



**LICENSING ACT 2003
PREMISES LICENCE**

Cyngor Sir **Ceredigion** County Council

Premises licence number

PRM 0289

Part 1 - Premises details

Postal address of premises, or if none, ordnance survey map reference or description MEMORIAL HALL, LLANRHYSTUD,	
Post town ABERYSTWYTH	Post code SY23
Telephone number	

Where the licence is time limited the dates LICENCE NOT TIME LIMITED

Licensable activities authorised by the licence REGULATED ENTERTAINMENT: LIVE MUSIC RECORDED MUSIC PERFORMANCES OF DANCE ANYTHING OF SIMILAIR DESCRIPTION TO LIVE or RECORDED MUSIC or PERFORMANCES OF DANCE FACILITIES FOR ENTERTAINMENT: MAKING MUSIC DANCING ANYTHING OF SIMILAIR DESCRIPTION TO MAKING MUSIC or DANCING
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The times the licence authorises the carrying out of licensable activities

REGULATED ENTERTAINMENT:

LIVE MUSIC

RECORDED MUSIC

PERFORMANCES OF DANCE

**ANYTHING OF SIMILAIR DESCRIPTION TO LIVE or RECORDED MUSIC or
PERFORMANCES OF DANCE**

FACILITIES FOR ENTERTAINMENT:

MAKING MUSIC

DANCING

ANYTHING OF SIMILAIR DESCRIPTION TO MAKING MUSIC or DANCING

ALL ABOVE ACTIVITIES:

MON-FRI: 1200-2400 HRS

SAT: 1200-2345 HRS

SUN: 1200-2230 HRS

The opening hours of the premises

NOT RESTRICTED

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

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

GILLIAN AVRIL JONES, Trustee,

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

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

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

Annex 1 - Mandatory conditions

Mandatory conditions where licence authorises supply of alcohol

- (1) No supply of alcohol may be made under the premises licence—
 - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
- (2) Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

Mandatory condition where the premises licence includes a Condition that at specified times one or more individuals must be at the premises to carry out a security activity:

- (1) Each such individual must be licensed by the Security Industry Authority.
- (2) But nothing in (1) above requires such a condition to be imposed—
 - (a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c. 12) (premises with premises licences authorising plays or films), or
 - (b) in respect of premises in relation to—
 - (i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
 - (ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).
- (3) For the purposes of this section—
 - (a) “security activity” means an activity to which paragraph 2(1)(a) of that Schedule applies, and
 - (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

Annex 2 - Conditions consistent with the operating Schedule

Premises Licence is subject to Embedded Conditions converted under Local Government (Miscellaneous Provisions) Act 1982. Public Entertainment Licence No. 2171.

C. THE CONDITIONS

1. When using the Premises in exercise of the Licence the Licensee shall at all times comply with the Licence Conditions and shall only hold the type of Public Entertainment specified in the Licence.
2. The Licensee or some other responsible person of at least eighteen years of age and authorised by the Licensee in writing ("the Nominee") shall be present on the Premises throughout the time that the Premises are open for Public Entertainment.
3. Should the licensee cease to be employed at the licensed premises or otherwise cease to be concerned in the organisation or management of indoor entertainment at the licensed premises they should inform the Director of Environmental Services & Housing and within 72 hours and provide the name of the new person/persons who are to be so concerned.
4. The Licensee or Nominee shall exercise sufficient supervision of all persons on the Premises so as to ensure good order, conduct and decent behaviour and shall not allow access to persons reasonably believed to be under the influence of alcohol or similar intoxicants.
5. No person may hold more than one licence for the same date and time.
6. The Premises shall not be used for Public Entertainment except on the days and within the hours specified in the Licence subject to any variations authorised pursuant to a Special Order to Exemption under Section 74 of the Licensing Act 1964.
7. *The Premises shall not be used for Public Entertainment on Christmas Day or Good Friday, without the prior consent of the licensing authority. Applications in respect of the above should be submitted not less than 6 weeks prior to the proposed event.*
8. The total number of persons present in the Licensed Area at any one time during a Public Entertainment shall not exceed the occupancy limit specified in the Licence and the Licensee, the Nominee, all members of staff and any other persons present shall be taken into account in calculating the number of persons present except any authorised officer of

the Council, Constable, officer of the Fire Authority or representative of a health promotion agency acting in the execution of his duty.

