



Ceredigion County Council Statement of Licensing Policy 2026-2031



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**This policy is available in Welsh
and large print format on request to the Licensing Authority**

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APPENDIX A

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1. Introduction

The County of Ceredigion

- 1.1 Ceredigion County Council is a mixed urban and rural district in Ceredigion covering an area of approximately 1795 sq km with a population of approximately 70,600(2021 ONS), of which 42,716 are estimated to be between the ages of 16 and 64.
- 1.2 The population of Ceredigion increases greatly during the summer months due to the number of visitors to the area. The County has six main towns, namely, Aberaeron, Aberystwyth, Cardigan, Lampeter, Llandysul and Tregaron. Three of these are market towns and one, namely Aberystwyth is a university town. . There are seven secondary schools located in the County (Aberystwyth, Tregaron, Lampeter, Aberaeron, Llandysul and Cardigan). The topography of the County is such that it includes seaside resorts, mountainous areas and boggy areas of special scientific interest as well as lush, fertile valleys.
- 1.3 It is estimated that there are currently approximately 600 premises and club licences held within the County and these include traditional pubs, bars and night clubs, Late night refreshment establishments, cinemas, members clubs, hotels and guest houses, shops, supermarkets and off-licences, theatres and event venues.
- 1.4 Ceredigion also hosts a wide range of smaller events throughout the year, including music performances, annual agricultural shows, local fairs, and community gatherings. Many of these events involve licensable activities, such as the sale of alcohol, regulated entertainment, or late-night refreshment, which are authorised through Premises Licences or Temporary Event Notices (TENs).. The Local Authority processed a total of approximately 114 temporary event notices during 2021, 406 temporary event notices during 2022, 269 temporary event notices during 2023 and 245 temporary event notices during 2024.
- 1.5 The Licensing Act 2003 requires the Council, in fulfilling its role as the Licensing Authority, to determine and publish a statement of Policy (“Licensing Policy”) with respect to the exercise of its licensing function that the Council will generally apply to promote the licensing objectives when making decisions on applications made under the Act. This is that Statement of Policy, prepared in accordance with the provisions of the 2003 Act, and the latest version of Home Office Guidance issued under section 182 of the Act: [Revised guidance issued under section 182 of the Licensing Act 2003 \(February 2025\) \(accessible version\) - GOV.UK](#)
- 1.6 Ceredigion County Council is the Licensing Authority under the Licensing Act 2003 and is responsible for granting Premises Licences, Club Premises Certificates, and Personal Licences in respect of the sale and/or supply of alcohol and the provision of regulated entertainment and late-night refreshments. Throughout the document, the Council will be referred to as the Licensing Authority (“the Authority”), where appropriate to prevent confusion between this role and the other functions carried out by the Council.

- 1.7 This Licensing Policy sets out how applications for licences, which are required by the Licensing Act 2003, will be considered by the Licensing Authority.
- 1.8 In developing this Statement of Policy, the advice of bodies such as the Welsh Local Government Association (WLGA) and various trade associations has been considered wherever possible. Other corporate policies adopted by the Authority have also been considered, and these will be referred to throughout this document as appropriate.
- 1.9 Each application will be considered on its individual merits, in light of this policy, the 2003 Act, and the Home Office Guidance issued by the Secretary of State under this Act.
- 1.10 The Licensing Authority acknowledges that it may need to depart from this policy in individual and exceptional circumstances, and where the case merits such a decision in the interests of the promotion of the licensing objectives.
- 1.11 The Statement of Policy will not seek to regulate matters which are provided for in any other legislation; rather it will seek to complement such regimes, e.g., planning, health and safety, employment rights, fire safety, etc.
- 1.12 The Licensing Authority wishes to encourage licensees to provide a wide range of entertainment activities in Ceredigion throughout their opening hours and to promote live music, dance, theatre, etc. for the wider cultural benefit of the community.
- 1.13 This Authority will update and publish a new Licensing Policy whenever necessary but in any case, within **five years** of the date of this policy. The Licensing Authority will consult with responsible authorities, partners, licence holders, trade associations, business and resident groups as appropriate, and any representations received will be considered at that time.

This Licensing Policy comes into effect on XXXX January 2026.

- 1.14 The Authority reserves the right to review and revise this Policy as appropriate without consultation where it is necessary to ensure the policy reflects national legislation, statutory or other guidance, or for other reasons. Any revisions made will be published.
- 1.15 This policy revision has taken into account the following matters:
 - Licensing Act 2003 (as amended)
 - The Police Reform and Social Responsibility Act 2011
 - The Live Music Act 2012
 - Statutory Instruments laid under the above legislation
 - Revised Guidance issued under Section 182 of the Licensing Act 2003 and other associated regulations
 - The Deregulation Act 2015
 - Immigration Act 2016

2. Licensing Objectives

- 2.1 The Licensing Authority will, under the 2003 Act, carry out its functions with a view to promoting the licensing objectives. The licensing objectives (of which each one is of equal importance) are:
- The prevention of crime and disorder;
 - Public safety;
 - The prevention of public nuisance; and
 - The protection of children from harm.
- 2.2 It is recognised that licensing law is not the primary mechanism for the general control of nuisance and anti-social behaviour by individuals as once they are away from licensed premises they are beyond the direct control of the individual, club or business holding the licence. The Council recognises that this is a key aspect as such control, together with licensing legislation will always be part of a holistic approach to the management of the evening and night-time economy in town and city centres.
- 2.3 The Licensing Authority will continue to work in partnership with its neighbouring authorities, the police, local businesses, licensees and local people towards the promotion of the objectives.

3. Licensing Committee and Sub-Committee

- 3.1 The Authority's Licensing Officers will use delegated powers to determine all licence applications where either no relevant representation has been received, or where representations have been received and it is agreed by the parties that a hearing is not necessary.
- 3.2 Matters in respect of the Licensing Act 2003 are to be dealt with as specified in the Authority's scheme of delegation under its constitution (**Appendix A**).
- 3.3 A periodic report will be made to the Licensing Committee on the exercise of delegated powers.
- 3.4 The Council will ensure that Members and relevant officers are appropriately trained to carry out their duties under the Act.

4. Fundamental Principles

- 4.1 This policy will not override the right of any person to make representations on an application or seek a review where provision has been made for them to do so under the 2003 Act.

- 4.2 Licensing is concerned with the control and regulation of licensed activities on licensed premises, by qualifying clubs and at temporary events within the terms of the 2003 Act.
- 4.3 Conditions on a Premises Licence or Club Premises Certificate are important in setting the parameters within which premises can lawfully operate. The use of wording such as “must”, “shall” and “will” is encouraged.
- 4.4 When considering these conditions, the Licensing Authority will primarily focus on the direct impact of the activities taking place at licensed premises on members of the public living, working or engaged in normal activity in the area concerned.
- 4.5 In this respect, the Licensing Authority recognises that, apart from the licensing function, there are a number of other mechanisms available for addressing issues that can occur away from the licensed premises, including but not exhaustively:
- planning control;
 - positive measures to create a safe and clean town centre environment in partnership with local businesses, transport operators and other services within the local authority;
 - the provision of CCTV surveillance in town centres, taxi ranks, provision of public conveniences open late at night, street cleaning and litter patrols;
 - powers of local authorities to designate parts of the local authority area as places where alcohol may not be consumed publicly;
 - the confiscation of alcohol from adults and children in designated areas;
 - police enforcement of the general law concerning disorder and anti-social behaviour;
 - prosecution for the offence of selling alcohol to a person who is drunk (or allowing such a sale);
 - powers to prohibit access to particular premises in relation to nuisance and disorder;
 - the power of the police, other responsible authorities or other persons to seek a review of a licence or certificate;
 - raising a contribution to policing the late night economy through the Late Night Levy;
 - Public Space Protection Orders; and
 - Early Morning Alcohol Restriction Orders.
- 4.6 The Authority and its partners will continue to address issues of this type through the strategic and partnership activities of the Ceredigion Community Safety Partnership.
- 4.7 This policy shall apply equally in respect of new consents, renewals, transfers and variations to all licensed premises (unless otherwise stated) including the following:
- Premises Licences;
 - Club Premises Certificates;
 - Personal Licences; and
 - Temporary Event Notices.

