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

Premises Licence
London Borough of Camden Licensing Authority

Premises licence number	PREM-LIC\1847

Part 1 – Premises details

Postal address of premises, or if none, ordnance survey map reference or description	The Rada Studios 16 CHENIES STREET LONDON WC1E 7EX
Telephone number	02078084660

Where the licence is time limited the dates

N/A

Licensable activities authorised by the licence

Sale by Retail of Alcohol
Live Music
Plays

The times the licence authorises the carrying out of licensable activities
Sale by Retail of Alcohol:

17.00-23.00 Monday to Friday
11.00-23.00 Saturday
11.00-22.30 Sunday

Live Music
19.30-22.30 Monday to Saturday
16.00-21.00 Sunday

Plays
19.30-22.30 Monday to Saturday
16.00-21.00 Sunday

The opening hours of the premises

10.00-23.30 Monday to Saturday
10.00-23.00 Sunday

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

Sale by retail of alcohol is permitted for consumption ON the premises.

Part 2

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

Royal Academy of Dramatic Art
62 - 64 Gower Street
London
WC1E 6ED

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

Registered Charity No - 312819

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

Ben McMath
[redacted]

Camden

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

Personal Licence Number: [redacted]
Issuing Authority: [redacted]

Signed on behalf of the Director, Culture and Environment Department

[redacted]

Date Licence Amended: 16/02/2024 - APP\PREMISES-VARYDPS\119312
Date Licence Amended: 12/01/2024 - APP\PREMISES-VARYDPS\118700
Date Licence Amended: 20/07/2016 - APP\PREMISES-VARYDPS\004153
Date Licence Amended: 27/02/2014 - APP\PREMISES-VARYDPS\003118
Date Licence Amended: 05/04/2013 - APP\PREMISES-VARYDPS\002749
Date Licence Amended: 19/12/2011 - APP\PREMISES-TRANS\000862
Date Licence Amended: 06/03/2009 - APP\PREMISES-VARYDPS\001318
Date Licence Amended: 30/04/2008 - APP\PREMISES-VARYDPS\001022
Date Licence Granted: 28/12/ 2005

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 + (DxV)

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)“valued 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.

Annex 2 - Conditions consistent with the Operating Schedule

15. Continue to maintain links with local residents' association and neighbourhood forums.

16 Continue to display signs on the inside door of the premises, requesting patrons to leave quietly. This notice must continue to remain in theatre programmes.

17. All tutors working with children and vulnerable adults must continue to have police checks (disclosure) carried out.

18. The maximum permitted number of persons that may be accommodated in the premises must not exceed 255. Of these, only 55 persons are permitted in the basement performance area at any one time.

19. There shall be a member of staff stationed in the lobby to the basement dressing rooms at all times that they are in use under the licence. The member of staff shall be responsible for directing able bodied persons to the exit during an emergency situation and assisting with the evacuation of any persons with disabilities via use of the lift.

20. All members of staff shall be fully conversant with the evacuation policy and their role in an emergency.

21. No intoxicating liquor shall be sold in the auditorium. No glasses, bottles or cans shall be taken into the auditorium.

22. Details of any alterations to the existing seating plan shall be submitted to the Council at least 14 days prior to the event.

23. There shall be no loading of equipment onto lorries or any other vehicles after midnight.

24. The manager, or an appointed representative, shall be available on the premises on telephone number 020 7307 5061 at all times the premises are open under the licence, to deal with complaints in relation to noise and nuisance.

25. The maximum number of wheelchair users allowed into the basement dressing rooms shall not exceed two in total at any one time.

26. Before the basement dressing rooms are used the person responsible for the lifts shall check and record the state of electrical charge in the batteries via the battery indicator

27. This licence is valid until 11.00pm every day of the week.

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 (Leq) 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:

    No music shall be played between the hours of 23.00 and 07.00 at such a volume that it is audible one metre from the facade of any residential accommodation.