9. The Licensee shall cause a copy of the Licence and the Licence Conditions to be displayed and thereafter maintained in a good and presentable condition at the Principal point of Entry to the Premises so as to be easily read by an person entering the Premises. In addition a conspicuous and easily identifiable notice shall be displayed a the principal point of entry stating "premises licensed to accept [] persons for the purpose of Public Entertainment including staff" in capital letters of at least 25 mm in height.
10. The Licensee shall bring the contents of the Licence, the Approved Plan the Licence conditions and the approved Seating Plan (if appropriate) to the attention of all Door Persons and other staff who may from time to time be employed at the Premises.
11. Duly authorised Officers of the Council, Police Officers and duly authorised Officers of the Mid and West Wales Fire Brigade shall at all reasonable times have free access to the licensed premises in pursuance of their statutory functions.
12. No poster, advertisement, photograph or other material shall be displayed, sold or supplied on the premises, which is likely to offend morality, encourage or incite crime or to lead to disorder or to be offensive to public feelings.
13. The Licensee shall not permit any exhibition or demonstration or performance of hypnotism (as defined by section 6 of the Hypnotism Act 1952) to be given on the Premises in exercise of the Licence without obtaining the prior written consent of the Council.
14. The Licensee shall not carry out or permit to be carried out any material alteration to the Premises without the prior written consent of the Council
15. **EXIT DOORS**
 - 15.1 The premises shall be provided with an adequate number of exits so placed and maintained as to afford the public ready and ample mean of safe egress. All doors leading from exits into passages or the outside of the premises shall, where required by the Council, be kept open and fastened back by means of a padlock or other device, and be kept clear of obstruction. Temporary barriers shall not be fitted, and any permanent barrier in exit-ways which may be provided with the approval of the Council for checking or controlling admission, shall be so arranged that

- the portion immediately in the line of exit will open automatically upon pressure being applied in the direction of exit.
- 15.2 All Exit Doors shall be constructed and maintained as to be easily and fully openable and all padlocks are to be removed and all fitted locks are to be unlocked and all barrel bolts are to be withdrawn prior to the Premises being opened for Public Entertainment and such padlocks, locks and barrels are to remain disengaged throughout the period that the Premises are open for Public Entertainment and until all persons attending the entertainment have left.
 - 15.3 All such doors or openings approved by the Council shall be clearly indicated by Fire Safety signs, notices and graphic symbols which are to conform to BS5499 Part 1:1990 (Specifications for Fire Safety Signs) and hung to open in the direction of exit or be double swing, and when so hung not to open immediately over a step or steps.
 - 15.4 All Exit Doors shall be clearly identified by an EXIT sign which shall comply with all relevant current British Standard Conditions which require the signs to be in white lettering on a green background.
 - 15.5. All Exit Doors fitted with panic type fastenings shall be identified by a notice stating "PUSH BAR TO OPEN" in white capital letters of at least 50 mm in height and of a proportionate width on a green background and such notice shall be conspicuously displayed immediately above the horizontal bar of the Exit Door.
 - 15.6. Any external Exit Doors and exit gates which open in an inward direction only shall be secured open in such a manner as to prevent accidental or unauthorised closure.
 - 15.7. At the end of a Public Entertainment persons shall be permitted to leave the premises by all **appropriate** Exit Doors, which shall at that time be fully opened.
 - 15.8. Doors and openings (other than exits) which lead to other parts of the premises shall have notices placed on them indicating the use of such parts or be marked "PRIVATE" if not accessible to the public.
 - 15.9. Notices bearing the words "NO EXIT" shall not be provided without the consent of the Council
 - 15.10. If the Council give consent to the use of chains, padlocks or other locking devices for securing exit doors when the public are not on the premises, a responsible person shall be required to remove such chains, padlocks, or other device before the admission of the public, and such chains, padlocks

or other devices shall not be replaced during the whole time the public are present in the licensed premises.

- 15.11 Where collapsible gates or roll up shutters are used these must be locked in the open position whilst the public are present. Revolving doors shall not be used as exit doors.
- 15.12 All Exit Doors shall be physically inspected and tested prior to the premises being opened for Public Entertainment so as to ensure compliance with Condition 15.

