

Licensing Act 2003

**Hounslow
Statement of
Licensing Policy
2025**

APPENDICES

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1 APPENDIX A: GLOSSARY

ACT (THE)

'The Act' refers to the Licensing Act 2003 and all regulations made thereunder.

AUTHORISATION

An 'authorisation' includes one or more of the following (as the case may be):

- Premises licence
- Club premises certificate
- Temporary Event Notice
- Personal licence.

COUNCIL (THE)

The Council refers to the London Borough of Hounslow.

CUMULATIVE IMPACT ASSESSMENT (CIA)

A special policy in which the Licensing Authority considers that the (cumulative) number of relevant authorisations (premises licences / club premises certificates) in one or more parts of its area (as described in the assessment) is such that it is likely to harm one or more of the licensing objectives.

DE-REGULATED ENTERTAINMENT

The Legislative Reform (Entertainment Licensing) Order 2014 came into force on 6 April 2015 with the effect that the following forms of entertainment are no longer licensable:

1. **Performances of plays** between 8am and 11pm, provided that the audience does not exceed 500.
2. **Performances of dance** between 8am and 11pm, provided that the audience does not exceed 500.
3. **Indoor sporting events** between 8am and 11pm, provided those present do not exceed 1,000. Any contest, exhibition or display of Greco-Roman wrestling or freestyle wrestling between 8am and 11pm, provided that the audience does not exceed 1,000.
4. **Performances of unamplified live music** between 8am and 11pm, on any premises.
5. **Performances of amplified live music** between 8am and 11pm:
 - On premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500
 - In a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - In a church hall, village hall, community hall, or other similar community premises that is not licensed by a Premises Licence to sell alcohol, provided that (a) the audience

does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises

- At the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
6. **Playing of recorded music** between 8am and 11pm:
- On premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - In a church hall, village hall, community hall or other similar community premises, that is not licensed by a Premises Licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - At the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
7. **Any entertainment taking place on the premises of the local authority** between 8am and 11pm, with no limit on audience size, where the entertainment is provided by or on behalf of the local authority
8. **Any entertainment taking place on the hospital premises of the health care provider** between 8am and 11pm, with no limit on audience size, where the entertainment is provided by or on behalf of the health care provider.
9. **Any entertainment taking place on the premises of the school** between 8am and 11pm, with no limit on audience size, where the entertainment is provided by or on behalf of the school proprietor.
10. **Any entertainment** (excluding films and boxing or wrestling entertainment) **taking place at a travelling circus** between 8am and 11pm, with no limit on audience size, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) the travelling circus has not been located on the same site for more than 28 consecutive days.

DESIGNATED PREMISES SUPERVISOR (DPS)

A person specified on the licence as the supervisor of the premises licensed for the sale of alcohol. The DPS must hold a personal licence.

FRIVOLOUS REPRESENTATIONS

Those based on matters of limited seriousness, where the issues complained about are of a very minor nature and any action required would be disproportionate.

LICENSABLE ACTIVITY

Activities for which authorisation is required under the Act:

- the sale by retail of alcohol
- the supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- the provision of regulated entertainment
- the provision of late-night refreshment.

LICENSING AUTHORITY (THE)

The capacity in which the Council acts when performing its roles and duties set out in the Licensing Act 2003. This capacity is delegated to officers in certain situations and circumstances as detailed in the Policy.

MEMBER OF THE LICENSING AUTHORITY

Any elected member (councillor) of the Council.

OPERATING SCHEDULE

The part of an application form in which the applicant sets out their proposed activities, the times that they wish to operate and the steps they propose to take to promote the licensing objectives.

OTHER PERSON

Any persons wishing to make representations on an application or to apply for or make representations on a review, who may include persons who live, work or visit the licensing authority's area.

PERSONAL LICENCE

A licence granted by a Licensing Authority to an individual, authorising that individual to sell, or authorise the sale of, alcohol.

REGULATED ENTERTAINMENT

The provision of regulated entertainment is defined as any of the following activities that takes place in the presence of an audience for the entertainment of that audience and are provided with a view to profit:

1. **Boxing or wrestling** including mixed martial arts (this does not include Greco-Roman or Freestyle wrestling).
2. **An exhibition of a film** (this does not include live feed television i.e. sporting events).
3. **Adult entertainment** (for example lap-dancing).
4. **Playing of recorded music:**
 - Between 11pm and 8am

- At any time when the audience numbers are over 500 people.
- 5. **Unamplified live music:**
 - Between 11pm and 8am.
- 6. **Amplified live music** (including karaoke):
 - Between 11pm and 8am
 - At any time when the audience numbers are over 500 people.
- 7. **Performance of dance:**
 - Between 11pm and 8am
 - At any time when the audience numbers are over 500 people.
- 8. **Performance of a play:**
 - Between 11pm and 8am
 - At any time when the audience numbers are over 500 people.
- 9. **Indoor Sporting Events:**
 - Between 11pm and 8am
 - At any time when the audience numbers are over 1,000 people.
- 10. **Entertainment of a similar description** to that falling within the performance of live music, playing of recorded music or performance of dance.

