alarm warning system continues to satisfy the requirements of *BS 5839*.

Fire fighting equipment

(e) All portable fire-fighting equipment together with any hose reels or sprinklers in accordance with *BS 5306*.

Mechanical installations

(f) (vi) Any passenger lifts or escalators.

All lifting equipment and any permanently suspended equipment. These *certificates* should be copies of the records of examination provided under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Any permanently suspended loads, such as permanently installed stage lighting luminaires or loudspeakers or flown cinema screens, shall be treated as forming part of the lifting equipment installation and be examined by the *competent person* making the examination.

The safety curtain, its operating gear and controls, the smoke ventilators and drencher.

Any other mechanical installation (for example, stage, orchestra or organ lifts, revolving or moving platforms) if *required*.

Note: Where a complex mechanical installation has been provided for a production the *Council* may require *certificates* to be submitted at three monthly intervals.

Lasers

(g) Any permanently installed lasers, other than Class 1 and Class 2 lasers.

Special effects

(h) Permanently installed smoke machines, fog generators and strobe lighting.

Ceilings

(i) Ceilings and ornamental plasterwork, if *required*.

Gas installation

(j) Any gas installation and any gas appliances, if *required*. A member of the Council for Registered Gas Installers (CORGI) shall complete the *certificate*.

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ADDITIONAL CONDITIONS A:
APPLICABLE TO PREMISES USED FOR CLOSELY SEATED
AUDIENCES

See also Additional Conditions C for *premises* used for *film exhibitions* and
 Additional Conditions T for *premises* used for performances on a *stage*

Attendants **A1 (a)** Unless the *Council* requires or approves otherwise the number of *attendants* on each floor or tier in a closely-seated auditorium shall be as set out on the table below.

Number of members of <i>public</i> present on a floor or tier	Minimum number of <i>attendants required</i> to be present on that floor or tier
1 – 100	One
101 – 250	Two
251 – 500	Three
501 – 750	Four
751 – 1000	Five
and one additional <i>attendant</i> for each additional 250 persons (or part thereof).	

Note: The requirement for cinemas is dealt with in Additional Conditions C1 & C2.

(b) *Attendants* shall not be engaged in any duties that would hinder the prompt discharge of their duties in the event of any emergency or entail their absence from that floor, tier, or auditorium where they are on duty.

(c) Any *attendant* shall be readily identifiable to the *public*.

Seating **A2 (a)** The *premises* shall not be used for a closely-seated audience, except in accordance with the *approved* seating plan(s), a copy of which shall be kept available at the *premises* and shall be shown to any *Authorised Officer* on request.

(b) No article shall be attached to the back of any seat which would reduce the clear width of seatways or

cause a tripping hazard or obstruction.

- (c) A copy of any *certificate* relating to the design, construction and loading of any temporary seating shall be kept available at the *premises* and shall be shown to any *Authorised Officer* on request.

	any audito rium or on any floor or tier
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Attendants – premises with a staff alerting system

C2 (a) Where the *premises* are equipped with a staff alerting system the number of *attendants* present shall be as set out in the table below.

Number of members of the <i>public</i> present on the <i>premises</i>	Minimum number of <i>attendants</i> required to be on duty

1 to 500	Two

501 to 1000	Three
1001 to 1500	Four
1501 or more	Five plus one for every 500 (or part thereof) persons over 2000 on the <i>premises</i>

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- (b) *Staff* shall not be considered as being available to assist in the event of an emergency if they are: the *Licensee* or *Duty Manager*, or a member of *staff* whose normal duties or responsibilities are likely significantly to affect or delay his response in an emergency situation; or a member of *staff* whose usual location when on duty is more than 60 metres from the location to which he is *required* to go on being alerted to an emergency situation.
- (c) *Attendants* shall as far as is reasonably practicable be evenly distributed throughout all parts of the *premises* to which the *public* have access and keep under observation all parts of the *premises* to which the *public* have access.
- (d) The *staff alerting system* shall be maintained in working order.

Minimum lighting

- C3 The level of *management lighting* in the auditorium shall be as great as possible consistent with the effective presentation of the films.
Note: The level of illumination maintained in the auditorium during the showing of films will be regarded as satisfactory if it complies with the standards specified in *BS CP 1007: Maintained Lighting for Cinemas*.

Conditions relating to the showing of films

Film categories

- C4 (a) The categories U, PG, 12, 15 and 18 have the following meaning:
 - U Universal – suitable for all.
 - PG Parental Guidance. Some scenes may be unsuitable for young children.
 - 12 Passed only for persons of 12 years and over.
 - 15 Passed only for persons of 15 years and over.
 - 18 Passed only for persons of 18 years and over.
 - RESTRICTED (18) Passed only for persons of 18 or over who are members (or their guests) of a properly constituted club.
- (b) The addition of the *Council's* name (e.g. Guildford) after the category means that the film has been passed by the *Council* for exhibition in the *Council's*

area in the category shown.

Exhibition of films	C5	<p>No film shall be exhibited unless:</p> <p>(vii) it is a current news-reel; or</p> <p>(viii) it has been passed by the British Board of Film Classification as a U, PG, 12, 15, 18 or RESTRICTED (18) film and no notice of objection to its exhibition has been given by the <i>Council</i>, or</p> <p>the film has been passed by the <i>Council</i> as U*, PG*, 12*, 15*, 18* or RESTRICTED (18)* with * being the name of the <i>Council</i>.</p>
Objection to the exhibition of a film	C6	<p>If the <i>Licensee</i> is notified by the <i>Council</i> in writing that it objects to the exhibition of a film specifying the grounds of objection, such film shall not be exhibited.</p> <p>Note: Any objection is likely to be on the ground that in the opinion of the <i>Council</i>:</p> <p>(ix) the film is likely</p> <ul style="list-style-type: none"> (a) to encourage or incite to crime, or (b) to lead to disorder, or (c) to stir up hatred against any section of the <i>public</i> on grounds of colour, race or ethnic or national origin, disability, religious beliefs, sexual orientation or gender, or (d) to promote violence, sexual humiliation or degradation; or (e) the effect of the film is, if taken as a whole, such as to hold up to ridicule or contempt people of a particular gender, sexual orientation, colour, race or ethnic or racial origin, or people with disabilities or particular religious beliefs unless such film is depicting an historical event or should be exhibited in the public interest; or <p>(x) the film contains a grossly indecent performance thereby outraging the standards of public decency.</p>
RESTRICTED (18) films – consent of the Council	C7	<p>Films in the RESTRICTED (18) category shall only be shown with <i>consent</i>. Any application to permit such films to be shown shall be advertised in accordance with the <i>Council's</i> conditions governing applications for annual entertainment licences.</p>
Unclassified films	C8	<p>Not less than 28 days' notice in writing shall be given to the <i>Council</i> of any proposal to exhibit any other film which has not been classified as specified in Condition C4. Such a film may only be exhibited if <i>consent</i> has been obtained and</p>

in accordance with the terms of any such *consent*.