16. DOOR PERSONS/STEWARDS

- 16.1 The Licensee shall nominate for each and every Exit Door a responsible Door Person of at least eighteen years of age whose duty it shall be to ensure that that Exit Door is opened immediately in the event of a fire or other emergency and for the avoidance of doubt no more than one door shall be designated to each Door Person.
- 16.2 No Door Person shall be engaged in any other duty that would otherwise prevent him:
 - i) carrying out the duty specified in Condition 16.1 or
 - ii) exercising general supervision and control of persons attending the Premises for Public Entertainment.
- 16.3 Except in exempted cases and subject to condition 16.4 the Licensee shall supply an appropriate number of Door Persons for the maximum occupancy figure stated in the licence, and the appropriate number shall be one per one hundred persons or part of one hundred persons comprised in that figure, but where there is in force in respect of the Premises a certificate under Section 77 of the Licensing Act 1964 the appropriate number shall be two in respect of the first one hundred persons and one for each additional one hundred persons or part of one hundred persons comprised in the maximum occupancy figure.

N.B. Such exemptions would be considered at events including:

- a) where alcohol is not served, or
 - b) some one off events
- 16.4 If the licensee wishes to reduce the occupancy limit for a particular Public Entertainment even below the occupancy figure stated on the licence he shall firstly obtain the consent of the Council having made such request at least **ten working days** before the event.

- 16.5 Where the Licencee includes or comprises roller disco entertainment, ice-skating or similar entertainment there shall be a minimum of one Door Person on duty at the Premises for every seventy five persons or part of seventy five persons comprised in the maximum occupancy figure stated in the Licence.
- 16.6 No Door Person shall be employed by the Licensee at the Premises for the purposes of Condition 16 unless he is a fit and proper person and until such time as he is recognised by the Council as a Registered Door Person.
- 16.7 Every Door Person shall be equipped with an efficient electrical torch.
- 16.8 When on duty at the Premises all Door Persons shall wear a form of identification as required by the Council in the manner specified in Condition 16.9.
- 16.9 When on duty at the Premises each Registered Door Person shall wear conspicuously upon the left side of his chest and with the registration number and photograph facing outwards a form of identification as required by the Council.
- 16.10 No Door Person shall be permitted to consume any intoxicating liquor or other intoxicants during any period of duty at the Premises.
- 16.11 The Licensee shall ensure that all Door Persons shall receive full instruction in respect of the fire safety procedures to be followed in pursuance of Condition 22 including the use of available fire fighting equipment and the method of calling the Fire Authority in case of an emergency.
- 16.12 The licensee/entertainment licence holder shall as soon as it is reasonably practicable, notify the Licensing Officer of any Licensed Premises Door Supervisors dismissed for serious misconduct which might reasonably affect the continuation of, or renewal of such Licensed Premises Door Supervisor's registration.
- 16.12.1 A doorperson must inform the Council of any conviction for any offence within seven days of that conviction.
- 16.13 **The Licensing Authority will have discretion to waive any of the above Conditions upon receipt of an application to do so from the licence holder and dependent upon the proposed usage. Any such application must be received at least 6 weeks prior to the proposed event.**

17. ELECTRICAL SAFETY

- 17.1 All electrical installations at the premises including wiring, fittings and appliances shall be maintained in a safe condition to the satisfaction of the Council.
- 17.2 All alterations or additions to the electrical installations or other electrical fittings shall be carried out in accordance with the current British Standard by a Qualified Electrical Engineer and no electrical works which amounts to a material alteration shall be carried out without the prior written approval of the Council in accordance with Condition 14.
- 17.3 *The whole of the electrical installation WITHIN THE BUILDING to be inspected and tested every year and the test readings recorded as prescribed in the latest edition of the Institute of Electrical Engineers Wiring Regulations (16th Edition).*
- 17.4 All electrical certificates must be issued by an Electrical Consultant Engineer/Electrical Contractor who is a member of the National Inspection Council for Electrical Installation Contractors (NICEIC) or the Electrical Contractors Association (E.C.A.).
- 17.5 Such a valid certificate must be provided every two years and should accompany the relevant application for the granting or renewal of a Public Entertainment licence for that year or when applying for a consent for structural alterations.
- 17.6 If any inspection carried out under Condition 17.3 discloses that any part of the electrical installation is unsafe or fails to meet the requirements of the Safety Regulations or British Standard which applied at the time of installation, the Licensee shall rectify the fault or deficiency before using the Premises in exercise of this Licence.
- 17.7 Without prejudice to the generality of Condition 17.1 all power circuits within the licensed area shall incorporate Residual Current Devices forming an integral part of the installation and such devices shall be designed to operate if the earth leakage current exceeds 30 milli-amps and shall have a maximum operating time of 30 milliseconds.
- 17.8 Residual Current Devices shall protect all socket outlets used to serve portable electrical equipment to be used by performers and disc jockeys and a test facility shall be incorporated into each Residual Current Device.
- 17.9 All Residual Current Devices shall be tested prior to the premises being opened for public entertainment.