RELEVANT REPRESENTATION

The Licensing Authority may only consider *relevant* representations (objecting or supporting) in determining applications. Relevant representations are defined in the Act as being those that:

- Are about the likely effect of the grant of the premises licence on the promotion of the licensing objectives.
- Are made by another person or responsible authority within the prescribed period following an application.
- Are not *frivolous* or *vexatious* (in the opinion of the Licensing Authority).

RESPONSIBLE AUTHORITY

The Responsible Authorities are set out by the Act and its accompanying S182 Guidance for the area in which *most* of the premises are situated. These are:

1. The chief officer of police.
2. The fire and rescue authority.
3. The council: as the licensing authority itself.
4. The council's director of public health (England) or local health boards (Wales).
5. The council: trading standards.
6. The council: environmental health (noise and nuisance).

7. The body responsible for enforcing health and safety at work (this will mostly be the council's health and safety team, but may be the Health and Safety Executive for council-run premises)
8. The local planning authority.
9. The body designated by the local authority for the prevention of children from harm (e.g. the multi-agency safeguarding arrangements – previously local children's safeguarding board).
10. Home Office Immigration Enforcement.
11. For premises that are a vessel (not permanently moored), then: a navigation authority within the meaning of section 221(1) of the Water Resources Act 1991 having functions in relation to the waters where the vessel is usually moored or berthed or any waters where it is, or is proposed to be, navigated at a time when it is used for licensable activities, e.g.
 - Tidal River Thames Port of London Authority
 - Navigation Authority Canal & River Trust
 - Maritime & Coastguard Agency

The Hounslow contacts for these Responsible Authorities are show in Appendix B.

SECRETARY OF STATE'S GUIDANCE

The Guidance issued by the Home Office under section 182 of the Licensing Act 2003, as updated from time to time.

VEXATIOUS REPRESENTATIONS

Those that arise out of disputes between parties and generally have little or no substance.

2 APPENDIX B: RESPONSIBLE AUTHORITIES

These details are ***not*** regarded by the Licensing Authority as part of the Statement of Licensing Policy and so may be updated from time to time.

If the contact details of any responsible authority have changed since the adoption of the Policy, **it is for the applicant to ensure that their application reaches the responsible authority within the timeframes set out in the Licensing Act 2003 and its accompanying S182 Guidance.**

1. THE CHIEF OF POLICE

Address:

Hounslow Police Licensing
Metropolitan Police Service
Hounslow Police Station
5 Montague Road
Hounslow
TW3 1LB

2. THE FIRE AUTHORITY

Address:

Fire Safety Regulation: Northwest Area 1
London Fire Brigade
169 Union Street London
SE1 0LL
fsr-adminsupport@london-fire.gov.uk

3. THE LICENSING AUTHORITY

Address:

The Licensing Team
London Borough of Hounslow
Civic Centre
7 Bath Road
Hounslow
TW3 3EB
licensing@hounslow.gov.uk

4. PUBLIC HEALTH

Address:

Director of Public Health
London Borough of Hounslow
Civic Centre
7 Bath Road
Hounslow
TW3 3EB
publichealth@hounslow.gov.uk

5. TRADING STANDARDS

Address:

Hounslow Business Regulation - *Trading Standards Team*
London Borough of Hounslow
Civic Centre
7 Bath Road
Hounslow
TW3 3EB
tradingstandards@hounslow.gov.uk

6. ENVIRONMENTAL HEALTH (NOISE AND NUISANCE)

Address:

Hounslow Business Regulation – *Pollution Control Team*
London Borough of Hounslow
Civic Centre
7 Bath Road
Hounslow
TW3 3EB
pollution@hounslow.gov.uk

7. HEALTH & SAFETY

Address:

Hounslow Business Regulation – *Health and Safety Team*
London Borough of Hounslow
Civic Centre
7 Bath Road
Hounslow
TW3 3EB
healthandsafety@hounslow.gov.uk

8. THE LOCAL PLANNING AUTHORITY

Address:

Planning Directorate
London Borough of Hounslow
Civic Centre
7 Bath Road
Hounslow
TW3 3EB
planning.comments@hounslow.gov.uk

9. CHILD PROTECTION AND PREVENTION OF HARM

Address:

Children's Services
London Borough of Hounslow
Civic Centre
7 Bath Road
Hounslow
TW3 3EB
Children.sevices@hounslow.gov.uk

10.HOME OFFICE IMMIGRATION, COMPLIANCE & ENFORCEMENT

Address:

Licensing Department
ICE / The Home Office
Lunar House
40 Wellesley Road
Croydon
Surrey
CR9 2BY
le.licensing.applications@homeoffice.gov.uk

Only for vessels not permanently moored

11.NAVIGATION AUTHORITY

Address:

Licence Applications for a Vessel
Canal & River Trust
Station House
500 Elder Gate
Milton Keynes
MK9 1BB
customer.services@canalrivertrust.org.uk

3 APPENDIX C: MANDATORY CONDITIONS

3.1 CONTEXT

Mandatory conditions are those that are automatically placed on all premises licences or club premises certificates, where applicable. These conditions cannot be removed.