5. Zoning and Licensing Hours

- 5.1 The Licensing Authority, through the exercise of its licensing functions, shall not seek to restrict the trading hours of any particular premises unless it is considered appropriate to promote one or more of the licensing objectives. Each application will be considered individually on its own merits.
- 5.2 In the absence of any specific reasons linked to the licensing objectives, the Licensing Authority will not seek to restrict licensed retail outlets' ability to sell alcohol for consumption off the premises throughout their general trading hours. A possible example of an occasion when a limitation could be considered would be following Police representations that a shop was known to be a focal point for crime and disorder.
- 5.3 The Licensing Authority recognises that providing consumers with greater choice and flexibility is an important consideration and that in some circumstances flexible licensing hours for the sale of alcohol can help to ensure that the concentrations of customers leaving premises simultaneously is avoided, which in turn can reduce the friction at late night fast food outlets, taxi ranks and other sources of transport which can lead to crime, disorder and disturbance.
- 5.4 The Licensing Authority also acknowledges that licensing hours should not inhibit the development of thriving and safe evening and night-time local economies which are important for investment and employment locally and attractive to domestic and international tourists.
- 5.5 The Licensing Authority will however, where its discretion is engaged, always carefully balance the considerations in 5.3 and 5.4 above against its duty to promote the licensing objectives and protect the rights of residents and businesses. However, licensing authorities cannot seek to restrict the activities of licensed premises where it is not appropriate for the promotion of the licensing objectives to do so.
- 5.6 The Licensing Authority recognises that there is no general presumption in favour of lengthening licensing hours and that the four licensing objectives should be paramount considerations at all times.
- 5.7 Even though the traditional period commonly known as "drinking up time" was not carried over into the Act, the Licensing Authority recommends that applicants of premises licensed for alcohol on-sales should consider applying for a drinking up/cooling down period. This period will allow for a gradual dispersal of customers, allow customers to consume any alcohol purchased during the licensed hours.
- 5.8 Later hours will generally be more appropriate within the town centres than other areas of the County due to the developed infrastructure in respect of managing a late-night economy, for example CCTV networks, increased access to public transport, cleaning services and more visible enforcement presence. Nevertheless, many areas of the towns are now developing into hybrid environments with increase of cafés, recreation and housing in town centres.

- 5.9 The Licensing Authority will generally expect hours to be appropriate for the locality. Where there are relevant representations, it will be for the sub-committee to determine if they agree with any characterisation of an area when considering an application before them, taking into account the information provided to them as well as applying their own local knowledge.
- 5.10 The initial hours requested in an application are not the focus; rather, the final decision must align with the promotion of the licensing objectives. Applicants are strongly advised to apply for the hours they genuinely intend to operate. Avoiding the inclusion of later hours that are not required may help reduce the likelihood of objections being raised against the application.
- 5.11 While the quality of the venue and the operator will be an important consideration generally and may be a relevant consideration in justifying the appropriateness of a later terminal hour, it is often beyond the capacity of the operator to control the impact of customers once they have left the premises. The lateness of the terminal hour for the premises will often be a contributory factor in the risk of intoxication and potential for disturbance, and so licensed hours may be reduced to avoid the likelihood of nuisance due to peaks of dispersal. The Licensing Authority will also be mindful of the risk of staggered closing times leading to 'migratory drinking' and problems on the streets as patrons move from closed bars to open ones.

6. Commercial Demand

- 6.1 The commercial demand for additional premises licences (as distinct from cumulative impact) is not a matter for the Licensing Authority, such matters being a specific consideration for the local planning authority taking into account the demands of the licensed trade and market demands.

7. Alcohol Harm

- 7.1 Mandatory conditions are imposed on all Premises Licenses and Club Premises Certificates and authorisations. These are designed to reduce the instances of unacceptable drinking promotions and other activities that have been classed as irresponsible. The Licensing Authority will closely monitor premises to ensure these conditions are followed by licence holders.
- 7.2 The Council recognises that alcohol is a major preventable cause of death and illness in Ceredigion and acknowledges the impact of alcohol misuse on the population of the county of Ceredigion and local services. As a consequence, the Licensing Authority will be mindful of the impact of its decisions on the prevention of alcohol misuse in the area.
- 7.3 The evidence base for the impact of alcohol use in health and well-being is strong. Alcohol use contributes to over 60 different health conditions including liver disease, foetal alcohol syndrome and several cancers.
- 7.4 Research has repeatedly shown that the economic, geographical and temporal availability of alcohol has a significant effect on the level of alcohol related harms,

including health harms. Research and real-life experiments have shown that the range of times and days alcohol is available for sale has a significant impact on the harms caused by alcohol. The geographical ease of access also has an impact, as shown by a large body of research into outlet density. Research conducted in 2017 demonstrated that actively enforced Licensing policies lead to a reduction in alcohol related hospital admissions. These are all factors that are influenced by local licensing frameworks and operational and enforcement approaches to licensing.

- 7.5 The World Health Organisation and Public Health Wales have identified that reducing the availability of and access to alcohol is key to reducing alcohol related health harms. The introduction of the Minimum unit pricing of alcohol in Wales in March 2020 (50p per unit) should assist in tackling harms from alcohol.
- 7.6 The Public Health (Minimum Price for Alcohol) (Wales) Act 2018 forms part of the Welsh Government's wider and continuing approach to reducing hazardous and harmful drinking in Wales. The Act aims to address some of the longstanding and specific health concerns around the effect of excess alcohol consumption in Wales. It signifies a firm commitment to further improving and protecting the health of the population of Wales – and is specifically targeted at protecting the health of hazardous and harmful drinkers who tend to consume greater amounts of low-cost and high alcohol content products.
- 7.7 Cyngor Sir Ceredigion County Council recognises the significant negative impact on the health of our residents and visitors caused by alcohol related illnesses (see below).
- The **European age-standardised rate** of hospital admissions for **alcohol-specific conditions** in Ceredigion was **264 per 100,000 residents**, making it the **12th lowest** in Wales. This reflects a **decrease of 6** admissions and a **4% reduction** since 2018/19.
 - The **Welsh local authority average** for alcohol-specific hospital admissions was **358 per 100,000**, with a **5% decrease** since 2022/23. (*Public Health Wales, 2023/24*).
 - In **2023/24**, there were **12,236 hospital admissions** in Wales for alcohol-specific conditions, and **52,177 admissions** for alcohol-attributable conditions. (*Public Health Wales, 2025*).
 - The **European age-standardised rate** for **alcohol-attributable hospital admissions** in Ceredigion was **913 per 100,000**, a **14% reduction** since 2018/19. (*Data Mining Wales: The Annual Profile for Substance Misuse 2023/24 – Public Health Wales*).
 - The **three-year rolling average** of the European age-standardised **alcohol-specific death rate** was **16.0 per 100,000**, while the **alcohol-attributable death rate** was **54.9 per 100,000**. (*Public Health Wales, 2025*).
 - Between **2020 and 2022**, Ceredigion recorded an **alcohol-specific mortality rate** of **16.4 per 100,000**, which was **above the Wales average** of **14.8 per 100,000**. (*Office for National Statistics and Digital Health and Care Wales, 2024*).
- 7.8 Within the context of the four licensing objectives, the Licensing Authority expects applicants to propose licensing objectives to mitigate the impact their premises will have on the health and well-being of customers, the neighbourhood and wider community.

- 7.9 In addition, the Licensing Authority will expect applicants to consider the impact that their premises may have on vulnerable and young persons to alcohol abuse. They should particularly consider the close proximity of their premises to any alcohol treatment centres, schools or other areas young persons may congregate, such as youth clubs and parks.
- 7.10 For examples of licensing conditions which may promote the health and wellbeing objective, please see the 4 Counties Pool of Model Conditions, attached to this policy at Appendix C.

8. Drugs

- 8.1 The Licensing Authority is committed to the reduction and eradication where possible of drugs from licensed premises as part of its role in promoting the crime and disorder licensing objective. The Licensing Authority expects all licence holders to actively support this aim in the way that they plan, manage and operate premises.
- 8.2 The harms associated with drug misuse is widespread and not restricted to harm to a person's health. The misuse of both controlled and prescribed drugs is prevalent in all areas of society. The Welsh drugs death levels in the Hywel Dda area in 2023 amounted to 11.1 drug misuse deaths per 100,000 population, below the Welsh national average of 8.8. No deaths were recorded in Ceredigion in 2023. (Source: *Harm Reduction Database Wales: Drug related mortality Annual Report 2022-23*).
- 8.3 The three-year rolling average of the rate of deaths in Carmarthenshire and Pembrokeshire have increased substantially, while the rate of deaths in Ceredigion has decreased.
- 8.4 The Licensing Authority within the context of promoting the prevention of crime and disorder objective, expects applicants and licensees to:
- Take all reasonable steps to prevent and detect the entry of illegal substances into their premises;
 - Take all reasonable steps to prevent the unlawful dealing of controlled drugs in their premises;
 - Ensure that their staff are trained in recognising and identifying drugs issues associated with the premises;
 - Where drugs misuse is identified as a problem, to liaise and work with the local Police force and Licensing Authority with the aim of tackling the issues raised;
 - Where issues relating to drugs matters are identified, to operate a Drugs policy which concentrates on prevention and detection. In order to achieve this the premises would be required to carry out target hardening methods (such as removing flat surfaces from the toilets) and to seize, retain and document any drugs found and arrange for them to be handed into the custody of the Police;
 - Report any drugs misuse issues or concerns to the local Police force;

- In the interest of the prevention of Crime and Disorder to engage with the Police during any pro-active initiatives aimed at tackling drug misuse, such as the use of passive line dogs, use of ioniser drugs detection device or other similar initiatives.