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.

31. 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."

32. 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.

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

34. 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.

35. 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.

36. Model National Conditions 1-41:

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 *Council.*
Competent person	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.
Consent	permission given in advance by the *Council* in writing.
Council	the licensing authority named on the licence.
Door Supervisor	any person employed at or near the entrance to the *premises* to ascertain or satisfy himself as to the suitability of members of the *public* to be allowed on the *premises* or any person employed to maintain order on the *premises*.
Note:	The *Council* will not normally consider the *Licensee* or *Duty Manager* to be a Door Supervisor.
Duty Fire Officer	a member of *staff* who has been adequately trained in fire prevention and fire-fighting to the satisfaction of the *Council*.
Duty Manager	a person appointed by the *Licensee* in writing to be in charge of the *premises*.
Durably-treated flame-retarded fabric	see under *Flame-retarded fabric*
Emergency lighting	see under *Lighting*
Entertainment area	that part of the *premises* which is constructed and arranged for use for entertainments including any *stage* or auditorium.
Escape lighting	see under *Lighting*
Film exhibition	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.

Flame-retarded fabric — a fabric that has been tested using the methods in *BS 5438: 1989* 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 *BS 5867-2: 1980* Type B.)

Durably-treated flame-retarded fabric — 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 *BS 5651: 1989.* After this washing or cleansing procedure, the fabric shall meet the performance standard for *flame-retarded fabric* set out above.

Inherently flame-retarded fabric — a fabric which, although not non-combustible and not subjected to any flame-retarding process or finish, meets the performance standard for *flame-retarded fabric* set out above throughout its thickness. The *BS 5651* '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.

Indoor sports — see under *Sports entertainment*

Inherently flame-retarded fabric — see under *Flame-retarded fabric*

Inspect/inspection — to carry out a visual inspection accompanied by such other test as may be necessary, in the opinion of the *competent person* carrying out the inspection, to enable the completion of a *certificate* of (satisfactory) condition.

Licensee — the person (or body) to whom the *Council* has granted the licence or who is deemed to be the holder of the licence under the relevant statutory provision.

Lighting

Emergency lighting — lighting provided for use in the event of the failure of the *normal lighting* system. Emergency lighting

includes *escape lighting*. 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.

Escape lighting — that part of the *emergency lighting* which is provided to ensure that the escape routes are illuminated at all material times. In these Conditions any reference to *emergency lighting* shall be taken to apply likewise to any escape lighting not provided as part of an *emergency lighting* installation.

Management lighting — the combination of the *emergency lighting* and that part of the *normal lighting* which, in the absence of adequate daylight, is intended to facilitate safe movement about the *premises*.

Note: In closely-seated auditoria this would be the usual performance mode.

Normal lighting — 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 *premises* are occupied.

Note: Normal lighting does not include *emergency lighting*, purely decorative lighting and stage or performance lighting.

Local Fire Control Centre — the address and telephone number which the *Licensee* has confirmed with the Fire Authority as appropriate for the *Licensee* to use in order to make contact with the fire brigade in a non-emergency but immediate manner.

Log-book — Any log-book *required* under these Conditions shall be:

(i) accurate and up to date;
(ii) bound and consecutively numbered;
(iii) retained in a safe and secure place on the *premises* for a minimum of 5 years after the date of last entry or for such longer period as *required*; and
(iv) readily available for examination by an *Authorised Officer*.

Note: Log-books may be kept in a manual form. The *Council* will accept records in electronic form provided the *Licensee* can demonstrate adequate security and integrity of the information. Specimen Fire log-books are provided in Appendix 4.