Since the Licensing Act came into force in 2005 these conditions have been added to and amendments made to make them more effective. The mandatory conditions are relevant to all premises licences and club premises certificates and place an obligation on the following people:

- The premises licence holder
- The designated premises supervisor
- Any person aged 18 or over authorised to make sales of alcohol at a premises.

3.2 THE CONDITIONS

The mandatory conditions placed on all **premises licences** by the Act are:

SUPPLY OF ALCOHOL

No supply of alcohol may be made under the premises licence:

- (a) At a time when there is no designated premises supervisor in respect of the premises licence.
- (b) At a time when the designated premises supervisor does not hold a personal licence, or his personal licence is suspended.

Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

(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 a disability).

The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

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 sales or supply of alcohol.

The designated premises supervisor in relation to the premises licences must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

The policy must require individuals who appear to the responsible person to be under 18 years if 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.

The responsible person shall 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:
 - beer or cider: 1/2 pint;
 - gin, rum, vodka or whisky: 25ml or 35ml; and
 - still wine in a glass: 125ml; and
- 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.

MINIMUM DRINKS PRICING

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.

For the purposes of the condition set out in paragraph 7.1 above -

- (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
(b) “permitted price” is the price found by applying the formula - $P = D + (D \times V)$

Where:

- (i) P is the permitted price,
(ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- (c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence -
- (i) the holder of the premises licence,
(ii) the designated premises supervisor (if any) in respect of such a licence, or
(iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- (d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- (e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.

Where the permitted price given by Paragraph 8.2(b) 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.

7.4 (1) Sub-paragraph 7.4(2) below applies where the permitted price given by Paragraph 7.2(b) above 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.

DOOR SUPERVISION

(1) 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 be licensed by the Security Industry Authority.

(2) But nothing in subsection (1) 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).

(3) For the purposes of this section -

(a) "security activity" means an activity to which paragraph 2(1)(a) of that Schedule applies, 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.

EXHIBITION OF FILMS

Admission of children (under 18) to the exhibition of any film must be restricted in accordance with: -

(a) Recommendations made by the film classification body where the film classification body is specified in the licence, or

(b) Recommendations made by the licensing authority where the film classification body is not specified in the licence, or the relevant licensing authority has not notified the holder of the licence that this subsection applies to the film in question.

"Film classification body" means person('s) designated under s4 of the Video Recordings Act 1984(c.39).

CLUB PREMISES CERTIFICATES

Certificate authorising supply of alcohol for consumption off the premises

(1) A club premises certificate may not authorise the supply of alcohol for consumption off the premises unless it also authorises the supply of alcohol to a member of the club for consumption on those premises.

(2) A club premises certificate that authorises the supply of alcohol for consumption off the premises must include the following conditions.

(i) The first condition is that the supply must be made at a time when the premises are open for the purposes of supplying alcohol, in accordance with the club premises certificate, to members of the club for consumption on the premises.

(ii) The second condition is that any alcohol supplied for consumption off the premises must be in a sealed container.

(iii) The third condition is that any supply of alcohol for consumption off the premises must be made to a member of the club in person.

MANDATORY CONDITION: EXHIBITION OF FILMS

(1) Where a club premises certificate authorises the exhibition of films the certificate must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.

(2) Where the film classification body is specified in the certificate, unless subsection (3) (b) applies, admission of children must be restricted in accordance with any recommendation made by that body.

(3) Where -

(a) the film classification body is not specified in the certificate, or

(b) the relevant licensing authority has notified the club which holds the certificate that this subsection applies to the film in question, admission of children must be restricted in accordance with any recommendation made by that licensing authority.

(4) In this section –

"children" means persons aged under 18; and

"film classification body" means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification).

4 APPENDIX D: HOUNSLOW MODEL CONDITIONS

4.1 CONTEXT

1. The following pool of 'model conditions' has been provided to help applicants applying for a new premises licence or club premises certificate or to vary an existing licence to prepare their operating schedule and to ensure that when licensable activities are taking place the four licensing objectives are promoted.
2. These conditions are **not** mandatory nor is it an exclusive or exhaustive list. It does not restrict any applicant, responsible authority, or other person from proposing any alternative conditions, nor would it restrict the licensing committee from imposing any reasonable and proportionate condition on a licence that it considers appropriate for the promotion of the four licensing objectives.
3. Conditions which are appropriate to promote the licensing objectives should emerge initially from the prospective licence holders risk assessment and be translated to form part of the operating schedule for the premises.
4. Once an application has been made, the Police, Environmental Health Service, other Responsible Authorities, and others are encouraged to engage with the applicant if they are considering making a representation to the application.
5. The four licensing objectives are abbreviated as follows:
 - CD** The prevention of crime and disorder
 - PS** Public Safety
 - PN** The prevention of public nuisance
 - PC** The protection of children from harm.