8.5 Promoting personal safety

Ceredigion is committed to ensuring that the County is safe and welcoming for everyone, regardless of their gender, ethnicity, sexuality, beliefs or background. Unfortunately, this is not always the case. The increase in reports of drink spiking nationally and the demand for welfare and police services indicates that there is still significant partnership work needed to further develop Ceredigion's night-time economy to improve actual and perceived safety for all visitors, residents, and those who work in the County at night.

This policy aims to ensure that vulnerability and personal safety are important considerations in decision-making in the night-time and late-night economy throughout the County. The Licensing Authority will keep the prevalence, prevention, and reporting of sexual harassment, misconduct, and gender-based violence under review. Operators are strongly encouraged to develop harm-reduction policies for their businesses and ensure sufficient measures are in place to protect and support customers in cases of spiking and vulnerability incidents. We aim to promote best practices, including the Drink Spiking - NTIA standards of good practice for dealing with spiking and having a duty of care for customers (see steps to promote the Licensing Objectives), as well as integrate with other safety-related initiatives in the County.

The Licensing Authority will actively promote campaigns that help to remove risks to vulnerable people who visit or work in licensed premises. Examples of this include the 'Safe Place' scheme and the 'Ask for Angela' initiative. Licensing Officers seek to work closely with licence holders to encourage positive engagement with such campaigns and to help promote and explain the importance of keeping the public safe.

The Licensing Authority will continue to review best practice and training opportunities for licensees and applicants as they become available.

- 8.6 Licensees and their staff must stay alert to the possibility that a customer's behaviour or appearance may be influenced by health conditions, prescribed medication or its side effects, rather than illegal drugs or intoxication. Staff should seek advice from the designated premises supervisor or a manager if in doubt, maintaining respect and dignity for all customers while ensuring compliance with licensing objectives. This approach helps prevent discrimination and supports responsible decision-making in line with legal and policy requirements.

9. Prevention of Crime and Disorder

- 9.1 In addition to the requirements for the Licensing Authority to promote the licensing objectives, it also has a duty under section 17 of the Crime and Disorder Act 1998 to

exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all it reasonably can to prevent, crime and disorder in the County of Ceredigion. The Licensing Authority will continue to work in partnership with its neighbouring local authorities (4 Counties licensing group), the Police, Local Health Board, Ceredigion Public safety groups, local businesses, licensees (BOBB meetings) and members of the public.

- 9.2 Licensed premises, especially those offering late night / early morning entertainment, alcohol and late-night refreshments, can be locations which experience increased instances of crime and disorder.
- 9.3 The Licensing Authority will expect applicants for these types of premises to ensure that their operating schedules will address these potential issues. Applicants are encouraged to liaise with Local Authority officers and Police to discuss these matters and take account of local planning policies and crime prevention strategies, when preparing operating schedules.
- 9.4 Applicants for premises licences should also review their premises business plan, proposed activities and hours to assist them in drafting an appropriate operational schedule, which will subsequently become the basis of the conditions on their licence.
- 9.5 Where CCTV is either being considered by the applicant or requested following representations by a responsible authority then applicants should ensure that they refer to the Dyfed-Powys Police guidelines which can be accessed at www.dyfed-powys.police.uk.
- 9.6 Other matters the applicant should consider include:
- Whether SIA licensed door staff are required. The opening hours/type of entertainment available and the late-night refreshments offered for sale should be considered;
 - Proof of age schemes and ID requirements, such as the Challenge 21/25 policy;
 - Maintaining a detailed refusal and occurrence book – to be made available to Police and Local Authority Licensing Officers for review;
 - What training and refresher training is offered to staff and the maintenance of accurate and available training records;
 - Whether the use of plastic/hardened (Polypropylene) glasses on the premises has been considered;
 - Drugs Policies/Weapon searching and detection policy.
- 9.7 The Local Authority, together with the Police and other agencies will continue working together and to share information to identify and prevent instances of modern slavery, human trafficking, sexual exploitation, terrorism and the supply of drugs (such as through County lines operation), licence premises holders and staff working in the industry and the night-time economy.
- 9.8 Staff working in the hospitality and night-time economy sector should receive training on what signs to look out for and be aware on how to report safeguarding matters and concerns.

10. Prevention of Public Nuisance

- 10.1 Licensed premises can have significant potential to impact adversely on persons living and working in the vicinity and further afield through public nuisances that arise from their operation.
- 10.2 Subject to case law, the Licensing Authority interprets 'public nuisance' in its widest sense, and takes it to include such issues as noise, light, odour, litter and anti-social behaviour, where these matters impact on those living, working or otherwise engaged in normal activity and affected by the operation of a licensed premises.
- 10.2.1 In Wales the law has changed, relating to proper waste collection and disposal for recycling. From 6th April 2024, the new law means all workplaces have to present materials separately for collection for recycling and arrange for the waste to be collected separately from other waste. See gov.wales for further information.
- 10.2.2 [Workplace recycling regulations: a guide for outdoor events and festival organisers | GOV.WALES](#)
- 10.2.3 There is a 'duty of care' to ensure any waste is properly contained and controlled while in the operator's possession, and that it is collected by a reputable waste carrier. The Licensing Act does not duplicate this law, but licence holders will need to apply good waste management practice in order to prevent public nuisance.
- 10.3 The Licensing Authority recognises that beyond the immediate vicinity of the premises, the control that a licence-holder can exert over its patrons diminishes and individuals who engage in anti-social behaviour are accountable in their own right. The licensing regime is not a mechanism for the general control of nuisance and anti-social behaviour by individuals once they are beyond the direct control of the individual, club or business holding the licence, certificate or permission concerned.
- The Licensing Authority will liaise with police and environmental health to consider the cumulative impact of licensed premises on an area, and will carefully consider the need for any cumulative impact assessment.
- 10.4 Matters which give rise to the cause of 'public nuisance' include noise matters, dirt, pollution, odour and litter (including cigarette ends) or other matter which may contribute to having an adverse effect on those living and working in the vicinity of licensed premises.
- 10.5 Applicants for new premises licences are expected to carry out research of the area they propose to operate in and there is also an expectance that their operating schedule takes into account the type of area in which the business is located. The applicants will also need to consider the impact the business will have on the area and to include in their operating schedule positive measures to manage any potential sources of nuisance. The risk assessment and operating schedule should also include measures to control nuisances outside their building, such as queue management, smoking areas and litter.

- 10.6 The Licensing Authority recommends that any applicants ensure that they apply a high standard of control to minimise the potential for any public nuisance which may arise from the operation of their business, particularly where:
- a) The premises is located in residential or noise sensitive areas,
 - b) Where an application is made for extending opening hours.
- 10.6.1 Licensed premises providing seating for the consumption of alcohol must ensure that there is adequate toilet provision for customer use.
- 10.7 **The Well-being of Future Generations (Wales) Act 2015**
- 10.7.1 The Well-being of Future Generations (Wales) Act 2015 (hereinafter referred to as the WFG Act 2015) places a duty on Local Authorities including the Licensing Authority to embody sustainable development principles aimed at achieving seven prescribed well-being goals as part of its fundamental operation; this includes the delivery of its Licensing function. One of the cornerstone areas of consideration is the management of noise and its impact on health and well-being.
- 10.7.2 The Statutory Licensing guidance issued under Section 182 of the Licensing Act 2003 does not currently provide any reference to how operationally Licensing Authorities are to have regard to the requirements of the WFG Act 2015 specifically as it may relate to the promotion of the licensing objective, the prevention of public nuisance. It is clear however in the Welsh Government's 'Noise and Soundscape Action Plan 2018-2023' that there is recognition of the impact of noise. The Licensing Authority will have regard to this action plan when determining applications:
[WelshGovernment-Noise-and-Soundscape-Action-Plan.pdf](#)

11. Public Safety

- 11.1 Licence holders have a responsibility to ensure the safety of those using their premises as a part of their duties under the 2003 Act. This concerns the safety of people using the relevant premises rather than public health which is addressed in other legislation.
- 11.2 The Licensing Authority expects applicants for Premises Licences to carry out safety risk assessments of their premises and to include in their operating schedule measures which will ensure the safety of both their customers and staff. Applicants are advised to seek advice from various organisations, such as the Ceredigion health and safety enforcement officers, Mid and West Wales Fire and Rescue Service etc, before preparing their plans and schedules, particularly where regulated entertainment is to be provided. It will also expect applicants to have risk assessments outlining how it will operate during outbreaks of communicable diseases / infectious diseases such as severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), i.e. Covid-19.
- 11.3 Applicants should consider the nature of their premises, intended client base, hours of operation and local information in considering whether they should include in their operating schedule measures to mitigate public safety concerns (not exhaustive) –

- Installation of CCTV
- Queue and crowd management
- Suitable number of qualified SIA staff
- Removal of trip hazards
- Use of polycarbonate glasses/no bottles policy.
- Regular testing (and certification where appropriate) of procedures, appliances, systems etc. pertinent to safety.
- Appropriate first aid facilities and staff training on when to administer / not administer first aid.
- Appropriate instruction, training and supervision of those employed or engaged to secure the safety of everyone attending the premises;
- Adoption of best practice guidance (assistance can be obtained by contacting agencies such as Environmental Health, Fire Safety and HSE).

