



## Moray Licensing Board

Council Office, High Street, Elgin IV30 1BX  
Tel: (01343) 543451  
Fax: (01343) 540183  
DX No 520666 Elgin

Clerk to the Board: Roderick D Burns, LLB, Dip. LP,  
N.P.

### The Licensing (Scotland) Act 2005 The Moray Licensing Board Sample Additional Conditions

This document contains a pool of sample, additional conditions that the Moray Licensing Board could consider adding to a particular premises licence:

1. The premises must have written policies concerning evacuation and the prevention of the misuse of drugs on the premises. The policy must be advised to all staff members, where appropriate made clear to customers, available for inspection, reviewed regularly and a detailed record of reviews maintained.  
*As part of the staff training it would be expected that staff would be aware of these policies and how to implement them. Advice on developing a drugs policy can be found in the guidance issued by the Home Office on 'Safer Clubbing'.*
2. The premise must install to the satisfaction of the appropriate Chief Constable a CCTV system. Any system installed must meet with the requirements of the Data Protection Act 1998 and codes/guidance issued by the Information Commissioner. The use of CCTV must be detailed in a written policy which must be advised to all staff members, where appropriate made clear to customers, available for inspection, reviewed regularly and a detailed record of reviews maintained.  
*A premises required to have CCTV as a condition of its premises licence would be in breach of that licence if they were to operate without the CCTV system in good working order.*
3. The premises must check their toilets on a regular basis to ensure the safety and wellbeing of people using these facilities and keep a record of those checks. This must be the overall responsibility of at least one member of staff however the condition does not require that this must be their only duty.
4. The premises should be signed up as an active membership of any Radiolink or Pubwatch or similar type of scheme where it exists locally. In considering this option the Boards will consider whether any scheme has the resources to support an influx of members
5. Participation in any "Best-Bar None" schemes which aim to promote safer premises.
6. The premises must have a Closure Policy, e.g. the last 30 minutes of music must be slow and considerably quieter. The written policy must be advised to all staff members, where appropriate made clear to customers, available for inspection, reviewed regularly and a detailed record of reviews maintained.
7. The premises will be subject to a curfew.  
*In the interests of furthering the licensing objectives of preventing crime and disorder, securing public safety and preventing public nuisance the Board may consider it appropriate to impose a different curfew on particular premises. If an applicant does not wish to have this condition imposed then the applicant will be expected to give good reasons to support a different position.*
8. The premises must have staff present who have undertaken Advanced First Aid training.

9. The premises must have a written policy for regular glass collections. The written policy must be advised to all staff members, where appropriate made clear to customers, available for inspection, reviewed regularly and a detailed record of reviews maintained.
10. To advance the objectives of preventing crime and disorder and securing public safety the premises must use plastic or toughened glass at...certain times throughout the premises / at all times throughout the premises...and all bottled drinks must be dispensed to the customer in such a container.
11. To advance the licensing objectives of securing public safety and preventing public nuisance, the premises must agreed times for the disposal of glassware with the Board. Disposal of glassware should be made at a reasonable time as agreed by the Licensing Board.
12. The premises must detail all active steps taken and to be taken in order to minimise noise leakage from the premises including consulting with the Environmental Health Department of the Moray Council.
13. The premises must have a written staffing policy. A personal licence holder must be nominated as being in charge at all times and to be on the premises, each bar must be supervised by a personal licence holder. The written policy must be advised to all staff members, where appropriate made clear to customers, available for inspection, reviewed regularly and a detailed record of reviews maintained. The member of staff in charge should be clearly identified to other staff and customers.
14. The premises must keep a register of staff maintained by the nominated person in charge each day and or at shift handover times which shall be available for inspection.
15. The premises must have a door control policy. The written policy must be advised to all staff members, where appropriate made clear to customers, available for inspection, reviewed regularly and a detailed record of reviews maintained. Consideration will be given to best practice used throughout the industry and again to which premises such measures are applied. Options may include:
  - 15.1. Door supervisors wearing yellow reflective tabards.
  - 15.2. Door stewards being able to communicate with each other.
  - 15.3. A minimum ratio of door stewards to customers.
  - 15.4. Ensuring no bottles or glasses are removed by customers leaving the venue.
  - 15.5. Applying a search policy. This may be a blanket policy or one appropriate to trading conditions, perhaps following consultation with the police.
16. Category C machines (or possible all gaming machines) should be cited away from child-friendly areas and measures should be put in place to the satisfaction of the Moray Licensing Board to ensure that children and young persons are denied access.
17. Pool tables / dart boards / similar game(s) or equipment should be moved away from areas where children and/or young persons have access and/or measures should be put in place to the satisfaction of the Moray Licensing Board to ensure that children and/or young persons are denied access.
18. Children's portions and/or specific food suitable for children should be made available at times when children and/or young persons are present and catering facilities are on offer.