18. THE REGISTER

18.1 The Licensee shall maintain a register in permanently bound book form and shall ensure that the following information is recorded in the register at the appropriate time.

- i) the names and addresses of all Door Persons and Registered Door Persons prior to them commencing their duty at the Premises on any occasion on which the Premises are open for Public Entertainment
- ii) confirmation that the tests and checks required under Condition 17.9 (Residual Current Devices) Condition 20.3 (emergency lighting) Condition 22.3 (fire fighting equipment) Condition 15.10 (emergency exits) and Condition 22.6 (instructions to staff) have been carried out prior to the holding of a Public Entertainment.

18.2 The register shall be made available at all times and produced for inspection upon request by any authorised officer of the Council or of the Fire Authority or by a constable.

19. HEATING AND VENTILATION

19.1 All parts of the Licensed Area shall be provided with adequate heating and ventilation to the satisfaction of the Council.

19.2 The Licensee shall not use or permit the use of portable heaters when the premises are open for public entertainment.

20. LIGHTING

20.1 All parts of the Licensed Area and all emergency external access routes shall be provided with an adequate means of artificial lighting to the satisfaction of the Fire Authority.

20.2 Emergency lighting shall be provided to enable persons to see their way out of the Premises in the event of the failure of normal lighting and such installations shall be serviced, tested and inspected in compliance with the current British Standard.

20.3 All emergency lighting shall be tested prior to the Premises being opened for Public Entertainment to ensure that it is working properly.

20.4 **All entertainment should immediately stop and the public should be instructed to leave the premises:-**

- a) **If the normal lighting fails and remains inoperative for more than the rated duration of the emergency lighting less one hour.**
- b) **If the normal lighting fails, and the emergency lighting has a rated duration of one hour or less.**
- c) **If the capacity of the source of supply for the emergency lighting can no longer maintain that lighting for at least one hour.**
- d) **If the emergency lighting fails to comply with the level of illumination required.**

21. **SEATING AND FLOORS**

21.1 A seating layout plan shall be submitted for approval to the Licensing Authority **which complies with the Home Office Guide to Fire Precautions in Existing Places of Entertainment** and, when approved, conspicuously displayed on the premises.

21.2 Seats up to 200 people, may be free standing.

21.3 If more than 200 persons, chairs battened together with length of not less than 4 and not more than 12 chairs

21.4 If more than **200** persons, chairs adjoining front, back or cross gangways and chairs adjoining exits should be securely fixed to the floor.

21.5 **In fixed seating** the width of the seatway to be a minimum of 300mm.

21.6 The Licensee shall ensure that all floor surfaces, floor coverings, steps, stairways and handrails in the Licensed Area and in the accesses and exits to it are of such specification and are in such safe condition as is satisfactory to the Council and the Fire Authority.

21.7 The nosings of the treads of steps and stairways shall be made conspicuous and all gangways, exitways and treads of steps and stairways shall be maintained to a non-slip finish.

22. **FIRE SAFETY**

22.1 The Licensee shall ensure compliance with all fire prevention and other fire safety measures as required by the Fire Authority.

- 22.2 Adequate and suitable fire fighting equipment shall be provided, maintained and sited to the satisfaction of the Fire Authority and such equipment shall be inspected annually by a competent person.
- 22.3 Without prejudice to Condition 22.2 all fire fighting equipment shall be inspected prior to the Premises being opened for Public Entertainment.
- 22.4 The Licensee shall install and thereafter maintain a telephone on the Premises for use in cases of fire or other emergency and the Licensee shall ensure that a notice is clearly displayed in a prominent position next to each and every telephone in the Premises indicating the method of calling the Fire Authority, the address of the Premises and the telephone number of that particular telephone.
- 22.5 The Licensee shall ensure that a notice is displayed in a prominent position at the Principal Point of Entry to the Premises indicating the location of the nearest available telephone outside the Premises and the method of calling the Fire Authority.
- 22.6 The Licensee shall ensure that a standard fire routine is formulated for the Premises and shall in particular ensure that it provides for the following action to be taken in the event of the Licensee, Door Person, Registered Door Person or other members of staff discovering or suspecting that a fire has broken out:-
- i) the alarm shall be raised immediately by the use of a code word or operation of the fire alarm provided.
 - ii) the Fire Authority shall be summoned immediately upon the outbreak of fire or suspicion of fire. The Fire Authority must also be called to the outbreak of any fire at any time other than when the premises are open for Public Entertainment. This condition applies whether or not the fire has been found to self extinguish.
 - iii) the Licensee or the Nominated Person shall immediately stop the Public Entertainment and cause all the lighting at the Premises to be switched on and shall then make a public announcement bearing in mind the need for a quick and orderly evacuation of the Premises without panic.
 - iv) The Licensee or a person nominated by him shall check the toilet and ancillary areas to ensure that all persons have been evacuated.
 - v) All Exit Doors shall be fully opened and following evacuation from the Premises the fire may then be tackled with the available fire fighting equipment provided that no person is thereby exposed to undue risk.
 - vi) throughout the evacuation the use of the word "FIRE" shall be avoided