Management lighting — see under *Lighting*

Normal lighting	see under *Lighting*
Open stage	see under *Stage*
Pop concert	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.
Premises	all parts of the premises as licensed by the *Council* including the ancillary parts of the building such as offices, changing rooms, workshops, stores etc which are used in connection with the *entertainment area*.
Public	persons, other than *staff* or performers, who are on the *premises*, whether or not they are members of a club and irrespective of payment.
Required	specified by the *Council* 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 *premises* 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 *premises* 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 *public* are invited as spectators.
Staff	any person, whether or not employed by the *Licensee*, concerned in the management, control or supervision of the *premises* who has been given specific responsibilities by the *Licensee* or *Duty Manager*.

Staff alerting system	a system (whether electronically operated or otherwise) for immediately alerting *staff* to take appropriate action in the event of fire or other emergency.
Stage	the specific part of an *entertainment area* on which performers perform which is distinct from the area occupied by the *public*, often elevated above level of the adjacent floor; includes, where the context permits, platform, dais or rostrum.
Open stage	a *stage* which is not separated from the auditorium by a safety curtain. An *open stage* should, however, be separated from the rest of the *premises*, other than the *stage fire risk area*, by fire-resisting construction.
Separated stage	a *stage* that is separated from the rest of the *premises*, other than the *stage fire risk area*, by fire-resisting construction and provided with a safety curtain, which affords smoke separation between the *stage* and the auditorium. The safety curtain is normally installed to close off a proscenium opening.
Stage fire risk area	the *stage* 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: *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:

(i) have undertaken an *approved* training course leading to the possession of the BIIAB Level 2 National Certificate for Entertainment Licensees; or

(ii) possess an equivalent qualification, for example for concert halls, the National Vocational Qualification in Cultural Venue Administration (Level 3); or

(iii) 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: *Licensee*s 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.

Dancing **17** Dancing shall be restricted to the areas designated by the *Council*.

Prevention of nuisance **18** **(a)** The *Licensee*/*Duty Manager* shall ensure that no nuisance is caused by noise emanating from the *premises* or by vibration transmitted through the structure of the *premises*.

(b) If *required*, clearly legible notices shall be displayed at all exits requesting the *public* to respect the needs of local residents and to leave the *premises* and area quietly.

PART IV
CONDITIONS RELATING TO SAFETY INCLUDING FIRE SAFETY

Approved arrangements **19** **(a)** The *approved arrangements* shall be maintained in good condition and full working order. Fire-fighting equipment, the fire alarm warning system and any smoke ventilators shall be maintained in accordance with Appendix 6.

(b) No alterations (including temporary alterations) shall be made except with *consent*.

Minimising danger **20** The *Licensee* shall ensure that all performances or activities minimise any danger to the *public*.

Disabled people **21** The *Licensee*/*Duty Manager* shall ensure that, whenever disabled people are present, adequate arrangements are made to enable their safe evacuation in the event of an emergency and that they are made aware of these arrangements.

Note: *Licensee*s are advised to obtain details of and seek to address any special needs when approached by organisers of parties of disabled people.

Safety checks **22** The *Licensee*/*Duty Manager* shall ensure that all necessary safety checks have been carried out before the admission of the *public*. Details of the checks shall be entered in the Fire *log-book*; this may be by use of a separate check list.

Note: A specimen check list is provided in Appendix 7.

Escape routes

23 **(a)** All escape routes and exits including external exits shall be maintained unobstructed, in good order with non-slippery and even surfaces, free of trip hazards and clearly identified in accordance with the *approved arrangements*.

Note: In restaurants and other *premises* where chairs and tables are provided care should be taken that clear gangways are 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 *log-book*.

Loss of water **28** The *Licensee*/*Duty Manager* shall have readily available the telephone number of the *local Fire Control Centre*. The *Licensee*/*Duty Manager* shall notify the *local Fire Control Centre* 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 **31** **(a)** The *Licensee*/*Duty Manager* shall ensure that an adequate and appropriate supply of first aid equipment and materials is available on the *premises*.

(b) If *required*, at least one suitably trained first-aider shall be on duty when the *public* are present. If more than one suitably trained first-aider is present, each person's responsibilities shall be clearly identified.