**Age
restriction**

- C9** (a) When the programme includes a film in the 12, 15 or 18 category no person appearing to be under the age of 12, 15 or 18 as appropriate shall be admitted to any part of the programme.
- (b) This Condition shall not apply to members of *staff* of 16 or 17 years of age provided the prior written consent of the person's parent or legal guardian has first been obtained. This consent shall be available for examination by *Authorised Officers* at all reasonable times.

**Film categories
Council's
discretion**

If the *Council* does not agree with the category of any film as passed by the British Board of Film Classification, it may alter the category or prohibit the showing of the film.

- (a) On notice of alteration of category being given by the *Council* to the *Licensee*, the film shall thereafter be treated as being in the altered category and the Conditions applicable to the exhibition of films in the altered category shall be observed.
- (b) On notice of prohibition of exhibition being given by the *Council* to the *Licensee*, the film shall not be exhibited.

**Category
notices**

- C11** (a) Immediately before each exhibition at the *premises* of a film (other than a current news-reel) passed by the British Board of Film Classification there shall be exhibited on the screen for at least 10 seconds in such a manner as to be easily read by all persons in the auditorium a reproduction of the certificate of the Board or, as regards a *trailer*, of the statement approved by the Board indicating the category of the film.
- (b) For a film passed by the *Council* notices shall be conspicuously displayed both inside and outside the *premises* so that persons entering can readily read them. The notices shall state without the addition of any other words:-

FORMTEXTLondon Borough of Camden

(Here insert title of film)
has been passed by the FORMTEXTLondon
Borough of Camden as
(here insert the definition of the category and
the category assigned)

Where a *trailer* is to be exhibited advertising a film
passed by the *Council* the notice shall state:-

FORMTEXTLondon Borough of Camden
*.....trailer advertising +.....film
(*Here insert the category of the *trailer*)
(+Here insert the category of the film)

Posters, advertisements , etc.	C12	Every poster, advertisement, photograph, sketch, synopsis or programme relating to a film (other than a current news-reel) exhibited, or to be exhibited at the <i>premises</i> , shall indicate clearly the category of the film.
Flammable films	C13	No flammable films shall be upon the <i>premises</i> without <i>consent</i> .

Condition relating to television exhibitions

Entertainments unsuitable for some audiences	C14	(a) When any television entertainment or part of such entertainment is described by the broadcasting authority in advance of the day on which it is to be broadcast as unsuitable for viewing by any particular group of persons, a notice to that effect, indicating the group of persons concerned, shall be displayed in a conspicuous position at each entrance to the <i>premises</i> . (b) Unless <i>consent</i> has been obtained no such entertainment shall be given on the <i>premises</i> during the time that any child under or appearing to be under the age of 16 is therein unless the child is accompanied by any person over the age of 18 and bona fide in charge of the child.
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Restricted (18) Category

Additional Conditions for club cinemas	C15	(a) When the programme includes a film in RESTRICTED (18) category the <i>Licensee</i> shall
--	-----	--

(showing films
in the
RESTRICTED
(18)
classification)

display in a conspicuous position at each entrance to the *premises* a clear notice stating:-

**CINEMA CLUB – MEMBERS AND GUESTS ONLY.
PERSONS UNDER 18 CANNOT BE ADMITTED TO
THIS CINEMA FOR ANY PART OF THE
PROGRAMME**

(In the case of a multi-screen complex where *consent* has been granted the notice shall specify the particular part of the *premises* in which films in the RESTRICTED (18) category are being exhibited.)

- (b) All registers of members and their guests shall be available for immediate examination by the *Council's* Officers during any performance, or at any other reasonable time.
- (c) Tickets shall not be sold to persons other than members.
- (d) No persons under 18 years of age shall be employed in any capacity at *premises* which are operating as cinema clubs.
- (e) Subject to *consent*, a subscription may entitle the club member to attend other clubs under the same management.
- (f) Membership rules for club cinemas shall include the matters set out in Appendix C1 and be submitted to the *Council* in writing at least 10 days before the club commences operation. Notice of any rule change shall be given to the *Council* in writing within 10 days of the change.

**MODEL MEMBERSHIP RULES FOR CLUB CINEMAS
SHOWING RESTRICTED (18) FILMS**

- (a)** Only members and their guests shall attend exhibitions of moving pictures classified in a restricted classification.
- (b)** Membership shall be open to persons of both sexes of not less than 18 years of age. Applications for membership, including both name and address, shall be in writing, signed by the applicant, and if deemed necessary such applicants shall provide satisfactory references and proof of age.
- (c)** No person shall be admitted to membership until the expiration of at least 24 hours after such written application has been approved by the proprietors.
- (d)** Members shall be supplied with a personal copy of the club rules before being admitted to membership and be given a copy of any rule change within 14 days of the change.
- (e)** The proprietors may refuse to renew any membership.
- (f)** Members shall be entitled on any day to bring not more than one guest to accompany the member, and the name of the guest shall be entered in the visitors' book and counter-signed by the member.
- (g)** On entering the premises a member and his guest shall be bound by the rules of the club and by any regulations made thereunder.
- (h)** Tickets shall be sold only to members on the production of a current membership card, and members shall, if required, sign an acknowledgement for the ticket or tickets issued.
- (i)** Membership cards shall be personal to the member and shall not be transferable to any other person.
- (j)** Tickets shall not be transferable.
- (k)** No member shall introduce as a guest any persons under the age of 18 or any persons whose application for membership has been refused. The proprietors reserve the right to refuse admission to any person.
- (l)** Proof of identity, or of age, or of any particulars of any guest shall be produced by any member or guest if demanded by the proprietors.
- (m)** Members shall undertake to behave in a proper and orderly manner. Any member or guest acting in a manner which is offensive, or a nuisance or annoyance to others may be refused admission or expelled from the premises. A member may also be deprived of membership.

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ADDITIONAL CONDITIONS FX:
APPLICABLE TO THE USE OF SPECIAL EFFECTS

GENERAL CONDITIONS APPLICABLE TO ALL SPECIAL EFFECTS

- FX1** (a) The *Council* may refuse *consent* or impose specific requirements for the use of any *special effect(s)*.
- (b) The *Council* may require the proposed effect(s) to be demonstrated before *consent* can be given.
- (c) *Special effects* shall be operated only by a responsible person who has received appropriate instruction.
- (d) Where warning notices are *required* they shall be conspicuously displayed at all *public* entrances to the *premises* (or auditorium, where appropriate) so that the *public* may read them before entering.

Note:(1) Appendix FX1 provides a specimen approval form and check lists for the assistance of both inspecting officers and Licensees. Additional advice on the use of *special effects* may be found in *The Event Safety Guide*, published by the Health and Safety Executive.

SPECIFIC CONDITIONS APPLICABLE TO PARTICULAR SPECIAL EFFECTS

DRY ICE MACHINES AND CRYOGENIC FOG

- FX2** (a) The *Council* may require approval of the type of fog generator proposed and may require documentary evidence of the non-toxicity and non-flammability of the fog.
- (b) The volume of fog shall be limited so that it does not seriously affect means of escape or obscure escape route signs. The penetration of fog into areas where the *public* are admitted shall be restricted as far as possible.
- (c) Warning notices shall be displayed stating that fog is used as part of the effects on the *premises*.