4.2 ALCOHOL

No	Model Condition	CD	PS	PN	PC
A1	No beer, lagers or ciders exceeding 6.5% alcohol by volume (ABV) shall be sold or supplied at the premises.	*			
A2	No single cans or bottles of beer, lager or cider shall be sold or supplied at the premises.	*			
A3	No “miniature” bottles of spirits of 50ml or less shall be sold or supplied at the premises.	*			
A4	Alcohol shall not be sold, supplied, or consumed on the premises otherwise than to persons who are taking substantial table meals and that the consumption of alcohol by such persons is ancillary to taking such meals. Supply of alcohol shall be by waiter/waitress service only.	*			
A5	Consumption of alcohol in the bar area is restricted to customers waiting to be escorted to a table.	*			
A6	Numbers of patrons in the bar area (not awaiting tables) shall not exceed [Insert] persons.	*			
A7	Any alcohol sold or supplied [for consumption off the premises] must be in a sealed container.	*		*	
A8	Any sales of alcohol shall be charged at no less than £0.50 per unit of alcohol. The licence holder will prepare a price list calculating the units for each available produce, which shall be made available to the Police or Licensing Enforcement on request.	*		*	

4.3 BUILDING MANAGEMENT

No	Model Condition	CD	PS	PN	PC
B1	The maximum number of persons (including staff and entertainers) allowed at the premises shall not exceed [number], subject to the following maximum occupancies: For example: [First Floor] [number] persons [Ground Floor] [number] persons [Basement] [number] persons		*		
B2	The maximum number of persons (including staff and entertainers) allowed at the premises shall not exceed [number].		*		
B3	Sanitary accommodation shall be provided in accordance with BS 6465-1:2006+A1:2009 Sanitary installations - Code of practice for the design of sanitary facilities and scales of provision of sanitary and associated appliances standard for sanitary provisions or any British Standard replacing or amending the same.	*		*	

B4	The edges of the treads of steps and stairways shall be maintained so as to be clearly visible.		*		
B5	All external emergency exit doors shall be fitted with sensor alarms and visible indicators to alert staff when the doors have been opened.		*		
B6	The approved arrangements at the premises, including means of escape provisions, emergency warning equipment, the electrical installation and mechanical equipment, shall at all material times be maintained in good condition and full working order.		*		
B7	The means of escape provided for the premises shall be maintained unobstructed, free of trip hazards, be immediately available and clearly identified in accordance with the plans provided.		*		
B8	All emergency exit doors shall be available at all material times without the use of a key, code, card or similar means.		*		
B9	All emergency doors shall be maintained effectively self- closing and not held open other than by an approved device.		*		
B10	The certificates listed below shall be submitted to the Licensing Authority upon written request: - Any permanent or temporary emergency lighting battery or system - Any permanent or temporary electrical installation - Any permanent or temporary emergency warning system		*		

4.4 CCTV

No	Model Condition	CD	PS	PN	PC
C1	The licensee shall install and maintain a comprehensive CCTV system as per the minimum requirements of a Metropolitan Police Crime Prevention Officer. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall as a minimum continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be provided immediately upon the request of Police or authorised officer throughout the preceding 31-day period.	*	*	*	
C2	No less than one member of staff who can operate the CCTV system shall be on the premises at all times.	*	*		

No	Model Condition	CD	PS	PN	PC
C3	The licence holder shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff.	*		*	
C4	An incident log shall be kept at the premises, and made available on request to an authorised officer of the Council or the Police, which will as a minimum record the following: • all crimes reported to the venue • all ejections of patrons • any complaints received • any incidents of disorder • seizures of drugs or offensive weapons • any faults in the CCTV system or searching equipment or scanning equipment • any refusal of the sale of alcohol • any visit by a relevant authority or emergency service.	*	*	*	*

4.5 CONTROLLED SUBSTANCES

No	Model Condition	CD	PS	PN	PC
D1	The licensee shall operate a zero-tolerance policy to drugs and comply with the Police/Council Community Safety Unit Drugs and Weapons policy where appropriate. Prominent signage shall be displayed by every entrance and exit detailing the drugs and weapons policies.	*	*		
D2	A written search policy that aims to prevent customers or staff bringing illegal drugs, weapons, or other illegal items onto the premises at any time shall be in place and operate at the premises.	*	*		
D3	A secured, lockable drug box must be installed at the venue. The police must be requested for removal of the contents.	*			
D4	Police and SCC contracted drugs dogs or drug detection equipment will be given immediate access to the premises without notice for the purpose of detecting and reducing incidences of drug misuse.	*	*		