PART V
SANITARY ARRANGEMENTS, HEATING, LIGHTING AND VENTILATION

Toilet accommodation **32**

(a) Toilet accommodation shall be provided free of charge and be kept clean and in proper working order.

(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.

Drinking water **33**

Where free drinking water is provided for the *public*, it shall, except with *consent*, 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) If essential to the entertainment and subject to *consent*, the *management lighting* in the *entertainment area* may be reduced or extinguished provided:

(i) the lighting be controlled from a position with a clear view of the *entertainment area*; and

(ii) an operator remain by the controls whilst the lighting is reduced or extinguished; and

(iii) the operator restore the *management lighting* at

once in the event of any emergency; and
(iv) the escape route signs remain adequately illuminated.

Note: *Licensee*s 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*:
(i) 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
(ii) 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
(i) 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
(ii) 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 ducting and filters

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

(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 1
See Condition 11

TECHNICAL REGULATIONS

Waiver	1	The *Council* may modify, waive or dispense with any of the following Regulations provided, in the opinion of the *Council*, the completed *premises* meet the intended function of the Regulations.
Site	2	The *premises* shall have a sufficient frontage to a road or to an open space having sufficient access to a road to ensure the rapid dispersal of people from the *premises* in emergency.
Emergency access	3	Adequate arrangements shall be provided for access for the fire brigade for fire fighting.
Accommodation limit	4	The maximum number of people permitted within the *premises* shall be determined by the *Council*.
Control of numbers	5	The *premises* shall be provided with adequate facilities to monitor and control the number of people present.
Disabled people	6	Suitable provisions shall be made to enable disabled people to use the *premises* including the provision of adequate access and means of escape.
Noise nuisance	7	The *premises* shall be arranged to minimise the risk of noise nuisance to nearby properties.
Means of escape	8	There shall be adequate means of escape from all parts of the *premises*.
Structural collapse	9	The *premises* and the fitments therein shall be constructed and maintained so as to minimise any risk of structural failure or collapse.
Guarding	10	Adequate barriers or guarding shall be provided throughout the *premises* to minimise so far as practicable the risk of any person falling.
Fire resistance	11	The *premises* shall be adequately protected against the effects of a fire occurring within the building or in any adjacent building.
Smoke control	12	Adequate provision shall be made to control the spread of smoke through the *premises* in the event of fire.
Safety curtain	13	Where a safety curtain is provided, it shall be arranged so as protect the audience from the effects of a fire or smoke on *stage* for sufficient time to enable the safe evacuation of the auditorium.

Lightning protection	14	Adequate protection against lightning shall be provided.
Fire control measures	15	Details of any fire control measures incorporated in the *premises* shall be provided for the fire brigade.
Electrical installation	16	The electrical installation shall be mechanically and electrically safe and suitable for the intended use of the *premises*.
Lighting	17	All parts of the *premises* shall be provided with adequate illumination. All routes of escape and all parts of the *premises* to which the *public* have access shall be provided with adequate and assured illumination from two independent supplies and systems.
Ventilation	18	Adequate ventilation shall be provided to all parts of the *premises* so as to maintain healthy conditions.
Heating	19	Permanent means of heating all regularly occupied parts of the *premises* shall be provided and shall be arranged so as not to cause a safety or fire hazard.
Water & drainage	20	The *premises* shall be provided with a permanent water supply and adequate drainage.
Sanitary accommodation	21	Adequate and free sanitary accommodation shall be provided, having regard to the type of entertainment to be given at the *premises*.
Cloakrooms	22	Adequate cloakrooms for patrons together with adequate changing rooms for *staff* including performers shall be provided, having regard to the operation of the *premises*.
Food hygiene	23	Facilities for the preparation, cooking or sale of food shall prevent any risk of contamination of the food.
Drinking water	24	An adequate supply of free drinking water shall be provided for all *staff* including performers, together with free drinking water for patrons if *required*.
Refuse	25	Adequate provision shall be made for the safe storage and ready removal of refuse.
Fire alarm	26	A fire alarm warning system and efficient means of communication in case of emergency shall be provided throughout the *premises*.
Summoning the fire brigade	27	Efficient means shall be provided for calling the fire brigade in the event of fire.