11.4 The Regulatory (Fire Safety) Order 2005 introduced a requirement that any person responsible for the management of a premises must make a suitable and sufficient assessment of the risks, to which persons may be exposed for the purpose of identifying the general fire precautions which need to be taken. Therefore, no conditions may be imposed on an authorisation where it directly relates to fire safety. It is expected therefore that authorisation holders will conduct a thorough risk assessment which is regularly reviewed and updated. The risk assessment should be retained at the premises and be available upon request by any authorised officer of the Council.

11.5 **Martyn's Law**

- The Terrorism (Protection of Premises) Act 2025, commonly referred to as Martyn's Law, received Royal Assent on Thursday, 3rd April 2025. The Security Industry Authority (SIA) serves as the Primary Governing Authority responsible for overseeing the implementation of the Act.
- Martyn's Law fulfils the Government's commitment to enhancing the protection of public venues and events against terrorism. Licensed premises are expected to comply fully with forthcoming guidance and regulations associated with the Act.
- To support the implementation of Martyn's Law, licensed venues are strongly encouraged to complete the free **ACT (Action Counters Terrorism)** awareness training courses. These are particularly recommended for venue operators, Designated Premises Supervisors, and individuals in managerial roles.
- For further information, please refer to official resources provided by the Home Office and the Security Industry Authority: [Martyn's Law: the SIA's new regulatory role - GOV.UK](#)

11.6 **Crowd Safety**

Venues must have a clear and effective policy in place for managing large crowds, particularly during high-attendance events such as concerts or sporting fixtures. This should include:

- Clearly defined capacity limits
- Controlled management of entry and exit points
- Staff trained in crowd control techniques and emergency procedures

Proper planning and preparation are essential to ensure the safety and well-being of all attendees.

11.7 Licensees are encouraged to provide signage and notices for staff and customers in both Welsh and English. Ceredigion is recognised as a bilingual community, with both Welsh and English as its main languages. Offering bilingual information allows businesses to cater to a wider customer base, ensures that readers understand the information in the language of their choice, and respects the local culture and identity.

The Welsh Language (Wales) Measure 2011 established Welsh Language Standards that public organisations must follow. These standards require public bodies to ensure the Welsh language is not treated less favourably than English, including providing public-facing documents, signs, and services bilingually in many cases.

The Welsh Language Commissioner provides some useful resources that any business wishing to promote the use of Welsh may use, eg signage guide. The Welsh Language Standards are compulsory for a variety of organisations including public bodies, health authorities, education and training providers, and some voluntary and third sector organisations.

12. Protection of Children from Harm

- 12.1 Nothing in this statement of policy shall limit or require access of children to premises unless it is appropriate for the prevention of physical, moral or psychological harm to them. Areas that will give rise to particular concern are highlighted elsewhere in this policy. The individual merits of each application should be considered in each case.
- 12.2 The Licensing Authority recognises that limitations may have to be considered where it appears necessary and appropriate to protect children from harm.
- 12.3 When deciding whether to limit access to children or not, the Authority will judge each application on its own merits. Examples of situations which may give rise to particular concern in respect of children would include premises:
- Where there have been convictions for serving alcohol to those under 18 years of age;
 - With a reputation for underage drinking;
 - With a known association with drug taking or dealing;
 - Where entertainment of an adult or sexual nature is provided;
 - Where there is a strong element of gambling on the premises; or
 - Where the supply of alcohol on the premises is the exclusive or primary purpose of the services provided.

- 12.4 Where it is deemed necessary and/or appropriate for the prevention of physical, moral or psychological harm, various options will be considered for limiting the access of children to licensed premises, including the following:
- Limitations on the hours when children (under 16) may be present;
 - Age limitations (below 18);
 - Limitations on the exclusion of the presence of children under certain ages when particular specified activities are taking place;
 - Limitations on the parts of premises to which children might be allowed access;
 - Requirements for the accompanying adult;
 - Full exclusion of people under 18 from the premises when any licensable activities are taking place.
- 12.5 In the case of premises giving film exhibitions, the Authority will expect licensees or clubs to include in their operating schedules arrangements for restricting children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification (BBFC) or the local authority.
- 12.6 Venue operators seeking Premises Licences and Club Premises Certificates should consider including such prohibitions and restrictions in their operating schedules particularly where their own risk assessments have determined that the presence of children is undesirable or inappropriate.
- 12.7 In addition to the recommendations contained in this policy paragraph 9.7 and 9.8 in relation to safeguarding, the authority does not support contactless check-in systems (virtual reception) where no members of staff are present to have human interaction with customers during booking in at hotels and motels.
- 12.8 **Proxy Sales**

Adequate procedures must be in place to ensure that all members of staff working in premises licensed to sell alcohol are routinely trained and regularly reminded of their responsibilities in relation to the issue of proxy sales of alcohol. Designated premises supervisors and premises licence holders must ensure that all reasonable steps and procedures are in place and implemented to prevent adults purchasing alcohol for those underage. Model condition CD7 requires that all staff engaged in licensable activities will receive training and information in relation to refusing service to any person who appears to be making a proxy purchase, and it is the expectation that licensed premises have documented operating procedures and records in this respect. The [Retail of Alcohol Standards Group](#) has produced guidance and training on proxy sales.

All reasonable steps must be taken to ensure that persons responsible for the sale and delivery of alcohol are made fully aware that alcohol must not be sold to individuals under 18. It is expected that these steps will include age verification measures (see examples in model condition C7 relating to Challenge 25) to confirm that both the sale and the delivery of alcohol is made only to adults. New applicants

intending to operate an alcohol delivery service should include model conditions A1 to A5.

Judgement should be exercised to refuse alcohol deliveries in circumstances linked to alcohol-related nuisance or disorder, or when supplying alcohol to anyone who appears to be intoxicated.

12.9 **Employment of Children**

- 12.10 Unsupervised young persons (16 and 17 year olds) are not permitted to serve alcohol in licensed premises. Children under 16 years are not permitted to sell or deliver alcohol.

Work permits are required when employing children between the ages of 13-16. These may be obtained by registering with the Education Inclusion Service of the Local Authority, who will also be able to advise when work may be undertaken by children under 13.

A work risk assessment is required when registering for a work permit. The risk assessment is also recommended for other young persons when they are employed in licensed premises.

Any persons with any concerns about the employment of children may contact the Education Inclusion Service. See [Child Employment - Ceredigion County Council](#) for more information, registration forms and risk assessments.

- 12.11 The Licensing Authority considers that Ceredigion County Council's Social Services to be the competent body to act as the Responsible Authority in relation to the protection of children from harm. A list of all responsible Authorities can be found at **Appendix B**.

13. **Operating Schedule**

- 13.1 The Licensing Authority may provide general advice on the drafting of operating schedules and applicants are strongly recommended to discuss their operating schedules with the Licensing Authority and other Responsible Authorities prior to submitting them.
- 13.2 Operating schedules are required to be submitted with applications for all new and variations. The operating schedule should include details on how the applicant will promote the four licensing objectives. The proposals contained in the operating schedule will form the main body of the conditions applied to the premises, together with any applicable mandatory conditions, any conditions agreed with any of the responsible authorities during the application process and any conditions imposed by a licensing sub-committee where valid representations were made.
- 13.3 In completing an operating schedule, applicants are expected to have regard to this statement of licensing policy and to demonstrate suitable knowledge of their local area

when describing the steps that they propose to take in order to promote the licensing objectives.

14. Integrating Strategies and Statutory Controls

- 14.1 There are a range of strategic influences and statutory controls which affect the licensing system in terms of policy formulation, administration and enforcement activities. When carrying out its functions the Council has duties, responsibilities and considerations under other legislation and strategies, for example:
- a) Crime and Disorder Act 1998 (in particular obligations under section 17 relating to the prevention of crime and disorder);
 - b) The European Convention on Human Rights, given effect by the Human Rights Act 1998;
 - c) Criminal Justice and Police Act 2001 (as amended);
 - d) Anti-Social Behaviour Act 2003;
 - e) Anti-Social Behaviour, Crime and Policing Act 2014;
 - f) Violent Crime Reduction Act 2006;
 - g) Environmental Protection Act 1990 (as amended);
 - h) Noise Act 1996;
 - i) Health Act 2006;
 - j) Health and Safety at Work Act 1974;
 - k) Clean Neighbourhoods and Environment Act 2005 (as amended);
 - l) Policing and Crime Act 2009;
 - m) Police Reform and Social Responsibility Act 2011
 - n) Sunday Trading Act 1994;
 - o) Christmas Day (Trading) Act 2004;
 - p) Safety at Sports Grounds Act 1975;
 - q) Public Health Act 2006;
 - r) Equality Act 2010;
 - s) Assimilated Directive 2006/123 and the Provision of Services Regulations 2009;
 - t) Any National Alcohol Strategy;
 - u) Immigration Act 2016;
 - v) Wellbeing of Future Generations Act 2015; and
 - w) Conservation of Habitats & Species Regulations (2017) and Site of Special Scientific Interest (SSSI) notified under The Wildlife and Countryside Act 1981 (as amended).
- 14.2 The Licensing Authority will also have cognisance to the following legislation when it decides to discharge its duties under the Licensing Act. This list is not limited to:
- a) Environmental Protection act 1990 – noise and nuisance;
 - b) Regulatory Reform Order 2005 – Fire Safety; and
 - c) Highways Act 1980 which deals with pavement café licences.
- 14.3 The Authority recognises the integration and co-ordination of policies, strategies and initiatives involving local crime prevention, planning, tourism, equality schemes, cultural strategies and town centres and night-time economy arrangements. Premises operators are normally responsible for compliance with any other statutory

requirements which may apply, for example, the Regulatory Reform (Fire Safety) Order 2005.