4.6 GENERAL MANAGEMENT

No	Model Condition	CD	PS	PN	PC
G1	A record shall be kept detailing all refused sales of alcohol. The refusals book will be maintained at the premises and will be available for immediate inspection upon request by a representative of the statutory authorities upon request. Such	*		*	*

No	Model Condition	CD	PS	PN	PC
	refusals book is to be inspected and signed by the DPS or, in the absence of the DPS, by an alternative member of store management at intervals not exceeding seven days. All occasions when persons have been refused service shall be recorded and kept at the premises for not less than 12 months after the last entry recorded.				
G2	The licensee shall display the telephone number/email address of the Designated Premises Supervisor for use by any Responsible Authority or any person who may wish to make a complaint during the operation of the licence in a prominent external location at the premises that is easily accessible to the public.	*	*	*	*
G3	Toilets to be checked for evidence of any crime regularly throughout the day and at least hourly after [insert hours]. Records of these checks are to be documented and retained for no less than 31 days and shall be provided to the Police upon immediate request.	*	*		
G4	The licence holder shall enter into an agreement with a hackney carriage and/or private carriage firm to provide transport for customers, with contact numbers made readily available to customers who will be encouraged to use such services.	*		*	
G5	Plastic and/or toughened glass vessels shall be used for the consumption of drinks, intoxicating and non- intoxicating, at [insert times/all times].	*	*	*	*
G6	No glass receptacles containing beverages whether open or sealed, shall be given to customers on the premises whether at the bar or by staff away from the bar.	*	*		
G7	No entry to or re-entry to the premises after [time] by members of the public or guest of friends of members of staff or the premises licence holder. (Except those patrons who have temporarily left the premises to smoke.)			*	
G8	No entertainment, performance, service or exhibition involving nudity or sexual stimulation which would come within the definition of a sex establishment as defined in Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Police and Crime Act 2009, shall be provided.	*	*		*
G9	Adequate and appropriate supply of first aid equipment and materials must be available on the premises at all times.		*		
G10	At least one member of staff who has received first-aid training from a HSE approved trainer shall be on duty when the public are present.		*		
G11	Seating for no less than [number] persons shall be provided in the premises at all times the premises are in operation.	*			

No	Model Condition	CD	PS	PN	PC
G12	Seating for no less than (insert) % of the maximum occupancy shall be provided in the premises at all times the premises are in operation.	*			
G13	There shall be a written dispersal policy, a copy of which shall be kept on the premises and made available to police or other authorised officer upon request.	*	*	*	
G14	Measures to be implemented to prevent theft. These measures may include, but are not limited to: • Bag clips/hooks • Property/patrols • Notices advising patrons that thieves operate in the area.	*			
G15	Substantial food shall be available at all times.	*			

4.7 HOTELS AND GUEST HOUSES

No	Model Condition	CD	PS	PN	PC
H1	The sale of alcohol between [xx:xx] and [xx:xx] is restricted to hotel residents and their bona fide guests (limited to XX guests per resident).	*		*	
H2	The sale and consumption of alcohol between [xx:xx] and [xx:xx] is restricted to hotel residents by way of room charge.	*		*	
H3	Between [xx:xx] and [xx:xx], access to the premises is restricted to hotel residents only.	*		*	

4.8 NOISE AND ODOUR MANAGEMENT

No	Model Condition	CD	PS	PN	PC
N1	Clear and prominent notices shall be displayed and maintained at all exits in a place where they can be seen and easily read by customers requiring customers to leave the premises and the area quietly.			*	
N2	Door supervisors and other members of staff to verbally request customers as they exit the premises to leave quietly and respect local residential neighbours.			*	
N3	All external doors and windows shall be kept closed, other than for access and egress, when regulated entertainment is taking place.			*	

No	Model Condition	CD	PS	PN	PC
N4	Background music shall not exceed a level that allows face to face conversation at normal speech level.			*	
N5	A detailed acoustic report should be carried out by a competent person and should be submitted to the Licensing Service [within timeframe]. Recommendations in the report should be approved by the Pollution Control Team and completed prior to any regulated entertainment taking place.			*	
N6	All music systems shall be routed through a sound limiting device. The limiting device(s) should be set to ensure inaudibility in all nearby residential premises, a certificate of compliance should be submitted to the pollution group. The device shall be controlled by the licensee / management and kept in a locked, tamper-proof box.			*	
N7	The sound limiting device must be recalibrated annually to ensure that the music is inaudible in nearby residential premises prior to the anniversary (of the grant of licence/variation/review).			*	
N8	All speakers must be isolated from the structure of the building to prevent the transmission of vibration. The final specification should be approved by the Pollution Control Team before installation.			*	
N9	The noise level from the premises whilst being used for regulated entertainment shall not exceed [insert limit] measured at any point(s) [insert location].			*	
N10	Music noise from the licensed premises as measured spatially averaged within the habitable areas of the attached residential noise sensitive premises (measured at a height of 1.2 metres and 0.5 metres from any reflecting surface) at any time shall not cause any increase in the measured real time Leq(1min) 1/1 octave band sound pressure level centred on the frequencies [frequencies] and overall 'A' weighted levels when compared with the existing background noise equivalent Leq(1min) ('A' weighted levels, [frequencies]) to the levels at each of the following residential premises; (insert details).			*	
N11	Measurements should be taken in the same noise sensitive premises at a similar time without the music from the licensed premises in operation or at such level as not to cause noise			*	