Fire-fighting equipment	28	Adequate fire-fighting equipment shall be provided for the *premises*.
Generator safety	29	Where a generator is installed it shall not present any fire or electrical hazard to the rest of the *premises*.
Generator capacity	30	Where a generator is installed to provide an alternative electricity supply to emergency equipment or to *emergency lighting* it shall have sufficient capacity and be able to start operating sufficiently quickly to ensure safety in the event of the failure of the normal electricity supply.
First aid room	31	A First Aid Room shall be provided in any *premises* with an *accommodation limit* of 1000 or more people (or 1500 or more people in the case of a closely-seated auditorium.)
Communication	32	The *premises* shall have adequate facilities for communication with the *staff* and the *public*.
Safety signs	33	Adequate safety signs shall be provided throughout the *premises*.
Information signs	34	All facilities intended for use by the *public* shall be clearly indicated.
Mechanical installations	35	Any mechanical installation shall be arranged so as to minimise any risk to the safety of the *public*, performers and *staff*.
Special effects	36	Any *special effects* shall be arranged so as to minimise any risk to the *public*, performers and *staff*.
Certificates	37	Appropriate *certificates* shall be provided as evidence to the *Council* that the *premises* may be safely opened to the *public*.

Note: Advice on how these technical requirements may be met can be found in *Technical Standards for Places of Entertainment*, produced jointly by the Association of British Theatre Technicians and the District Surveyors Association.

APPENDIX 2 N/A

APPENDIX 3
See Condition 14

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:
(i) the action to be taken on discovering a fire;
(ii) the action to be taken on hearing an alarm alert or alarm evacuation signal;
(iii) how to raise an alarm;
(iv) how to call the fire brigade;
(v) knowledge of escape routes;
(vi) appreciation of the importance of fire doors;
(vii) 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*.

APPENDIX 4
See Condition 15

FIRE LOG-BOOK

1 Full details of the following shall be recorded in the Fire *log-book*:

Initial training (a) *Staff* training in respect of fire precautions and fire evacuation procedures.

Prior to admission of public (b) The *inspection* of all escape routes, all exits and *emergency lighting* prior to the use of the *premises* 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 *staff* training.

Annual (g) The maintenance and *inspection* 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-book*s 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.

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.

Camden

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 check-list. 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. <u>Note nearly out of cartridges.</u>
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

APPENDIX 5
See Condition 16
SPECIMEN STAFF DUTY REGISTER

PREMISES:

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

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

APPENDIX 6
See Condition 19

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.

APPENDIX 7
See Condition 22
SPECIMEN CHECK LIST

Camden

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
Tick only if everything 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. ☐

APPENDIX 8
See Condition 41

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) **(i)** Any passenger lifts or escalators.

(ii) 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.

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

(iv) 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*.

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 *public* present on a floor or tier	Minimum number of *attendants required* 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 *attendant* 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 seat ways 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.

Standing and sitting in gangways etc **A3**

(a) Sitting on floors shall not be permitted except with *consent*.

(b) Waiting and standing shall not be permitted except in areas designated by the *Council*.

(c) In no circumstances shall anyone be permitted to –
sit in any gangway; or
stand or sit in front of any exit; or
stand or sit on any staircase including any landings.

Drinks **A4**

Except with *consent*, no drinks shall be sold to or be consumed by a closely-seated audience except in *approved* plastic or paper containers.

Balcony fronts **A5**

Clothing or other objects shall not be placed over balcony rails or upon *balcony fronts*.