- 14.4 The Licensing Authority will as far as possible, seek to avoid duplication with other regulatory regimes when dealing with the licensing function. If other existing law already places certain statutory responsibilities on the operator of premises or management committee of a club, duplication should be resisted to impose similar duties via the Premises Licence or Club Certificate.
- 14.5 The Council may, in appropriate circumstances, consider seeking from the Licensing Authority Premises Licences in its own name for its own public spaces within the community. This may assist with the promotion of broader cultural activities and entertainments.
- 14.6 In respect of cultural strategies, the Licensing Authority will, for example through periodic consultation with the Council's Leisure Services and Tourism Officers, consider whether the provision of live music and cultural activities and entertainments are being deterred by local licensing requirements.
- 14.7 Where it considers it appropriate to do so, and in order to seek proper integration of the licensing function and its policy, the Licensing Authority may directly or indirectly provide periodic reports to the Planning Authority and Community Safety Partnership on the general situation regarding licensed premises in the area, which may include reference to the impact of alcohol related crime and disorder.

14.8 **Relationship with Planning Process**

- 14.8.1 Applications for Premises Licences for permanent commercial premises should normally be from businesses with planning consent for the property concerned. However, applications for licences may be made before any relevant planning permission has been sought or granted by the Local Planning Authority.
- 14.8.2 It is strongly recommended that prospective licence applicants contact the Local Planning Authority in advance of making a licence application in order to check, or seek advice on, any planning consents or any conditions relevant to the use of the premises, to avoid any breach of planning legislation.
- 14.8.3 The Licensing Authority wishes to emphasise that the granting by the Licensing Committee of any licence or authorisation would not relieve the applicant of the need to apply for planning permission or building control consent where appropriate.
- 14.8.4 The Local Authority will aim to properly separate planning, building control and licensing regimes in order to avoid duplication and inefficiency. The Licensing and Planning regimes involve consideration of different, albeit related, matters.
- 14.8.5 The Licensing Authority is not bound by decisions made by the Development Control Committee and vice versa.

- 14.8.6 Where, as a condition of planning permission, a terminal hour has been set for the use of premises for commercial purposes that is earlier than licensing hours, the licensee will be expected to observe this earlier closing time.
- 14.8.7 The Licensing Authority recognises that the Equality Act 2010 places a legal obligation on public authorities to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation; to advance equality of opportunity; and to foster good relations, between persons with different protected characteristics. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- 14.9 **Conservation of Habitats & Species Regulations (2017) and Site of Special Scientific Interest (SSSI) notified under The Wildlife and Countryside Act 1981 (as amended)**
- 14.9.1 Owners and occupiers of land on which an event takes place where the land in question is included within a Site of Special Scientific Interest (SSSI) notified under The Wildlife and Countryside Act 1981 (as amended) are advised to seek advice from Natural Resources Wales (NRW) prior to commencement of the event. Prior written consent from NRW will be required for operations or activities deemed potentially damaging to the designated features of the Site unless otherwise part of a management agreement prepared in accordance with relevant legislation. Failure to obtain any necessary consent and to abide by its conditions without reasonable excuse may be an offence.
- 14.9.2 A person organising, facilitating or attending an event who without reasonable excuse intentionally or recklessly destroys or damages the designated feature(s) of a SSSI or intentionally or recklessly disturbs the designated fauna of a SSSI may be committing an offence. This offence may apply to damage or disturbance that occurs on land outside of the event boundary. Event organisers are advised to contact NRW for advice prior to commencement of the event.
- 14.9.3 [Natural Resources Wales / Sites of special scientific interest \(SSSI\): responsibilities of owners and occupiers](#) NRW can be contacted on 0300 065 3000.

15. Regulated Entertainment

- 15.1 It is not the purpose or intention of this policy to advise or duplicate the legislation relating to regulated entertainment. In general terms, the types of regulated entertainment that are required to be licenced under the 2003 Act are listed below:
- a) film exhibitions;
 - b) performance of a play;
 - c) indoor sporting events;
 - d) a boxing or wrestling entertainment;
 - e) live music performances;
 - f) playing of recorded music;
 - g) dance performances; and

h) entertainment of similar description to a performance of live music, playing of recorded music or performance of a dance

15.2 In order for a performance to be licensable, the activity needs to take place either:

- 1) in the presence of a public audience; or
- 2) where the activity takes place in private, be the subject of a charge made with a view to making a profit.

15.3 The circumstances of each depend greatly on the type of premises, location, provider and the times of the entertainment. Details on this can be found in the Licensing Act 2003, the Secretary of State's Guidance made under Section 182 of the Licensing Act 2003 and relevant regulations made under the Act.

16. Administration

16.1 The Authority's licensing team administer all aspects of the Licensing Act 2003, including applications, representations and requests for assistance and advice. The Authority's website has information on the services it offers for licensees, applicants, complainants and all other enquiries.

17. Conditions

17.1 Applicants may offer conditions in the operating schedule as part of their application; the Authority may remove or reword any of these conditions if they are considered to be unclear, ambiguous or unenforceable, with the agreement of the applicant. This will ensure that all parties fully understand their responsibilities to promote the licensing objectives.

17.2 The Licensing Authority should not impose standardised conditions so that conditions are added to premises only where appropriate on the merits to promote the licensing objectives.

17.3 The Authority will avoid adding conditions that duplicate other regulatory regimes as far as possible.

17.4 Conditions should be tailored to the size, type, location and characteristics and activities taking place at the premises concerned and must be appropriate for the promotion of the licensing objectives.

17.5 The Licensing Authority recognises that they can only impose conditions where relevant representations are received and it is considered appropriate for the promotion of the licensing objectives. Where a responsible authority gives evidence that it is appropriate to impose specific conditions the request will be considered by the Local Authority who may suggest suitable wording to ensure that any condition imposed is clear, relevant and enforceable.

18. Exercise and Delegation of Functions

- 18.1 The 2003 Act provides that the functions of the Licensing Authority (including its determinations) are to be taken or carried out by its Licensing Committee. The Licensing Committee may delegate these functions to Sub-Committees.
- 18.2 It is considered that many of the functions will be largely administrative in nature with no perceived areas of contention. In the interests of speed, efficiency and cost effectiveness, these will, for the most part, be carried out by officers.
- 18.3 The Schedule at Appendix A sets out scheme of delegation of functions. Notwithstanding this presumption of delegation, the Authority reserves the right to refer any matter to the Licensing Committee, or Sub-Committee.

19. Cumulative Impact Policy

- 19.1 The cumulative impact of licensed premises on the promotion of the licensing objectives is a proper matter for a Licensing Authority to consider in developing its licensing policy statement. The Licensing Authority may receive representations from either a Responsible Authority or other person, (both defined by the Act), that the cumulative impact of new licences is leading to an area becoming saturated with premises of a certain type, making it a focal point for large groups of people to gather, and thereby creating exceptional problems of disorder and nuisance over and above the impact from the individual premises themselves. It may take the above into account as well as its own evidence of the impact on the licensing objectives.
- 19.2 The Licensing Authority will not operate a quota of any kind, which would predetermine any application, nor will it seek to impose general limitations on trading hours in particular areas. Instead, regard will be given to the individual characteristics of the premises concerned within a given area. It is recognised that pubs, nightclubs, restaurants, hotels and theatres, and other clubs all sell alcohol, serve food and provide entertainment but with contrasting styles and characteristics. Proper regard will be given to those differences and the differing impact they are likely to have on the local community.
- 19.3 The Licensing Authority will not use such policies solely:
- as the grounds for revoking a licence or certificate when representations are received about problems with existing licensed premises; or
 - to refuse modifications to a licence, except where the modifications are directly relevant to the policy, for example where the application is for a significant increase in the capacity limit.