No	Model Condition	CD	PS	PN	PC
	nuisance, as determined by the council's Noise Pollution Team.				
N12	Amplified music shall be played within the licensed premises during permitted hours through an in-house sound system which shall be fitted with a sound limiter set to an internal reverberant sound level limited to LA eq [level] dB, as measured at the mid-point of the licensed premises bar at a height of 1.2 metres. In addition, the system shall be limited via the in-house limiter to control the frequencies [frequencies] as measured in the same position as above, in real time simultaneous Leq (1min) 1/1 octave band sound pressure level. These levels should be set to correspond with levels in condition 1, above.			*	
N13	The setting up of level controls of such devices shall take place before any amplified music is played and be carried out under the supervision of an acoustic consultant registered with the Institute of Acoustics who will provide a certificate of the completion and verification of the calibration and set up. The initial set up is to be witnessed by Council officers.			*	
N14	An annual check to the effectiveness, with re-calibration where necessary, of the devices shall be undertaken by an acoustic consultant registered with the Institute of Acoustics, who shall provide a certificate of verification of the calibration and set up, both initially and annually, to be provided to the Council's Pollution Control Team within 21 days of the check of effectiveness.			*	
N15	Such noise control devices or automatic volume control systems shall be secured within robust lockable security enclosure, or similar, to prevent unauthorised access to and tampering with the controls. In the case of computer-controlled systems, they shall only be accessed by an authorised Sound Engineer under the supervision of an acoustic consultant registered with the Institute of Acoustics authorised for this purpose by the Company. All changes shall be reported to the Council as soon as practicable after the event.			*	
N16	For residential premises directly attached to a licensed venue, these levels shall be measured with all residential windows closed and windows should be in a single- or double-glazed configuration only. Secondary internal panes should be opened			*	

No	Model Condition	CD	PS	PN	PC
	or removed during measurements. For all other cases i.e. buildings separated from the licensed premises windows should be slightly open for ventilation.				
N17	No fumes, steam or odours shall be emitted from the licensed premises so as to cause a nuisance to any persons living or carrying on business in the area where the premises are situated.			*	

4.9 OUTDOOR AREAS

No	Model Condition	CD	PS	PN	PC
O1	Patrons shall not be permitted to take glass off the premises/into external areas of the premises.	*	*	*	
O2	No more than [insert number] of patrons will be permitted in the designated smoking area at [any time/after insert time]	*		*	
O3	Use of outdoor area (shown on the plan) shall cease at [time].			*	
O4	The designated smoking area shown on the plan, shall be delineated by a physical border.			*	

4.10 PREVENTING UNDERAGE SALES

No	Model Condition	CD	PS	PN	PC
P1	A record shall be kept detailing all refused sales of alcohol. The refusals book will be maintained at the premises and will be available for immediate inspection upon request by a representative of the statutory authorities upon request. Such refusals book to is to be inspected and signed by the DPS or, in the absence of the DPS, by an alternative member of store management at intervals not exceeding seven days. All occasions when persons have been refused service shall be recorded and kept at the premises for not less than 12 months after the last entry recorded.	*		*	*

No	Model Condition	CD	PS	PN	PC
P2	All store staff who are engaged or employed as cashiers will receive formalised training in the sale of age restricted products and training records evidencing such training will be kept and maintained in store, available for inspection by a representative of the statutory authorities for not less than 2 years. Such training is to be refreshed at intervals not exceeding [six/twelve] months.	*			*
P3	Where a person appears to be under the age of [insert age] identification in the form of a passport, photo driving licence or a proof of age card bearing the PASS hologram will be sought and if not provided service of alcohol shall be refused.	*			*
P4	Prominent, clear notices shall be displayed at the point of entry to the premises and in a suitable location at any points of sale indicating that where a person appears to be under the age of [25] identification will be sought and if not provided service of alcohol will be refused.	*			*
P5	Prominent, clear notices shall be displayed at the premises about the supply of alcohol to minors and the relevant offences involved.	*			*
P6	A till prompt will appear on the initial sale of alcohol that will remind the seller of their responsibilities including not to sell alcohol to anyone under the age of 18.	*			*
P7	All tills shall automatically prompt staff to ask for age verification identification when presented with an alcohol sale.	*			*
P8	Children under the age of ** years shall not be allowed on the premises after **: ** hours unless accompanied by an adult.				*
P9	Children under the age of ** years shall not be allowed on the premises.				*