Note: Cryogenic (low temperature) fogs are produced using dry ice (solid carbon dioxide) or liquefied gas (generally liquid nitrogen or liquid synthetic air). The gases released by conversion from the solid or liquid form can displace the normal atmosphere, including the oxygen in the air, to become an asphyxiant (except liquid synthetic air, which includes oxygen). Good ventilation is essential to ensure that the gas disperses in order to prevent hazardous concentrations. This applies particularly to carbon dioxide from dry ice, which is heavier than air and can gather in low places. Particular care is necessary in respect of basements, under-stage areas, orchestra pits and auditorium stalls. Stores in which dry ice is kept should be well ventilated.

If there is any doubt about the safety of the carbon dioxide vapour present, oxygen levels must be measured during a test of the effect before its use in performance. Specialist advice should be sought particularly on the siting and appropriate detection levels for oxygen meters. Meters to monitor oxygen levels should be provided if there is any doubt about the gas concentrations present. Fog may cause irritation to those with respiratory sensitivity, including asthmatics. For further guidance on the use of dry ice machines see the *ABTT Code of Practice for Pyrotechnics and Smoke Effects*.

Smoke Machines & FOG GENERATORS

- FX3** (a) The *Council* may require approval of the type of fog generator or smoke machine proposed and may require documentary evidence of the non-toxicity and non-flammability of the fog or smoke before the effect can be used. Only smoke machines or fog generators listed on the *Council's approved* list shall be used unless adequate technical information is provided to the *Council* in sufficient time to enable it to determine whether the type of smoke machine or fog generator proposed is acceptable.
- (b) Smoke machines and fog generators shall be sited and controlled so that they do not obstruct exit routes nor cause a hazard to surrounding curtains or

fabrics.

- (c) The volume of smoke and/or fog shall be limited so that it does not seriously affect means of escape or obscure escape route signs. The penetration of smoke and/or fog into areas where the *public* are admitted shall be restricted as far as is possible.
- (d) Warning notices shall be displayed stating that fog or smoke is used as part of the effects on the *premises*.

Note: Smoke is the product of combustion and is made up of small, solid particles. Fog is composed of liquid droplets. This difference is important. Apart from as a by-product of the use of pyrotechnics, smoke is rarely used as an effect, whilst fog or vapour effects are relatively frequent. Most “smoke machines” should more properly be known as “fog generators”. Fog or smoke may cause irritation to those with respiratory sensitivity, including asthmatics. The HSE leaflet *Smoke and vapour effects in entertainment* provides guidance. For further guidance on the use of smoke machines see the ABTT *Code of Practice for Pyrotechnics and Smoke Effects*.

**PYRO-
TECHNICS
including
Fireworks**

- FX4**
- (a) All pyrotechnics shall be used strictly in accordance with the manufacturer's instructions.
 - (b) Pyrotechnics shall only be fired from an *approved* key-protected control/firing box (and never directly from the mains electricity supply.) The key shall be kept in the possession of the operator responsible for firing the devices. The control firing box shall only be energised immediately before firing the pyrotechnic devices.
 - (c) The operator shall have a clear view of the pyrotechnic device and its immediate vicinity from the firing point.

Note: This may be achieved by the use of an appropriate closed circuit television system.

- (d) The device shall not be operated if there is any risk to anyone. In the event of a mis-fire the circuit shall be switched off until after the performance.
- (e) Maroons shall only be used in suitable bomb tanks in *approved* locations.
- (f) When appropriate warning notices shall be displayed stating that maroons operate as part of the effects on the *premises*.

(g) Only sufficient pyrotechnic supplies for one performance shall be withdrawn from store. At the end of the performance any unused pyrotechnics shall be returned to store.

(h) Storage arrangements shall comply with Additional Condition FX 10.

Note: All pyrotechnics are potentially dangerous. Only pyrotechnics supplied specifically for *stage* use should be used as part of a *stage* presentation. Specialist manufacturers supply prepacked pyrotechnics which enable strict control of the quantities of components and the easy repetition of pyrotechnic effects. For further guidance on the use of pyrotechnics on *stage* see the ABTT *Code of Practice for Pyrotechnics and Smoke Effects*.

REAL FLAME

FX5 (a) Real flame shall be kept clear of costumes, curtains and drapes. Real flame shall not be taken into areas occupied by the public.

(b) The lighting and extinguishing of the flame shall be supervised by the *Duty Fire Officer* who shall remain where there is a clear view of the flame and easy access to it until it is extinguished.

Note: Additional fire-fighting equipment may be necessary.

(c) Any candle holders and candelabra shall be robustly constructed, not easily overturned and where practicable fixed in position.

(d) Hand-held flaming torches shall incorporate fail-safe devices so that if a torch is dropped the flame is automatically extinguished. Fail-safe devices shall be tested prior to each performance.

(e) Only solid fuel or paraffin shall be used unless otherwise agreed by the *Council*. The amount of fuel in torches shall limited to the minimum necessary for the effect.

(e) Storage arrangements for fuel shall comply with Additional Condition FX 10.

Note: The use of real flame will only be *approved* if in the opinion of the *Council* it can be used safely.

FIREARMS

FX6 (a) Any firearm, shotgun or ammunition shall be under the direct control of the person holding the appropriate firearms certificate. Firearms and ammunition shall not be left unattended by the responsible person.

Note: This does not preclude the use of the firearm by the performer provided it is returned immediately after use to the responsible person.

(b) All ammunition and firearms including deactivated, replica and imitation firearms shall be stored in a robust locked container in a room which shall be kept locked when not in use. The storage arrangements shall meet the requirements of the *Council* and of the police, where applicable.

(c) Firearms shall not contain any article or substance which could act as a missile.

(d) Blank ammunition shall have crimped ends.

- (e) Firearms shall be removed from the store (together with the amount of ammunition necessary for the performance) immediately prior to the performance and be returned to the store as soon as possible after use. Any unused ammunition shall be returned to store. All discharged cartridges and percussion caps shall also be accounted for at the end of the performance.
- (f) There shall be sufficient rehearsal to ensure that any flame and hot gases are discharged safely.
- (g) Firing mechanisms and barrels shall be cleaned and checked before use.
- (h) No firearm shall be pointed directly at any person or at any readily combustible material.
- (i) Warning notices shall be displayed stating that gunfire occurs as part of the effects on the *premises*.
- (j) Storage arrangements for ammunition shall comply with Additional Condition FX 10.

Note: Guns used on *stage* should generally either be replicas or deactivated firearms; both types may be capable of firing blanks (provided they are not readily convertible to fire live ammunition.) Firearms that have been deactivated to Home Office standard and certified by a Proof House and replica guns which are not readily convertible to fire live ammunition are not treated as firearms for legal purposes and do not at present require a licence. The same security arrangements should, however, be applied to replica guns and deactivated firearms as apply to licensed weapons.

The use of a working firearm, including a shotgun, would require the issue of a Firearms Licence or a Shotgun Certificate as appropriate by the police as well as the *consent* of the *Council*. Some firearms, notably automatic weapons and most pistols, are classified as prohibited weapons. The use of any prohibited weapon would require the consent of the Home Secretary and the attendance of a registered firearms dealer whilst such firearms are on the *premises* as well as the *consent* of the *Council*. For further guidance on the use of firearms on *stage* see the ABTT *Code of Practice for Firearms and Ammunition*.