20. Large Scale Events

- 20.1 These are events that are temporary but more than 499 people are expected to attend. Much larger crowds may be attracted to large-scale events and the risk to public safety and to crime and disorder, as well as public nuisance, may be

considerable. The Licensing Authority and all other statutory consultees, should be given at the earliest opportunity, notice of such major events to discuss operating schedules with the organiser, prior to a formal application being submitted. It is the responsibility of the event organiser / applicant to provide the Licensing Authority and all other statutory consultees, at the earliest opportunity, notice of such major events. This will enable discussion about operating schedules prior to a formal application being submitted. It is expected that the applicant will consider how their event will take place safely and how it will impact on the surrounding area. For large events such as festivals the Licensing Authority will expect to receive an event management plan to be submitted with their application for a licence. An event management plan should be a working document to include information which outlines how the premises will be run during the event

21. Designated Premises Supervisor (DPS).

- 21.1 The Licensing Authority requires the Designated Premises Supervisor (DPS) oversee and manage the premises on a day-to-day basis, in accordance with the Section 182 guidance. If a DPS cannot demonstrate satisfactory competence in these duties, we will ask the Premises Licence Holder to nominate a more suitable replacement.
- 21.2 Should concerns about a DPS's performance arise after their appointment, the police may request a review of the Premises Licence at any time based on the licensing objectives. Generally, the Licensing Authority will not attach conditions concerning a DPS's management ability unless, in the context of a specific premises, poor management is likely to result in crime and disorder, risks to public safety, or public nuisance.
- 21.3 In exceptional cases, the police may formally object to the appointment of an individual as DPS. If, following such an objection, the Licensing Authority determines that appointing—or retaining—that person would undermine the crime-prevention objective, the authority will refuse or revoke their designation as DPS.

22. Beer Gardens

- 22.1 Beer gardens are often included as part of a premises licence or club premises certificate. Live amplified music that takes place in a beer garden is exempt from licensing requirements, provided the beer garden is included in the licence or certificate applying to the relevant licensed premises, and the performance takes place between 08.00 and 23.00 on the same day before an audience of 500 people or fewer.
- 22.2 Where a beer garden does not form part of the relevant licensed premises and so is not included in plans attached to a premises licence or club premises certificate, it is nevertheless very likely that it will be a workplace. As such, the plan of the beer garden must be included in order to show the workplace area.
- 22.3 Paragraph 12B of Schedule 1 to the 2003 Act says that a performance of live music in a workplace that does not have a licence (except to provide late night refreshment) is not regulated entertainment if it takes place between 08.00 and 23.00 on the same

day in front of an audience of no more than 500 people. Note that the exemption in paragraph 12B does not apply to the playing of recorded music.

- 22.4 However, a Licensing Authority may, where justified, impose a licence condition that relates to the performance of live music in an unlicensed beer garden being served by any associated premises licence or club premises certificate. Provided such a condition is lawfully imposed, it takes effect in accordance with its terms.

23. Enforcement

- 23.1 The Licensing Authority has established a joint enforcement Memorandum of Understanding and an Information Sharing Protocol with Heddlu Dyfed-Powys Police. To this end the key principles of consistency, transparency and proportionality will be maintained.
- 23.2 The Licensing Authority intends that enforcement visits will be made to licensed premises as appropriate, to ensure that any conditions imposed as part of the licence are being complied with. These visits may be either proactive planned inspections based on the risk presented by the premises, history of non-compliance etc., or reactive visits as a result of complaints as circumstances dictate.
- 23.3 Once licensed, it is essential that premises are maintained and operated so as to ensure the continued promotion of the licensing objectives and compliance with the specific requirements of the Act. Arrangements will be made to monitor the performance of premises in adhering to their operating conditions and the Authority will initiate appropriate enforcement action, as circumstances dictate.
- 23.4 The Council will work closely with Heddlu Dyfed-Powys Police and other enforcing authorities to establish protocols to ensure an efficient deployment of officers in enforcing licensing law and inspecting licensed premises, in order to ensure that resources are targeted at problem and high-risk premises.
- 23.5 The statutory prevention of crime objective in the 2003 Act includes the prevention of immigration crime and the prevention of illegal working in licensed premises. Licensing authorities should work with the Home Office (Immigration Enforcement) as well as the police, in respect of these matters.

APPENDIX A

Schedule of delegation of licensing functions and decisions

Matter to be dealt with	Licensing Committee	Licensing panels	Officers
Application for personal licence		If a police objection	If no objection made
Application for personal licence with unspent convictions		All cases	
Application for premises licence/club premises certificate		If a relevant representation made and not withdrawn	If no relevant representation made or representation withdrawn
Application for provisional statement		If a relevant representation made and not withdrawn	If no relevant representation made or representation withdrawn
Application to vary premises licence/club premises certificate		If a relevant representation made and not withdrawn	If no relevant representation made or representation withdrawn
Application to vary designated premises supervisor		If a police objection	All other cases
Application for a minor variation			All cases
Request to be removed as designated premises supervisor			All cases
Application for transfer of premises licence		If a police objection	All other cases
Application for interim authorities		If a police objection	All other cases

Application to review premises licence/club premises certificate		All cases	
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Decision on whether a complaint is irrelevant frivolous vexatious etc.			All cases*
Determination of a police or environmental health objection to a temporary event notice		In all cases if not withdrawn.	
Suspension of licences following non-payment of annual fees			All Cases
Decision whether to revoke or suspend personal licences		All Cases	

APPENDIX B

Responsible Authorities/ List of Consultees - Ceredigion County Council

<p>The Licensing Team Policy, Performance and Public Protection Cyngor Sir Ceredigion County Council Penmorfa Aberaeron Ceredigion SA46 0PA licensing@ceredigion.gov.uk Tel 01545 570881 www.ceredigion.gov.uk</p>	<p>The Development Control Team Economy and Regeneration, Cyngor Sir Ceredigion County Council Penmorfa Aberaeron Ceredigion SA46 0PA planning@ceredigion.gov.uk</p>
<p>The Environmental Control Team Policy, Performance and Public Protection Cyngor Sir Ceredigion County Council Penmorfa Aberaeron Ceredigion SA46 0PA publicprotection@ceredigion.gov.uk</p>	<p>The Health & Safety Team Policy, Performance and Public Protection, Cyngor Sir Ceredigion County Council Penmorfa Aberaeron Ceredigion SA46 0PA publicprotection@ceredigion.gov.uk</p>

<p>The Trading Standard Teams Policy, Performance and Public Protection Cyngor Sir Ceredigion County Council Penmorfa Aberaeron Ceredigion SA46 0PA tradingstandards@ceredigion.gov.uk</p>	<p>Police Licensing Officer Heddlu Dyfed Powys Police Police Station Parc Teifi Cardigan Ceredigion SA43 1EW Louise.Bradshaw@dyfed-powys.pnn.police.uk</p>
<p>Social Services Cyngor Sir Ceredigion County Council Penmorfa Aberaeron Ceredigion SA46 0PA contact-socservs@ceredigion.gov.uk</p>	<p>Mid and West Wales Fire Authority Trefechan Aberystwyth Ceredigion SY23 1BE ceredigionfirecommand@mawwfire.gov.uk</p>
<p>Mr Steve Moore Chief Executive Hywel Dda Health Board Merlins Court Winch Lane Haverfordwest SA61 1SB Alison.gittins@wales.nhs.uk</p>	<p>For HSE enforced and Council owned premises only: Health & Safety Director of Wales Government Buildings Phase 1, Ty Glas Llanishen Cardiff CF14 5SH</p>

Home Office Alcohol Licensing Team, Lunar House, 40 Wellesley Road, Croydon CR9 2BY. IE.Alcoholenquiries@homeoffice.gov.uk	
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APPENDIX C

4 Counties Pool of Model Conditions



Licensing Act 2003 Pool of Model Conditions

**Four County Councils of Dyfed Powys Police
Force Area
Carmarthenshire / Ceredigion /
Pembrokeshire and Powys**

Introduction

When preparing a new or variation application for a premises licence or club premises certificate applicants are required to describe the steps they intend to take to promote the following four licensing objectives:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm.

This pool of licensing conditions has been produced in conjunction with the local authorities within the Dyfed Powys Police Force area, namely Carmarthenshire, Ceredigion, Pembrokeshire and Powys to assist applicants in completing this section of their application and to promote a consistent approach in the wording of conditions. It is intended to provide a broad range of conditions that should cover most eventualities.

Is not intended to form an exclusive or exhaustive list of conditions which should be included on a licence or certificate. Applicants should consider offering only conditions that are appropriate, necessary and proportionate in the circumstances of their particular application. Moreover, the pool does not restrict any applicant, responsible authority, or other person from proposing any alternative conditions, nor does it restrict the Council's Licensing Sub-Committee from imposing any reasonable condition on a licence it considers appropriate for the promotion of the licensing objectives (after representations have been received to an application and by way of a hearing).

Any conditions, controls or restrictions that are offered by applicants in their operating schedule will be added to a licence or certificate and as such will govern the way in which licensed premises are managed. In the circumstances where words or phrases used in

an operating schedule are confusing, unenforceable etc., rather than reproducing those terms, minor amendments may be made by the Licensing Authority. Furthermore, the Licensing Authority will not impose conditions which it believes are duplicated in other legislation.