4.11 SIA AND SECURITY

No	Model Condition	CD	PS	PN	PC
S1	The licensee/management shall record the full name, home address and contact telephone number, SIA registration number, and the time/date of employment of any door supervisor(s) employed at the premises. Where door supervisor(s) are provided by an agency the name, business address and contact	*	*		

No	Model Condition	CD	PS	PN	PC
	telephone number will also be recorded. These records are to be maintained for no less than [insert period].				
S2	A minimum of (X) SIA licensed door supervisors shall be on duty at the premises at all times whilst it is open for business.	*			
S3	At least (X) SIA licensed door supervisors shall be on duty at the entrance of the premises at all times whilst it is open for business.	*			
S4	All persons entering or re-entering the premises shall be searched by an SIA trained member of staff and monitored by the premises CCTV system.				
S5	Every person entering the venue should be counted in and out with a counting device to ensure that the maximum accommodation limit is not exceeded.	*	*		
S6	Every new patron entering the venue will be searched upon entry after [time].	*			
S7	Door supervisors shall be employed at a ratio of xx patrons. At least one member of the door staff shall be female.	*			
S8	All door staff stationed at the front entrance shall wear high visibility jackets or vests. All security staff stationed in internal areas of the premises shall wear high visibility armbands.	*			
S9	Club Scan (or similar identification scanning device) is to be installed and maintained at the premises and shall operate [insert times/days].	*			

4.12 WASTE MANAGEMENT

No	Model Condition	CD	PS	PN	PC
W1	The licensee shall undertake a litter patrol at hourly intervals in [state xx radius/perimeter/pre-determined area] to collect any litter associated with the premises. The collection and removal of litter should include satisfactory disposal of spilled food and similar materials so as to leave the footway in a clean, safe and wholesome condition.	*		*	
W2	Waste collections shall be restricted to [time] and [time] and on xx days of the week/weekend.			*	
W3	No refuse and/or bottles are to be placed in external receptacles or in areas outside the premises after 2300/between [xx:xx and xx:xx].			*	
W4	The current trade waste agreement/duty of care waste transfer document shall be conspicuously displayed and maintained in the window of the premises where it can be conveniently seen and read by persons standing on the [insert location] façade of the premises. This should remain unobstructed at all times and should clearly identify:- - the name of the registered waste carrier - the date of commencement of trade waste contract - the date of expiry of trade waste contract - the days and times of collection - the type of waste including the European Waste Code			*	
W5	All staff are to be fully trained and made aware of the legal requirement of businesses to comply with their duty of care as regards the disposal of waste produced from the business premises. The procedure for handling and preparing for disposal of the waste shall be in writing and displayed in a prominent place where it can be referred to at all times by staff.			*	
W6	Any contract for general and recyclable waste disposal shall be appropriate in size to the amount of waste produced by the business. An adequate supply of waste receptacles shall be provided (refuse sacks or commercial waste bins) in order to ensure all refuse emanating from the business is always presented for collection by his waste carrier and shall not use any plain black or unidentifiable refuse sacks or any other			*	

No	Model Condition	CD	PS	PN	PC
	unidentifiable or unmarked waste receptacles.				
W7	Where premises are situated in an area where time banded waste collections apply, waste must be kept within the premises until such time as its waste carrier arrives to collect the refuse.			*	
W8	Signage to be erected asking customers to refrain from littering the public highway outside the premises.			*	

5 APPENDIX E: DELEGATION OF POWERS

Matter to be dealt with	Full Committee / Council	Sub Committee	Chief officer with delegated responsibility for Licensing
Determination of the Statement of Licensing Policy	Council		
Application for personal licence		If a police objection	If no objection made
Application for personal licence with unspent relevant convictions		All cases	
Application for premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application for provisional statement		If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor		If a police objection	All other cases
Request to be removed as designated premises supervisor			All cases
Application for transfer of premises licence		If a police objection	All other cases
Applications for interim authorities		If a police objection	All other cases
Application to review premises licence/club premises certificate		All cases	
Decision on whether a complaint/submission is irrelevant frivolous or vexatious			All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application		All cases	
Determination of a police objection to a temporary event notice		All cases	
Decision on whether minor variation application acceptable			All cases

Matter to be dealt with	Full Committee / Council	Sub Committee	Chief officer with delegated responsibility for Licensing
Acknowledgement of Temporary Event Notice			All cases
Authorisation of officers to inspect premises			All cases
Determination as to whether applicant for a Club Premises Certificate meets the statutory conditions.			All cases
Determination for requests for plans to be other than to scale 100:1			All cases
Determination of interim measures following an expedited review		If time permits a hearing	All other cases
Determination of representations (to be) made on a grant/variation application for a premises licence/club premises certificate as a Responsible Authority.			All cases

6 APPENDIX F: RELEVANT LEGISLATION

Below is a non-exhaustive list of other relevant legislation that licence applicants are advised to review when preparing their application.