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 is 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:

(i) 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 **b)** 5 If the *Council consents* to a special effect using a vintage motor vehicle or specially constructed engine the following <u>additional precautions</u> 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.

Camden

APPENDIX FXI

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
……..
Address
……..
Licensee
……..

Name of Production
……..

Details of Proposed Use
……..

Dates of Proposed Use
……..

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.

……..
LICENSEE/LICENSEE'S REPRESENTATIVE

……..
A REPRESENTATIVE OF THE FORMTEXTCAMDEN COUNCIL

Date ……

* Delete as appropriate

Camden

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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Camden

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
……..
Address
……..
Licensee
……..

Name of Production
……..

Details of Proposed Use
……..

Dates of Proposed Use
……..

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.

……..
LICENSEE/LICENSEE'S REPRESENTATIVE

……..
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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Camden

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
……..
Address
……..
Licensee
……..

Name of Production
……..

Details of Proposed Use
……..

Dates of Proposed Use
……..

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.

……..
LICENSEE/LICENSEE'S REPRESENTATIVE

……..
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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Camden

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

SCENERY **S1** **(a)** All *scenery* shall be maintained flame-retarded to the *Council's* satisfaction.

Note: Where non-durably *flame-retarded fabrics* have been *approved*, these shall be tested for flame-retardancy at intervals as *required* and be re-treated as necessary.

(b) On a *separated stage, scenery* made of the following materials may be used subject to any requirements the *Council* may impose in any particular case:
materials acceptable on an *open stage*;
flame-retarded fabrics;
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 *BS 476-7*;
any other materials *approved* by the *Council*.

(c) On an *open stage, scenery* made of the following materials may be used subject to any requirements the *Council* may impose in any particular case:
non-combustible material;
inherently flame-retarded fabrics;
durably-treated flame-retarded fabrics;
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

Scenery and properties **T1**

(a) Any *scenery* and properties shall comply with Additional Conditions S.

(b) The *Licensee* shall give the *Council* at least 10 days' notice in writing of any change of production.

(c) *Scenery* and properties shall only be stored in *approved* areas.

(d) Unless otherwise *approved*, the doors to any *scenery* store shall be kept closed during performances.

(e) Unless otherwise *approved*, any *scenery* and properties kept on a *stage* shall be restricted to the requirements of the current presentation. Any storage in the *stage fire risk area* shall be limited to the *approved* amounts.

Fire prevention **T2**

(a) If *required*, at least one member of *staff* shall be adequately trained in fire-prevention and extinction. Such person shall act as *Duty Fire Officer* 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 *staff*. Additional trained *staff* shall be provided if *required*.

Note: This Condition is likely to apply to theatres and other *premises* where the entertainment involves *special risks* or the use of *special effects*.

(b) All parts of the *premises* shall be *inspected* by an member of *staff* at the end of every separate performance in order to ensure no fire exists and to identify any risk of fire risk.

Safety curtain (where provided) **T3**

(a) The release points for the safety curtain, drencher and ventilator(s) shall be maintained unobstructed and in good working order.

(b) The safety curtain shall be tested immediately before or during each performance.

(c) Unless otherwise *approved*, the plane of descent of the safety curtain shall be kept clear and unobstructed at all times.

(d) Unless otherwise *approved*, *scenery* or properties shall not be placed on the auditorium side of the safety curtain.

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(e) The *Licensee*/*Duty Manager* shall as soon as possible notify the *local Fire Control Centre* and the *Council* if the safety curtain is out of order.

Front curtain **T4** Where a *stage* with a proscenium arch is not equipped with a safety curtain, any curtains provided between the *stage* and the auditorium shall be heavy-weight and be made of non-combustible material or *inherently* or *durably-treated flame-retarded fabric.*

Smoking within stage area **T5** Smoking shall be strictly prohibited within any *stage* area (other than as part of the action of the performance.) Signs prohibiting smoking shall be prominently displayed.