Applicants should consider whether conditions can be met and be mindful as to whether what they have offered is practical, realistic and enforceable bearing in mind breach of condition constitutes an offence.

Before an application is submitted, we recommend that applicants contact the Licensing Authority or any relevant responsible authorities to discuss their application. They may suggest conditions that should be considered prior to submission, which may reduce the likelihood of a responsible authority or member of the public submitting a representation (objection). Responsible authorities may contact you after the submission of your application to propose further conditions.

Mandatory conditions

There are a number of mandatory conditions that will automatically apply to relevant premises or club licences and must be complied with.

Mandatory conditions premises with either on or off sales of alcohol:

- No supply of alcohol may be made under the premises licence- at a time when there is no designated premises supervisor in respect of the premises licence, or
- 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.
- 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.
- 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.
- 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 holographic mark, or
 - an ultraviolet feature.
- 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.

"Permitted price" the level of alcohol duty plus VAT. The level of duty plus VAT is calculated by taking the relevant excise duty figure for a particular product and then applying the current rate of VAT to this amount.

- The responsible person shall ensure that 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: ½ pint;
 - gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - still wine in a glass: 125 ml;
- These measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
 - 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.

Mandatory conditions premises with on sales of alcohol:

- 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.

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 supplied 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

Mandatory condition premises with exhibition of films

- Where a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.

Mandatory condition premises with door supervisors

- 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

Pool of Model Conditions

Prevention of Crime and Disorder

CD1	<p style="text-align: center;">Comprehensive CCTV system</p> <p style="text-align: center;"><i>CCTV should be installed and commissioned by an NSI Gold or SSAIB accredited installer.</i></p> <ul style="list-style-type: none">• All entrances and exits to have a camera meeting the Identify Standard. Consideration for the same standard above the tills.• The whole of the licensed area with entry and exit areas must achieve a minimum of the Observe standard and there must not be any hidden or obscured areas. There should be nothing obscuring the cameras and care should be taken when installing any lighting/ disco lights so that it does not affect the quality of the footage by causing unnecessary glare.• Recording must be in colour. It must record at a minimum of 25 images per second all images will be time and date stamped.• All footage during the hours of Licensable activities to be retained for a period of 30 days• The CCTV system must operate continuously, and if a defect arises the police must be informed, and immediate arrangements must be made to rectify the fault. Defective systems could be a breach of the licensing conditions.• A competent person must be readily available <u>on demand</u> for a police officer/ PCSO / Licensing Officer or any officers of a relevant Responsible Authority to viewing, retain and export recordings quickly and software that allows the uploading of footage to police digital systems which currently includes Axon (full list of compatible formats available here).• The system must be registered with the Information Commissioner (Tel 0303 123 1113 or email registration@ico.org.uk)
CD2	<p>Basic CCTV System.</p>

	<ul style="list-style-type: none"> • A CCTV system shall be installed and maintained at the premises which gives coverage to all licensed areas, entry and exit points. • The system shall continually record whilst the premises are open and conducting licensable activities. • Footage from the CCTV system must be capable of being recorded onto an easily downloadable format. • Images recorded by the CCTV system shall be retained for a period of not less than 28 days and shall be provided to the Police or an authorised Officer of the Licensing Authority or of a relevant Responsible Authority upon request. • All images recorded by the CCTV system shall denote an accurate date and time.
CD3	If the CCTV equipment breaks down the Licensing Authority and the Police must be informed as soon as is reasonably practicable. This information shall be contemporaneously recorded in an incident report register and shall include the time, date and means this was done and to whom the information was reported. Immediate steps must be taken to put the equipment back into action. The Licensing Authority and the Police shall be informed when faults are rectified
CD4	A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open. This staff member must be able to provide an authorised officer of a responsible authority copies of recent CCTV images or data with the absolute minimum of delay when requested
CD4	On any occasion where the premises conducts licensable activities past (HH:MM) hours, at least {insert number} SIA licensed door supervisors must be on duty from (HH:MM) hours until at least {insert} minutes after the premises closes
CD5	On {all days/specify days} at least {insert number} SIA licensed door supervisors shall be on duty at the {premises/location at the premises} {at all times/from (HH:MM) whilst the premises is open and for at least {insert} minutes after the premises has closed

CD6	<p>Where SIA licensed door supervisors are used at the premises a record shall be maintained and retained on the premises which is legible and details:</p> <ul style="list-style-type: none"> • The day and date when door supervisors were deployed; • The name and SIA registration number of each door supervisor on duty at the premises; and • The start and finish time of each door supervisor's worked duty period. This record shall be retained on the premises for 31 days and be immediately provided to police or Licensing Authority staff upon reasonable request
CD7	<p>All staff engaged in licensable activity at the premises will receive training and information in relation to the following:</p> <ul style="list-style-type: none"> • The Challenge 21/25* (delete as appropriate) scheme in operation at the premises, including the forms of identification that are acceptable. • The hours and activities permitted by the premises licence / club premises certificate* (delete as appropriate) issued under the Licensing Act 2003 and conditions attached to the licence/certificate*(delete as appropriate). • How to complete and maintain the refusal register in operation at the premises (in relation to the sale of alcohol). • Recognising the signs of drunkenness. • The operating procedures for refusing service to any person who is drunk, under-age or appears to be under-age, or appears to be making a proxy purchase. • Action to be taken in the event of an emergency, including reporting an incident to the emergency services. <p>ning shall be recorded in documentary form and shall be regularly refreshed at no greater than (insert) intervals. Training records shall be made available for inspection and copying at reasonable times upon request of an authorised officer of a responsible authority. ning records will be retained for at least 12 months</p>
CD8	<p>An incident log shall be kept and maintained at the premises which will include a log of the following, including pertinent details (select from the following):</p> <ul style="list-style-type: none"> • Any incidents of disorder or of a violent or anti-social nature

	<ul style="list-style-type: none"> • All crimes reported to the venue, or by the venue to the police • All ejections of patrons • Any complaints received • Seizures of drugs or offensive weapons • Any faults in the CCTV system <p>Records must be completed within 24 hours of any incident, and will contain the time and date, the nature of the incident, the people involved, the action taken and details of the person responsible for the management of the premises at the time of the incident. The logs shall be kept for at least 12 months following the date of entry and be made available for inspection and copying upon request of an authorised officer of a responsible authority</p>
CD9	<p>The premises shall have in place, and operate, a zero tolerance policy with regard to the use/possession of controlled drugs and psychoactive substances and advertise the same within the premises on posters and similar means. This policy shall specifically include but not be limited to:</p> <ul style="list-style-type: none"> • Searching practices upon entry; • Dealing with patrons suspected of using drugs on the premises; • Scrutiny of spaces including toilets or outside areas; • Clear expectations of staff roles (including the DPS, managers/supervisors and door supervisors); • Staff training regarding identification of suspicious activity and what action to take; • The handling of items suspected to be illegal drugs or psychoactive substances • Steps taken to discourage and disrupt drug use on the premises • Steps to be taken to inform patrons of the premises drug policy/practices <p>The policy must be made available for inspection upon request by an authorised officer or a responsible authority</p>

CD10	<p>During the period in which the premises is open for licensable activities, toilets shall be checked on at least an hourly basis for the purpose:</p> <ul style="list-style-type: none"> • of detecting and deterring the use of controlled drugs and psychoactive substances; and • Maintaining public safety. <p>A record of these checks shall be maintained with the date, time, and condition of the toilets and staff member conducting the check. These records shall be made contemporaneously, retained at the premises for at least {insert} months and made available immediately upon demand to police or Licensing Authority staff</p>
CD11	<p>A clear and legible notice must be prominently displayed at all entrances to the premises advising those attending, that the Police will be informed if anyone is found in possession of controlled substances or weapons.</p>
CD12	<p>All staff employed in licensed areas of the premises shall have received training in the recognition of child sexual exploitation and welfare and vulnerability engagement (WAVE) training or 'Ask for Angela' to help customers who may be in an unsafe situation.</p> <p>Refresher training shall be carried out at least (insert). Written training records shall be kept on the premises for a minimum of (insert) months and made immediately available to police or Licensing Authority staff upon request</p>

CD13	<p>All reports of spiking will be acted upon and all incidents of alleged spiking will be recorded and reported to the police.</p> <ul style="list-style-type: none"> • obtain full details of the affected person reporting the incident, including a description of what they are wearing as officers will want to track them on CCTV • provide as detailed a description of the suspected perpetrator as possible, if known, including clothing • provide an approximate time of the incident and the location within the premises where they believe it occurred • secure the drinking vessel(s) that is suspected as containing the 'drug' so this can be tested at a later time. • seize any drinking vessel that the suspect may have been using. • Ensure the health and safety of the customer by: <ul style="list-style-type: none"> ✓ Calling emergency services or ✓ Ensuring they are with trusted friends who will look after them, or ✓ Offering assistance if needed, and providing a safe space for the customer.
CD14	<p>Crime prevention posters regarding drink spiking will be on display at the premises.</p>
CD15	<ul style="list-style-type: none"> • The sale and supply of alcohol / late night refreshment between 2300 hrs and 0500 hrs shall be restricted to service by staff through the [night pay window/drive through / takeaway hatch]. • The entrance door to the premises will be closed and customers prevented access to the premises between 2300 hrs and 0500 hrs. • The main door to the premises will be fitted with an electronic locking device to be operated by staff when required between 2300 hrs and 0500 hrs, when the premises is open for licensable activities. • There will always be a minimum of two members of staff on duty between the hours of 2300 and 0500 hours.