MOTOR VEHICLES

- FX7 (a) If the *Council consents* to the use of a production line motor vehicle on *stage* the following precautions shall be taken:
 - (xi) The fuel tank shall be drained so as to retain only the minimum quantity of fuel necessary for the action. The fuel cap shall be (preferably locked) in place.

The fuel tank shall not be replenished when the *public* are on the *premises*. A drip tray shall be provided under the engine when the vehicle is not in use. Arrangements shall be made to minimise the hazards of exhaust fumes. A *Duty Fire Officer* shall be present whilst the *public* are on the *premises*. Additional and appropriate fire-fighting equipment shall be provided in the proximity of the vehicle.

1 **Note:**2 Foam extinguishers will usually be *required*.
3 The storage arrangements of any spare fuel shall comply with Additional Condition FX.10.

4 5 If the *Council consents* to a special effect using
b) a vintage motor vehicle or specially constructed engine the following additional precautions shall be observed:

The quantity of flammable liquid in the engine shall not exceed 0.3 litre and shall be wholly taken up by a suitable absorbent material in a detachable container of an *approved* type. A screen of metal gauze or other suitable means shall be provided between the container and the inlet valve to the engine to prevent backfiring to the container.

The exhaust pipe shall be carried well clear of the engine.

Note: Similar conditions would apply to any other use of an internal combustion engine. Engines fuelled by liquid petroleum gas (LPG) would additionally need to fully meet the requirements of the Gas Safety (Installation and Use) Regulations, 1998, where applicable.

Strobe Lighting FX8 (a) The *Council* may require approval of the type of stroboscopic lighting units proposed.

(b) Stroboscopic lighting units shall be mounted at high level and wherever appropriate the beams deflected off matt surfaces to reduce the glare. Strobes shall not be sited on escape routes, corridors or stairs or other changes of level.

(c) Where stroboscopic effects are used in *public* areas, the sources shall be synchronised and locked off to operate at a fixed frequency outside the band of 4 to 50 flashes per second.

Note:The above Condition may be relaxed for purely momentary effects in theatrical productions.

(d) Warning notices shall be displayed stating that stroboscopic lighting operates as part of the effects on the *premises*.

Note:Photosensitive people (about 1 in 10,000 of the population according to the Guidance Note published by the Health & Safety Executive (HSE) and the Health & Safety Executive/Local Authority Enforcement Liaison Committee (HELA)) are particularly sensitive to light. Tests have shown that gazing at stroboscopic lighting may induce epileptic attacks in photosensitive individuals. For this reason stroboscopic lighting effects should operate at the lower frequencies which have been shown to be likely to affect only about 5% of the flicker sensitive population. The HSE/HELA Guidance Note *Disco lights and flicker sensitive epilepsy* contains useful additional guidance.

lasers

- FX9** (a) The installation and operation of any laser shall comply with the HSE Guide *The Radiation safety of lasers used for display purposes* [HS(G)95] and *BS EN 60825: Safety of laser products*.
- (b) Laser beams shall be at least 3 metres above the highest affected floor level at all times and arranged so that they cannot scan onto any member of the *public*, performer or *staff*. Supporting structures shall be rigid to avoid any accidental misalignment of the laser(s). Any mirrors shall be securely fixed in position.
- (c) Laser equipment, including mirrors, shall be placed out of reach of the *public*.
- (d) The alignment of the laser installation including any mirrors shall be checked on a daily basis.

Note:Lasers produce very intense light beams, which could blind, cause skin burns or even start a fire if used improperly. Even reflected beams can be dangerous. These Conditions do not apply to Class 1 or Class 2 lasers (such as are used in CD players, bar-code readers, etc.) The HSE publication *Controlling the radiation safety of laser display installations* [INDG224] gives further guidance.

STORAGE OF EXPLOSIVES & HIGHLY FLAMMABLE SUBSTANCES

- FX10** (a) The storage arrangements for any explosives or highly flammable substances shall be *approved* by the *Council*.

Note:Explosives and highly flammable substances include pyrotechnics, maroons, blank ammunition, petrol, flammable gases and liquids.

- (b) The storage receptacle shall be kept locked shut at all times except when withdrawing material from store. The key shall be kept under the direct control of the person responsible for the safe storage.

Quantities

- (c) Quantities shall be limited to the practicable minimum necessary for the requirements of the presentation.

Note:No more than 0.6 litres of flammable liquid nor 2.3kg gross weight of pyrotechnics will normally be allowed on the *premises* unless kept in a store licensed by the appropriate authority.

Smoking & naked flame prohibited

- (d) Smoking and naked flame shall be prohibited in areas where any explosives or highly flammable substances are stored and notices or signs shall be displayed both in rooms and on containers to this effect.
- (e) Storage areas and containers shall be indicated by the explosive or inflammable symbol as appropriate on the door or lid.

Firearms

- (f) All ammunition and firearms including deactivated, replica and imitation firearms shall be stored in a robust locked container in a room, which shall be kept locked when not in use.

Note: The police will also require approval of the storage arrangements for any firearms and ammunition.

Pyrotechnics

- (g) When not in use all pyrotechnics shall be stored in a suitable container, which may be a metal or wooden trunk, box, cupboard or drawer. All exposed metalwork, including any nails or screws, shall be non-ferrous, preferably of copper, brass or zinc, or be otherwise covered with a thick layer of non-ferrous metal, not-easily ignitable material or paint at least 1mm in thickness.
- (h) The opening face of the storage receptacle shall carry the explosives symbol together with a sign reading **Danger – No smoking – No naked flame** in letters no less than 25mm high or the equivalent signs.
- (i) Storage receptacles shall be resealed and replaced in the main storage receptacle and the main storage receptacle relocked.

Note: For further advice on the storage of pyrotechnics see the *ABTT Code of Practice for Pyrotechnics and Smoke Effects*.

Withdrawal from store

- (j) Only the minimum amount of any explosives or highly flammable substances shall be withdrawn from store as is necessary for the particular performance.

**APPLICATION FORM
& CHECK-LIST FOR SPECIAL EFFECTS**

1. APPLICATION FOR CONSENT TO USE REAL FLAME/SMOKE/FOG/DRY ICE

This form is intended to be made up in duplicate pad-form for completion by the inspecting officer on the premises with one copy retained by the Licensee or his representative.

Premises

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Address

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Licensee

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Name of Production

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Details of Proposed Use

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Dates of Proposed Use

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DECISION

- * Consent is given for the use of REAL FLAME/SMOKE/FOG/DRY ICE as demonstrated at hours on (date) as described below subject to the Conditions overleaf marked as applicable.

- * PERMISSION IS REFUSED FOR THE USE OF REAL FLAME/SMOKE/FOG/DRY ICE for the reason detailed below.

Description of effect/reason for refusal

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I, undersigned, receive and accept the above decision.