- Anti-Social Behaviour Crime and Policing Act 2014
- Clean Neighbourhoods and Environment Act 2005
- Deregulation Act 2015
- Environmental Protection Act 1990
- Equality Act 2010
- Food Safety Act 1990
- Gambling Act 2005
- Health Act 2006
- Health and Safety at Work Act 1974
- Human Rights Act 1998 incorporating the European Convention on Human Rights
- Immigration Act 2016
- Live Music Act 2012
- Noise Act 1996
- Police Reform and Social Responsibility Act 2011
- Policing and Crime Act 2009
- Regulatory Reform (Fire Safety) Order 2005
- Town and Country Planning Act 1990
- Violent Crime Reduction Act 2006

7 APPENDIX G: LICENSING RESOURCES

Below are resources referenced in the *Hounslow Statement of Licensing Policy*. Applicants are advised to review these and, where appropriate, reference them in their application.

Agent of change (licensing)

<https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003/revised-guidance-issued-under-section-182-of-the-licensing-act-2003-december-2023-accessible-version>

Children and young people

https://www.hounslow.gov.uk/info/20075/child_protection

Counter terrorism

<https://www.protectuk.police.uk>

<https://www.gov.uk/crime-justice-and-law/counter-terrorism>

<https://www.gov.uk/government/collections/terrorism-protection-of-premises-bill-2024>

Drugs

<http://www.biiab.co.uk/qualification/level-2-award-in-drugs-awareness-for-licensed-hospitality-staff/>

<https://ntia.co.uk/wp-content/uploads/sites/13/2023/08/Free-Resources-Standards-of-Best-Practice-Drugs.pdf>

Equalities Act 2010

www.equalityhumanrights.com

Hounslow Community Safety

https://www.hounslow.gov.uk/info/20056/community_safety

https://www.hounslow.gov.uk/info/20056/community_safety/2487/violence_against_women_and_girls_and_domestic_abuse

<https://www.whiteribbon.org.uk/>

Hounslow Safety Advisory Group and event planning

https://www.hounslow.gov.uk/info/20071/licensing/1538/safety_advisory_group

Hounslow Statement of Gambling Principles

<https://www.hounslow.gov.uk/gambling-lotteries-licensing/statement-gambling-principles-2025-2028>

Licensing Act 2003 and the Section 182 Guidance

<https://www.gov.uk/guidance/beer-licensing>

Mandatory Conditions

<https://www.gov.uk/government/publications/guidance-on-mandatory-licensing-conditions>

Noise nuisance

<https://www.gov.uk/guidance/noise-nuisances-how-councils-deal-with-complaints>

Pavement licensing

https://www.hounslow.gov.uk/info/20194/street_trading_and_market_trading/2199/fast_track_pavement_licence

Planning

https://www.hounslow.gov.uk/info/20035/planning_permission

Right to Work

<https://www.gov.uk/prove-right-to-work>

<https://www.gov.uk/government/publications/right-to-work-checks-employers-guide>

Public Space Protection Order

<https://www.hounslow.gov.uk/community-safety-support/public-space-protection-order>

Sale of alcohol

<https://www.gov.uk/government/publications/alcohol-strategy>

<https://www.portmangroup.org.uk/wp-content/uploads/2019/09/Code-of-Practice-on-the-Naming-Packaging-and-Promotion-of-Alcoholic-Drinks-Sixth-Edition.pdf>

<https://rasg.org.uk>

Sexual Entertainment Venues

https://www.hounslow.gov.uk/info/20071/licensing/1474/sex_establishment_licence

Spiking and reducing vulnerability

<https://ntia.co.uk/wp-content/uploads/sites/13/2023/08/Free-Resources-Standards-of-Best-Practice-Drink-Spiking.pdf>

<https://www.gov.uk/government/publications/spiking-factsheet/spiking-factsheet>

<https://www.met.police.uk/advice/advice-and-information/spiking-advice/spiking/>

<https://nbcc.police.uk/crime-prevention/safeguarding/welfare-and-vulnerability-engagement-wave-lesson-plan>

Temporary Event Notices (TENs)

https://www.hounslow.gov.uk/info/20193/alcohol_and_premises_license/2046/temporary_event_notice_tens

Women's safety and general vulnerability resources

<https://www.london.gov.uk/programmes-strategies/arts-and-culture/24-hour-london/womens-night-safety-charter>

<https://askforangela.co.uk>