Prevention of Public Nuisance

PN1	<p>A noise limiter must be fitted to the musical amplification system set at a level determined by and to the satisfaction of an authorised officer of the Environmental Health Pollution Service, so as to ensure that no noise nuisance is caused to local residents or businesses and:</p> <p>a) The operational panel of the noise limiter shall then be secured by key or password to the satisfaction of officers from the Environmental Health Pollution Service and access shall only be by persons authorised by the Premises Licence holder.</p> <p>b) The limiter shall not be altered without prior agreement with the Environmental Health Pollution Service.</p> <p>c) No alteration or modification to any existing sound system(s) should be effected without prior knowledge of an authorised Officer of the Environmental Health Pollution Service.</p> <p>d) No additional sound generating equipment shall be used on the premises without being routed through the sound limiter device</p>
PN2	Loudspeakers shall not be located in the entrance lobby or outside the premises building.
PN3	Except when being used for entry or egress by a patron, all external windows and doors shall be kept shut {at all times when music is being played} and/or {after (HH:MM) hours at any other time}.
PN4	Staff shall check that self-closing doors are not wedged open during regulated entertainment.
PN5	No music, nor late night refreshment, shall be provided to external areas {at any time/after (HH:MM) hours}.
PN6	After (insert) hours no drinks are to be taken to the outside area and no consumption of drinks will occur after (insert) hours
PN7	There shall be no consumption of beverages outside the premises after (insert) hours
PN8	All outside areas must be closed and cleared of customers by (insert) hours. Adequate notices shall be displayed to inform patrons of this requirement.
PN9	There shall be no consumption of beverages purchased from the premises outside the premises.

PN10	The premises licence holder shall ensure that any patrons drinking and/or smoking outside the premises do so in an orderly manner and are supervised by staff so as to ensure that there is no public nuisance or obstruction of the public highway.
PN11	Clear and legible notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and to leave the vicinity as quickly and quietly as possible.
PN12	Clear and legible signage must be prominently displayed in the outside area specifying that no drinks are to be taken into this area after (insert) hours
PN13	Clear and legible notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly
PN14	The handling of kegs, bottles cleaning equipment, bottle disposal and similar items shall not take place before (insert) hours or after (insert) hours.
PN15	No deliveries (in relation to licensable activities) to the premises shall take place between (insert) hours and (insert) hours
PN16	Sufficient measures must be in place to remove litter or waste arising from customers and to prevent such litter/waste accumulating in the immediate vicinity of their premises. Where necessary adequate measures must be in place to provide customers with sufficient receptacles for the depositing of waste materials such as food wrappings, drinks containers, smoking related litter etc
PN17	Service of alcohol shall be by waiter/waitress only to patrons seated at a table and who have or intend to have a substantial meal
PN18	The sale of alcohol for consumption off of the premises shall only be provided using sealed containers and shall not be consumed on the premises

Promotion of Public Safety

PS1	The maximum number of persons (including staff and entertainers) allowed at the premises shall not exceed (number)
PS2	Manual and automatic electronic number control systems shall be installed, used and maintained at the premises at all times the premises is open to the public. The number of persons permitted in the premises at any one time (including staff) shall not exceed (X) persons.
PS3	In the absence of adequate daylight, artificial lighting in any area accessible to the public shall be fully operational whilst the public are present.
PS4	All drinks shall be served in plastic/paper/toughened glass or polycarbonate containers during the following events or occasions (enter specified events)
PS5	All drinks shall be served in plastic/paper/toughened glass or polycarbonate containers.
PS6	Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks or glass containers with them
PS7	No drinking vessel, glass or bottle may be taken from the premises.
PS8	No customers carrying open or sealed bottles cans or other receptacles containing alcoholic liquor shall be admitted to the premises at any time that the premises are open to the public
PS9	Queuing outside the premises shall be restricted to a designated area located at (specify location).
PS10	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
Premises where Boxing is authorised	
BOX1	The only boxing/ wrestling (combat sports) events which should be held at the premises should be professionally promoted events
BOX2	No white-collar or amateur boxing events will be held at the premises

BOX3	An appropriately qualified medical practitioner will be present throughout a sports entertainment involving boxing, wrestling, judo, karate or other sports entertainment of a similar nature
BOX4	Where a ring is involved, it will be constructed by a competent person and inspected by a competent authority. Any material used to form the skirt will be fire-retardant
BOX5	At any boxing/ wrestling or similar sport entertainment, members of the public will not occupy any seat within 2.5 metres of the ring
BOX6	No person under 18 to attend boxing events
BOX7	No ticket sales on the day of the event
BOX8	Tickets are to contain name of person attending
BOX9	The DPS or a senior manager must be in attendance at boxing events
	Further Conditions For White Collar Boxing
BOX10	The premises licence holder must produce a specific boxing and other combat sports management plan with risk assessments
BOX11	The premises licence holder must comply with the event management plan submitted to and approved by the Licensing Authority 28 days prior to the event. no changes will be made to the event management plan without prior written consent of the Licensing Authority.
BOX12	The plan must be set out, but is not limited to: <ul style="list-style-type: none"> • Named responsible individuals • How fighters will be matched • The measures that will be in place to ensure the safety and welfare of competitors including medical facilities and qualified staff provision • Fighter details • Layout of venue

	<ul style="list-style-type: none"> • Competition rules • Referee including qualifications
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Protection of Children from Harm

C1	Unaccompanied children (under insert age) will not be allowed upon the premises at any time
C2	Accompanied children (under insert age) will only be allowed to remain on the premises between (insert) hours and (insert) hours
C3	No person under the age of (insert age) years of age is permitted to enter or remain on the licensed premises when alcohol is being sold or supplied
C4	All tills shall automatically prompt staff to ask for age verification identification when presented with an alcohol sale
C5	No events solely for those under the age of 18 will be permitted on the premises
C6	At all times when entertainment, activity or services of an adult nature takes place (which is not subject to a sexual entertainment licence) no persons under the age of 18 shall be permitted to be present
C7	A Challenge 25 scheme shall be operated, whereby any person who appears to be under the age of 25 years of age is required to produce on request an item which meets the mandatory age verification requirement and is either a: <ul style="list-style-type: none"> • Proof of age card bearing the PASS Hologram; • Photocard driving licence; • Passport;
C8	The premises shall clearly display signs at each point of sale and in areas where alcohol is displayed advising customers that a 'Challenge 25' policy is in force.
C9	A refusals record shall be maintained at the premises which details all refusals to sell alcohol. Each entry shall, as a minimum, record the date and time of the refusal and the name of the staff member refusing the sale.

Events

E1	<p>The premises licence operator or their agent shall complete an Event Management Plan in respect of the {time limited event/licensed event}.</p> <p>This EMP must be first submitted to the Licensing Authority no later than {insert number of weeks/days} weeks/days before the event.</p> <p>No later than {insert number of} weeks before the intended first day of the event, the Licensing Authority or Event Safety Advisory Group (ESAG) shall be provided with a final version of the EMP for consideration.</p> <p>The premises licence holder or their agent will engage with the Event Safety Group(ESAG) chair and members and attend any ESAG meetings to discuss the event on request.</p> <p>Where the Licensing Authority or a Safety Advisory Group declares the final version of the EMP as unsatisfactory and specifies that it considers that one or more of the licensing objectives is likely to be undermined the sale/supply of alcohol and/or the provision of regulated entertainment shall not be permitted under the licence.}</p> <p>Where the Licensing Authority or a Safety Advisory Group states it cannot approve the final version of the EMP specifies that it considers that one or more of the licensing objectives is likely to be undermined the sale/supply of alcohol and/or the provision of regulated entertainment shall not be permitted under the licence.</p> <p>Where the final version of the EMP is not rejected, this must be complied with and no changes may be made to it without the prior written consent of the Licensing Authority.</p>
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Alcohol Delivery / On-line sales

A1	At the time an online order for alcohol is placed a declaration will be required from the person placing the order that the person is over 18 years of age
A2	All alcohol delivery drivers will be 18 years or over
A3	No delivery will be made to any person under the age of 18yrs.
A4	When executing a delivery of alcohol only pre-ordered alcohol may be carried by the delivery vehicle
A5	Training surrounding the procedures for online alcohol orders and alcohol deliveries will be undertaken. Training shall be recorded in documentary form and shall be regularly refreshed at no greater than (insert) intervals. Training records shall be made available for inspection and copying at reasonable times upon request of an authorised officer of a responsible authority. Training records will be retained for at least 12 months.