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LICENSEE/LICENSEE'S REPRESENTATIVE

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A REPRESENTATIVE OF THE FORMTEXTCAMDEN COUNCIL

Date

* Delete as appropriate

STANDARD CONDITIONS: REAL FLAME/SMOKE/FOG/DRY ICE

1. The effect shall remain as demonstrated
2. The Duty Fire Officer shall supervise the lighting and extinguishing of the flame.
3. The Duty Fire Officer shall remain where there is a clear view of the flame and easy access to it until it is extinguished.
4. Additional fire-fighting equipment shall be provided as specified on this consent and shall be maintained available for use in the stage area.
5. Real flame shall be confined to the stage area and shall not be taken into areas occupied by the public.
6. Properties such as candelabra shall be robustly constructed, not be easily overturned and where practicable fixed in position.
7. Hand-held torches shall incorporate fail-safe devices so that if the torch is dropped the flame is automatically extinguished.
8. Torches shall be examined before each performance and fail-safe devices shall be tested. Any damage or deterioration shall be made good. Each examination and test is to be recorded in the Fire log-book.
9. The amount of fuel in the torch shall be the minimum necessary for its use on any one occasion.
10. Only solid fuel or paraffin as demonstrated shall be used.
11. The stock of fuel shall be kept to the minimum and stored in an approved store for flammable materials.
12. The volume of smoke and/or fog entering the auditorium shall be restricted and shall not seriously affect the means of escape or obscure the escape route signs.
13. Ventilation plant shall be running whilst the smoke/fog effects are in use.
14. Clear notices shall be displayed at the main entrance(s) or within the foyer for the public to read before entering stating, as appropriate, that dry ice, smoke or fog effects operate as part of the entertainment.

NOTE: In case of doubt consult the *ABTT Code of Practice for Pyrotechnics and Smoke Effects*.

Additional Conditions

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**APPLICATION FORM
& CHECK-LIST FOR SPECIAL EFFECTS**

2. APPLICATION FOR CONSENT TO USE PYROTECHNICS/FIREARMS

This form is intended to be made up in duplicate pad-form for completion by the inspecting officer on the premises with one copy retained by the Licensee or his representative.

Premises

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Address

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Licensee

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Name of Production

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Details of Proposed Use

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Dates of Proposed Use

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DECISION

* Consent is given for the use of PYROTECHNICS as demonstrated at hours on (date) as described below subject to the Conditions overleaf marked as applicable.

* PERMISSION IS REFUSED FOR THE USE OF PYROTECHNICS for the reason detailed below.

* Consent is given for the use of FIREARMS as demonstrated at hours on (date) as described below subject to the Conditions overleaf marked as applicable.

NOTE: This consent is not issued in lieu of a Police Licence/Certificate

* PERMISSION IS REFUSED FOR THE USE OF FIREARMS for the reason detailed below.

Description of effect/reason for refusal

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I, undersigned, receive and accept the above decision.

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LICENSEE/LICENSEE'S REPRESENTATIVE

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A REPRESENTATIVE OF THE FORMTEXTCAMDEN COUNCIL

Date

* Delete as appropriate

STANDARD CONDITIONS: FIREARMS

1. The effect shall remain as demonstrated
2. No firearm, shotgun or ammunition shall be allowed on the premises unless under the direct control of the person holding the appropriate firearms certificate. This does not preclude the use of the firearm by the performer provided it is returned immediately after use to the responsible person.
3. When not in use all firearms and ammunition shall be stored in a robust container in a part of the premises to which the public do not have entry and shall be secured against access to all but the person holding the appropriate firearms certificate. NOTE: The police will require approval of any storage arrangements for firearms and ammunition.
4. Blank ammunition shall have crimped ends and be stored, handled and transported in accordance with the relevant Explosives Acts.
5. Only sufficient ammunition shall be withdrawn from store for use in one performance. At the end of the performance any unused ammunition shall be returned to store and all used cartridges accounted for.
6. Firearms and ammunition shall not be left unattended by the responsible person.
7. Firearms shall not be pointed directly at any person or any readily combustible material nor fired towards the public.
8. There shall be sufficient rehearsal to ensure that the action can be safely performed having due regard for the flame and hot gases discharged on firing.
9. Firing mechanisms and barrels shall be cleaned and checked before use.
10. All accidents shall be recorded in the Accident Book and investigated.
11. Clear notices shall be displayed at the main entrance(s) or within the foyer for the public to read before entering stating that gun shots operate as part of the entertainment.

NOTE: In case of doubt consult the ABTT *Code of Practice for Firearms & Ammunition*.

STANDARD CONDITIONS: PYROTECHNICS

12. The effect shall remain as demonstrated
13. The Duty Fire Officer shall be present in the stage area on every occasion that pyrotechnics are used.
14. Pyrotechnics shall be confined to the stage area and shall not be taken into areas occupied by the public.
15. Additional fire-fighting equipment shall be provided as specified and shall be maintained available for use in the stage area.
16. Ventilation plant shall be running whilst pyrotechnics are in use.
17. When not in use all pyrotechnics shall be stored in a suitable container, which may be a metal or wooden trunk, box, cupboard or drawer. All exposed metalwork, including any nails or screws, shall be non-ferrous, preferably of copper, brass or zinc, or be otherwise covered with a thick layer of non-ferrous metal, not-easily ignitable material or paint at least 1mm in thickness.
18. The opening face of the storage receptacle shall carry the explosives symbol together with a sign reading **Danger – No smoking – No naked flame** in letters no less than 25mm high or the equivalent signs.
19. The storage receptacle shall be kept locked shut at all times except when withdrawing pyrotechnics from store. The key shall be kept under the direct control of the person responsible for the safe storage of the pyrotechnics. At the end of the performance any unused pyrotechnics shall be returned to store.
20. There shall be no source of possible ignition before withdrawing pyrotechnics from store.
21. Only sufficient pyrotechnic supplies for one performance shall be withdrawn from store. Storage receptacles shall be resealed and replaced in the main storage receptacle and the main storage receptacle relocked.
22. The firing of pyrotechnics shall be from an approved key-protected firing box and the key kept in the possession of the operator responsible for firing the devices.
23. The operator shall have a clear view of each pyrotechnic device and its immediate vicinity from the firing point. This may be by using CCTV.
24. The control firing box shall only be energised immediately before firing the pyrotechnic device(s).
25. The pyrotechnic device(s) shall not be fired if there is any danger to anyone.
26. In the event of a misfire no further attempt shall be made to fire the device and the firing circuit shall be disconnected from the device.

27. Clear notices shall be displayed at the main entrance(s) or within the foyer for the public to read before entering stating that maroons operate as part of the entertainment.

NOTE: In case of doubt consult the ABTT *Code of Practice for Pyrotechnics & Smoke Effects*.

Additional Conditions

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**APPLICATION FORM
& CHECK-LIST FOR SPECIAL EFFECTS**

3. APPLICATION FOR CONSENT TO USE STROBOSCOPIC LIGHTING EFFECTS

This form is intended to be made up in duplicate pad-form for completion by the inspecting officer on the premises with one copy retained by the Licensee or his representative.