Temporary dressing rooms **T6**

(a) Temporary dressing rooms shall not be provided except with *consent*.

(b) Unless otherwise *approved*, quick change arrangements which affect the means of escape or fire-fighting arrangements shall not be made.

Pop concerts **T7**

(a) *Pop concerts* shall not be given except with *consent*.

(b) The *Licensee* shall give the *Council* at least 28 days' notice in writing of any intention to stage a *pop concert*.

(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.

Animals etc **T8** The *Licensee* shall give the *Council* 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 *stage,* whether or not as a performer, without *consent.*

Note: If the *Council* permits children to perform on a *stage* the guidance in Appendix T1 should be followed as

applicable.

APPENDIX T1

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.

ADDITIONAL CONDITIONS K:
APPLICABLE TO PERFORMANCES ESPECIALLY FOR CHIDREN

Attendants **K1** When performances are specially presented for children an *attendant* shall be stationed in the area(s) occupied by the children in the vicinity of each exit provided that, on each level occupied by children, the minimum number of *attendants* on duty shall be one *attendant* per 50 children or part thereof.

Standing **K2** Standing shall not be allowed, except in the stalls if permitted by the *Council*.

Camden

ADDITIONAL CONDITIONS H:
APPLICABLE TO ENTERTAINMENT INVOLVING HYPNOTISM

HYPNOTISM ACT 1952: REGULATION OF EXHIBITIONS, DEMONSTRATIONS OR PERFORMANCES OF HYPNOTISM

Publicity **H1** **(a)** The *Licensee* shall not permit any poster, advertisement or programme for the performance which is likely to cause *public* offence to be displayed, sold or supplied either at the *premises* or elsewhere.

(b) Every poster, advertisement or programme for the performance which is displayed, sold or supplied shall include, clearly and legibly, the following statement: "Volunteers, who must be aged 18 or over, can refuse at any point to continue taking part in the performance."

Physical arrangements **H2** **(a)** The means of access between the auditorium and the *stage* for participants shall be properly lit and free from obstruction.

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

Treatment of audience and subjects **H3** **(a)** Before starting the performance the hypnotist shall make a statement to the audience, in a serious manner, identifying those groups of people who should not volunteer to participate in it; explaining what volunteers might be asked to perform; informing the audience of the possible risks of embarrassment or anxiety; and emphasising that subjects may cease to participate at any time they wish. The following is a suggested statement, which may be amended as necessary to suit individual styles so long as the overall message remains the

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

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

34. A member of staff or steward must be assigned to the front door of the premises at the start and finish of all theatre performances to ensure patrons enter and exit the premises quietly and to ensure that any taxis/cars waiting outside turn off their engines.

35. Announcements must be made at the end of each performance requesting that patrons leave quietly.

Annex 4 - Plans

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

Premises licence summary

Premises licence number	PREM-LIC\1847

Premises details

Postal address of premises, or if none, ordnance survey map reference or description

The Rada Studios
16 CHENIES STREET
LONDON
WC1E 7EX

Telephone number 02078084660

Where the licence is time limited the dates

N/A

Licensable Activities authorised by the licence

Sale by Retail of Alcohol
Plays
Live Music

The times the licence authorises the carrying out of licensable activities

Sale by Retail of Alcohol:
17.00-23.00 Monday to Friday
11.00-23.00 Saturday
11.00-22.30 Sunday

Live Music
19.30-22.30 Monday to Saturday
16.00-21.00 Sunday

Plays
19.30-22.30 Monday to Saturday
16.00-21.00 Sunday

The opening hours of the premises

10.00-23.30 Monday to Saturday
10.00-22.30 Sunday

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

Sale of alcohol is permitted for consumption ON the premises.

Name, (registered) address of holder of premises licence

Royal Academy of Dramatic Art
62 - 64 Gower Street
London
WC1E 6ED

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

Registered Charity No - 312819

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

Ben McMath

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

Not Restricted