Premises

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Address

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Licensee

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Name of Production

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Details of Proposed Use

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Dates of Proposed Use

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DECISION

- * Consent is given for the use of STROBOSCOPIC LIGHTING EFFECTS as demonstrated at hours on (date) as described below subject to the Conditions overleaf marked as applicable.

- * PERMISSION IS REFUSED FOR THE USE OF STROBOSCOPIC LIGHTING EFFECTS for the reason detailed below.

Description of effect/reason for refusal

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I, undersigned, receive and accept the above decision.

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LICENSEE/LICENSEE'S REPRESENTATIVE

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A REPRESENTATIVE OF THE FORMTEXTCAMDEN COUNCIL

Date

* Delete as appropriate

STANDARD CONDITIONS: STROBES

1. The effect shall remain as demonstrated
2. Where strobe lighting is used in public areas, the sources shall be synchronised to operate at a fixed frequency outside the band of 4 flashes to 50 flashes per second.
3. After setting the equipment the controls shall be locked off so as to prevent alteration during the entertainment.
4. Clear notices shall be displayed at the main entrance(s) or within the foyer for the public to read before entering stating that stroboscopic lighting effects operate as part of the entertainment.
5. Similar notices shall be printed in any programmes produced for the event.

Additional Conditions

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ADDITIONAL CONDITIONS S:
APPLICABLE TO THE USE OF SCENERY AND PROPERTIES

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| SCENERY | S1 | <p>(a) All <i>scenery</i> shall be maintained flame-retarded to the <i>Council's</i> satisfaction.</p> <p>Note:Where non-durably <i>flame-retarded fabrics</i> have been <i>approved</i>, these shall be tested for flame-retardancy at intervals as <i>required</i> and be re-treated as necessary.</p> <p>(b) On a <i>separated stage</i>, <i>scenery</i> made of the following materials may be used subject to any requirements the <i>Council</i> may impose in any particular case: materials acceptable on an <i>open stage</i>; <i>flame-retarded fabrics</i>; plywood, hardboard or similar boards; any boards under 6mm thick shall be treated by a process of impregnation which meets at least class 2 when tested in accordance with <i>BS 476-7</i>; any other materials <i>approved</i> by the <i>Council</i>.</p> <p>(c) On an <i>open stage</i>, <i>scenery</i> made of the following materials may be used subject to any requirements the <i>Council</i> may impose in any particular case:</p> |
|----------------|-----------|--|

non-combustible inherently durably-treated fabrics rendered and maintained *flame-retarded* to the *Council's* satisfaction by a non-durable process; timber, hardboard or plywood treated by a process of impregnation which meets class 1 when tested in accordance with *BS 476-7*; timber framing of minimum 22mm nominal thickness; medium-density fibreboard (MDF), plywood or chipboard not less than 18mm in thickness; plastics material subject to special consideration by the *Council*; any other materials *approved* by the *Council*.

- (d) The use of plastics or polystyrene shall be avoided whenever possible.
- (e) Decorative items such as statues made of expanded polystyrene shall be enclosed by a non-combustible skin of, for example, plaster and care shall be taken that this skin is maintained undamaged.

Note: Sheet materials such as hardboard or plywood laid in direct contact with a structural floor need not be treated flame-retarded.

Note: Whilst detailed calculations are unlikely to be *required*, the amount of flammable *scenery* that the *Council* will permit depends upon consideration of a number of factors including the structure of the *premises*, the fire spread control provisions, the fire-fighting arrangements and the specific risks presented by the performance; all of which will determine the *Council's* requirements in any particular case. Lower or less permanent standards of fire retardancy may be acceptable in *premises* provided with a *separated stage*, a sprinkler installation and a *Duty Fire Officer* than may be *approved* on an *open stage*.

PROPERTIES AND FURNISHINGS

S2 (a) Curtains, drapes and new soft furnishings, shall be maintained *flame-retarded*.

Note: Some flame retardancy treatments may cause dermatitis or irritation to sensitive skins.

(b) Any carpets and other textile floor coverings and under-lays when tested appropriately in accordance with *BS 4790* shall either not ignite or have the effects of ignition limited to a radius of 35mm on both upper and under surfaces.

Note: Similar considerations apply to the use of properties and furnishings as to the use of *scenery*. Where the action does not involve the use of

naked flame or smoking lesser standards may be acceptable. As a general rule hand-held properties and antique furnishings will be *approved* without flame retardancy treatment. However the *Council* will generally apply the same standards as apply to *scenery* to large properties, large quantities of furnishings and to items especially constructed for the presentation.

ADDITIONAL CONDITIONS T:
APPLICABLE TO PREMISES
USED FOR PERFORMANCES ON A STAGE

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|-------------------------------|-----------|---|
| Scenery and properties | T1 | <p>(a) Any <i>scenery</i> and properties shall comply with Additional Conditions S.</p> <p>(b) The <i>Licensee</i> shall give the <i>Council</i> at least 10 days' notice in writing of any change of production.</p> <p>(c) <i>Scenery</i> and properties shall only be stored in <i>approved</i> areas.</p> <p>(d) Unless otherwise <i>approved</i>, the doors to any <i>scenery</i> store shall be kept closed during performances.</p> <p>(e) Unless otherwise <i>approved</i>, any <i>scenery</i> and properties kept on a <i>stage</i> shall be restricted to the requirements of the current presentation. Any storage in the <i>stage fire risk area</i> shall be limited to the <i>approved</i> amounts.</p> |
| Fire prevention | T2 | <p>(a) If <i>required</i>, at least one member of <i>staff</i> shall be adequately trained in fire-prevention and extinction. Such person shall act as <i>Duty Fire Officer</i> and shall not be engaged in other duties which conflict with this primary duty and shall be readily identifiable and distinguishable from other members of <i>staff</i>. Additional trained <i>staff</i> shall be provided if <i>required</i>.</p> <p>Note: This Condition is likely to apply to theatres and other <i>premises</i> where the entertainment involves <i>special risks</i> or the use of <i>special effects</i>.</p> <p>(b) All parts of the <i>premises</i> shall be <i>inspected</i> by an member of <i>staff</i> at the end of every separate performance in order to ensure no fire exists and to</p> |

identify any risk of fire risk.

Safety curtain (where provided)	T3	<p>(a) The release points for the safety curtain, drencher and ventilator(s) shall be maintained unobstructed and in good working order.</p> <p>(b) The safety curtain shall be tested immediately before or during each performance.</p> <p>(c) Unless otherwise <i>approved</i>, the plane of descent of the safety curtain shall be kept clear and unobstructed at all times.</p> <p>(d) Unless otherwise <i>approved</i>, <i>scenery</i> or properties shall not be placed on the auditorium side of the safety curtain.</p> <p>(e) The <i>Licensee/Duty Manager</i> shall as soon as possible notify the <i>local Fire Control Centre</i> and the <i>Council</i> if the safety curtain is out of order.</p>
Front curtain	T4	<p>Where a <i>stage</i> with a proscenium arch is not equipped with a safety curtain, any curtains provided between the <i>stage</i> and the auditorium shall be heavy-weight and be made of non-combustible material or <i>inherently</i> or <i>durably-treated flame-retarded fabric</i>.</p>
Smoking within stage area	T5	<p>Smoking shall be strictly prohibited within any <i>stage</i> area (other than as part of the action of the performance.) Signs prohibiting smoking shall be prominently displayed.</p>
Temporary dressing rooms	T6	<p>(a) Temporary dressing rooms shall not be provided except with <i>consent</i>.</p> <p>(b) Unless otherwise <i>approved</i>, quick change arrangements which affect the means of escape or fire-fighting arrangements shall not be made.</p>
Pop concerts	T7	<p>(a) <i>Pop concerts</i> shall not be given except with <i>consent</i>.</p> <p>(b) The <i>Licensee</i> shall give the <i>Council</i> at least 28 days' notice in writing of any intention to stage a <i>pop concert</i>.</p> <p>(c) The application shall give the names of the groups or artists booked to appear (if known) together with an indication of the age and profile of the expected audience.</p>

Animals etc	T8	The <i>Licensee</i> shall give the <i>Council</i> at least 10 days' notice in writing of any intention to use any live animal, bird or fish in a performance.
Children	T9	No child shall be permitted on any <i>stage</i> , whether or not as a performer, without <i>consent</i> . Note: If the <i>Council</i> permits children to perform on a <i>stage</i> the guidance in Appendix T1 should be followed as applicable.

GUIDANCE NOTE

Children in Performances

Managers are recommended to pass copies of this guidance to the organisers of such events

1. Introduction

There are many productions each year that are one performance shows where the cast is made up almost entirely of large numbers of children. They may be taking part as individuals or as part of a drama club, stage school or school group. The age of the children ranges on average from 5 years through to 18 years.

The Children (Performances) Regulations 1968 as amended set out the requirements for children performing in a show over a period of time. However many of the Regulations are not applicable to single shows.

The children appearing for a single performance will not normally be familiar with the layout or workings of the venue.

These guidelines are designed to assist in the planning of such shows to help assure the safety and welfare of the children taking part. The guidelines are issued without prejudice to any statutory legislation or to any specific requirements of the local education authority and /or the local Council.

2. The Venue

It is important to establish that the backstage facilities are large enough to safely accommodate the number of children taking part when starting discussions with the management of the proposed venue.

To assist the organisers with planning the event, the venue management will need to know:

- the exact number of children taking part.
- how the children are to be grouped for dressing room accommodation, including numbers, age and sex.
- that 'chill out' areas will be necessary for the children to relax with refreshment provided.

It is important that the Council is involved in the discussions at a very early stage to ensure that the production is at least agreed in principle and that any problems that could arise are identified and resolved.

3. Fire Safety

All exits should be available and any security fastenings removed from all exit doors while the children are on the premises.

All chaperones and production crew on the show must receive instruction on the fire procedures applicable to the venue prior to the arrival of the children. In addition it is

strongly recommended that a copy of the fire instructions (including a location plan showing the escape routes) is provided in all dressing rooms and in any other changing areas or refreshment / 'chill out' areas.

The Duty Fire Officer or Duty Manager should carry out regular patrols of the dressing room corridors and all exit routes.

4. Scenery and Special Effects

Any scenery brought into the venue for the production should comply with the standards required by the Council.

It is recommended that special effects are not used in children's productions. The use of special effects, including smoke, dry ice, rapid pulsating or flashing lights, may trigger allergies or an adverse reaction in some cases.

If special effects are proposed full details should be submitted to the Council for separate approval.

5. Dressing Rooms

There is no specific formula for calculating the acceptable number of children that may safely occupy a dressing room but every child should have a seat and not be expected to sit on tables or to stand. All costumes etc. for the children should be kept within the dressing rooms and the corridors kept clear of all obstructions at all times.

Other suitable areas of the premises may be used as additional dressing rooms, subject to the agreement of the venue management and of the Council.

It is important that when not on stage, the children remain in their allocated area(s) to prevent localised overcrowding or obstruction of the corridors or escape routes.

Where dressing room accommodation is to be provided in another building away from the venue hosting the performance, the Council and the fire authority should be advised. This will enable them to inspect the premises to check on the suitability for the intended use and the fire safety arrangements.

6. Care of Children

Theatres, concert halls and similar premises are places of work and can have a lot of potentially dangerous equipment. Therefore it is very important that children are kept under adult supervision at all times including transfer from stage to dressing rooms and anywhere else in the premises.

It is important that the children can be accounted for at all times in case of an evacuation or emergency. To achieve this the following actions need to be taken prior to the arrival of the children at the venue:

- allocation of dressing rooms/changing areas with a list of the names of the children using each dressing room plus the names of the chaperones responsible for each dressing room/changing area.
- each chaperone to have a list of the children for whom they are responsible.

- the venue manager and management team to have copies of all the lists including any last minute alterations.

7. Chaperones

Chaperones are responsible for the welfare and safety of the children in their care. It is very important that each chaperone is a fit and proper person to carry out the requirements of the job. The use of persons who have been checked and approved for work with children either through a Council or by a recognized children's or youth organisation is strongly recommended (and may be required by the local education authority and/or the Council.)

Chaperones should be clearly identified, including their name and dressing room number.

The ratio of chaperones to groups of children must be sufficient to ensure that children remain under supervision at all times including escorting to and from the stage.

Chaperones should only be responsible for the children in one dressing room.

Additional chaperones may be required to assist with children with disabilities.

To assist the chaperones to carry out their functions effectively the following information needs to be provided prior to the arrival of the children:

- instruction on the means of escape and fire safety procedures (including code words and directions to the assembly points) operated by the venue.
- a plan of the dressing rooms/changing areas being used with the exit routes clearly indicated thereon for each chaperone.

8. Arrival of the Children

Upon arrival at the venue the children should be directed to an area where there is the space to sort the children into their groups and introduce them to their chaperones.

Each chaperone should check that the names on their list correspond with the children present in the group and any changes necessary are made and reported to the organiser to ensure that the manager's lists are up to date.

The children should be given a briefing on the importance of remaining in their groups and doing what they are told, when they are told.

9. Emergency evacuation during a performance

It is very likely that parents, guardians and relatives will be in the audience. It is important that, in the unlikely event of an emergency evacuation, all members of the audience follow the instructions of the venue staff and not attempt to go backstage to find their child, who will be evacuated from the premises and accounted for along with the other children. It is advisable to remind the audience of these arrangements either by announcement or notice.

10. Collection of Children

Very careful consideration needs to be given to ensure that all children are accounted for and that, where they are not in school parties or similar groups, they are returned to the correct person.

A free-for-all collection at the stage door is not satisfactory.

Parents and guardians should be asked to remain in the auditorium until called to a collection point. The chaperones bring the children to the collection point where each child can be handed over and their name crossed off the chaperone's list.

The area chosen for the hand over of the children must be large enough to prevent overcrowding. If the area is restricted there needs to be a management structure in place to bring groups of children forward in turn for collection.

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ADDITIONAL CONDITIONS K:
APPLICABLE TO PERFORMANCES

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ADDITIONAL CONDITIONS H:
APPLICABLE TO ENTERTAINMENT INVOLVING HYPNOTISM

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 who has a history of mental illness, is under the influence of alcohol or other drugs or is pregnant. A volunteer can cease participation in the show at any time.”

- (b) No form of coercion shall be used to persuade members of the audience to participate in the performance. In particular, the hypnotist 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 (for example, 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.
- (c) If volunteers are to remain hypnotised during an interval in the performance, a sufficient number of suitable *attendants approved* in advance with the *Council* shall be in close attendance to these volunteers throughout the interval to ensure their safety.
- (d) The hypnotist shall make arrangements to ensure that in the event of an emergency (including the incapacity of the hypnotist), all hypnotic and post hypnotic suggestions are immediately removed.

Prohibited actions

- H4 (a) The performance shall be so conducted as not to be likely to cause offence to any person in the audience or any hypnotised subject.
- (b) 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: any suggestion involving the age regression of a subject (that is 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;)
any suggestion that the subject has lost something (for example, a body part) which, if it really occurred, could cause considerable distress;
any demonstration in which the subject is suspended

between supports (so-called "catalepsy");
the consumption of any harmful or noxious
substance;
any demonstration of the power of hypnosis to block
pain (for example, pushing a needle through the
skin.)

- (c) The performance shall not include giving
hypnotherapy or any other form of treatment.

**Consumption
of food**

H5

The hypnotist shall not ask a volunteer to consume
any food or liquid unless he has first clearly
established that the volunteer is not allergic to the
food or liquid he is to be asked to consume.

Completion

H6

- (a) Except as provided in Additional Condition H3 (c) all
hypnotised subjects shall remain in the presence of
the hypnotist and in the room where the performance
takes place until the hypnotic and post-hypnotic
suggestions have been removed.

- (b) 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 collectively and individually, and the
hypnotist shall confirm with each of them that they
feel well and relaxed (the restriction on post-hypnotic
suggestion does not prevent the hypnotist telling
subjects that they will feel well and relaxed after the
suggestions are removed.)

- (c) The hypnotist shall remain available during any
interval and 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**

H7

When *required* seats shall be provided, free of
charge, for *Council* officers to monitor the
performance(s). The seats shall be in a
position where the officers:
(i) have a clear view of all parts of
the *stage*; and
(ii) can judge the reactions of a large part

of the audience.

H8 Where requested officers shall be given the opportunity to discuss the performance with the hypnotist and/or senior management before, after or during the interval of the performance.

H9 An *Authorised Officer* shall be given access at any time during a performance to ensure that the terms of the *consent* are being observed.

H10 *Authorised Officers* have authority to make any additional requirement in the interests of *public* safety. Such requirements shall be complied with.

Note: The *Licensee* may appeal to the *Council* against any requirement that is considered unreasonable.

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**APPLICATION PROCEDURE FOR THE WAIVER OF
STANDARD CONDITION 7 SO AS TO PERMIT ENTERTAINMENT
INVOLVING HYPNOTISM**

1 Any application for *consent* for stage hypnotism shall be in writing and signed by the hypnotist or his authorised agent. If the *premises* are licensed for public entertainment then the *Licensee* shall make the application. A copy of the application shall be sent to the police.

2 At least 28 days' notice in writing shall be given to the *Council* to enable the application to be properly considered.

Note: This is especially important where the hypnotist has not previously performed in the *Council's* area.

3 The application shall contain the following information:

the name (both real and stage, if different) address and telephone number of the hypnotist.

details (including the address) of any professional organisation to whom the hypnotist belongs.

details of where the hypnotist has recently performed (including the name, department and address of the Council which gave consent.)

(f) information as to where the hypnotist will be performing in the weeks prior to the performance for which application is made.

9 **Note:** 10 Requirements (c) and (d) need not apply with the *consent* of the *Council* if the hypnotist has recently been performing in the *Council's* area.

11 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 Council 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 be only one factor which the Council will take into account.)

(g) details of the various acts which will be included in the proposed exhibition, demonstration or performance.

Note: This is not intended to restrict the hypnotist's flexibility. The list can include all the activities which might be included in a particular show.

4 Where appropriate the application shall be accompanied by the fee.

5 The following procedure will be followed:

12 references will be obtained from councils in whose area the hypnotist has performed.

13 comment will be obtained from the Federation of Ethical Stage Hypnotists and if the hypnotist belongs to a different professional body, from that body.

14 a live performance will be seen by the officers and/or the members of the Council who will be determining the application.

the hypnotist and/or his/her representative will appear to give evidence in support of the application.

Note: This procedure may be waived, for example where the hypnotist has recently performed in the area of the *Council* under the terms of a *consent* from the *Council*.

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

N/A

Annex 4 - Plans

London Borough of Camden, Town Hall , Judd Street,
London, WC1H 9EJ

Premises Licence Summary

London Borough of Camden Licensing Authority

Premises licence number

PREM-LIC\2255

Part 1 – Premises details**Postal address of premises, or if none, ordnance survey map reference or description**

The Bloomsbury Theatre
15 GORDON STREET
LONDON
WC1H 0AH

Telephone number | 02076792777

Where the licence is time limited the dates

N/A

Licensable activities authorised by the licence

(a) Plays:	Yes
(b) Films:	Yes
(c) Live Music:	Yes
(d) Recorded Music:	Yes
(e) Performance of Dance:	Yes
(f) similar to (c), (d) or (e):	Yes
(g) making music:	Yes
(h) Dancing:	Yes
(i) similar to (g) or (h):	Yes
Retail of Alcohol:	Yes

The times the licence authorises the carrying out of licensable activities**Sale By Retail Of Alcohol**

Monday to Saturday (excluding Christmas Eve and New Year's Eve) from 12:00 until 23.30.
Sunday (excluding Christmas Eve and New Year's Eve) from 12:00 until 23:00
December 24th \ Christmas Eve from 12:00 until 01:30
December 31st \ New Year's Eve from 12:00 until 02:30

Performances of Plays

Monday to Sunday from 09:00 until 00:00.

Exhibitions of Films

Monday to Sunday from 09:00 until 00:00.

Performances of Live Music

Monday to Sunday from 09:00 until 00:00.

Performances of Recorded Music

Monday to Sunday from 09:00 until 00:00.

Performances of Dance

Monday to Sunday from 09:00 until 00:00.

Performances of Anything Similar to the Above

Monday to Sunday from 09:00 until 00:00.

Provisions of Facilities for Making Music

Monday to Sunday from 09:00 until 00:00.

Provisions of Facilities for Dancing

Monday to Sunday from 09:00 until 00:00.

Provision of Facilities for Anything Similar to the Above

Monday to Sunday from 09:00 until 00:00.

The opening hours of the premises

Monday to Sunday: 10:00 - 00:00

December 24th \ Christmas Eve from 12:00 until 01:30

December 31st \ New Year's Eve from 12:00 until 02:30

Where the licence authorises supplies of alcohol whether these are on and/or off supplies

ON and OFF the premises

Part 2**Name, (registered) address of holder of premises licence**

University College London
Bloomsbury Theatre
15 Gordon Street
London
WC1H 0AH

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

SI 1978, Number 453

Name of designated premises supervisor where the premises licence authorises the supply of alcohol

Francis William Penter

State whether access to the premises by children is restricted or prohibited

No restrictions