- vii) No explosives, pyrotechnics, flammable liquids, intoxicating vapours or gases or other special effects shall be used, discharged or stored on the Premises without the prior approval of the Fire Authority.
- viii) All fabrics, curtains, and drapes in the licensed area shall be of a flame retardant material or treated with a suitable durable flame retardant substance to ensure compliance with the current British Standard.
- ix) All upholstered seat furnishings provided within the Licensed Area hall comply with the current British Standard for flame retardancy.

23. FIRST AID

- 23.1 First Aid equipment shall be provided and maintained at the Premises at all times and the location of such equipment shall be clearly indicated by notices in a manner approved by the Council.
- 23.2 First Aid equipment provided under Condition 23.1. shall comply with the minimum requirements set out in the Appendix hereto and with any additional requirements which the Council may stipulate in relation to the Premises.
- 23.3 Whenever the Premises are used for ice-skating whether on ice or on a synthetic surface or roller skating to music a fully equipped First Aid point shall be provided and maintained to the satisfaction of the Council and the First Aid point shall be clearly identified by appropriate notices and shall be attended by at least one person who holds a current First Aid Certificate issued by the Red Cross or St Johns Ambulance Brigade.

24. SANITARY FACILITIES

- 24.1 Adequate and separate toilets shall be provided at the Premises for members of the public of each sex with clearly and appropriately marked doors and, in determining the adequacy of toilets provided, regard shall be had to the guidance contained in the current British Standard.
- 24.2 All toilets provided in accordance with Condition 24.1 shall be kept in good order and repair and be properly and effectively cleaned, lit, ventilated and supplied with hot and cold running water, soap and adequate hand-drying facilities and in the case of female toilets adequate provision shall be made for the disposal of sanitary dressings.

25. CLEANLINESS OF PREMISES

- 25.1 All parts of the Premises and any yard of such Premises shall be kept in a clean and tidy condition to the satisfaction of the Council.
- 25.2 A sufficient number of suitable receptacles with properly fitted covers shall be provided for the purpose of receiving refuse from the Premises.
- 25.3 Such receptacles shall be maintained in a clean and tidy condition and shall be sited in such positions as may be required by the Council and adequate arrangements shall be made for the regular removal of all refuse from the Premises.

26. NOISE NUISANCE AND PUBLIC ORDER

- 26.1 No exhibition, recitation, mime, singing, or dancing which is obscene or offensive or likely to cause a breach of the peace shall be permitted in the Licensed Area.
- 26.2 Without prejudice to the Council's exercise of its powers and duties relating to statutory nuisances under the Environmental Protection Act 1990 the Licensee shall not use or permit the Premises to be used in such a manner as to cause excessive noise disturbance or other inconvenience to neighbouring residents.
- 26.3 If required by the Council the Licensee shall:-
- i) ensure that notices requesting patrons to leave the Premises in a quiet and orderly manner are displayed in a prominent position within the Premises
 - ii) ensure that instructions are given to staff to request that patrons leaving the Premises do so in a quiet and orderly manner
 - iii) take such steps as may be practicable to ensure that cars belonging to patrons do not obstruct the public highway or prevent access to private property
 - iv) take such steps as may be practicable to ensure that coaches, taxis and other vehicles attending the Premises upon termination of public entertainment do not allow engines to run whilst such vehicles are standing still so as to cause excessive noise or inconvenience to neighbouring residents or cause unnecessary obstructions to the public highway.

27. WELL BEING OF PATRONS

- 27.1 *The Licensee shall ensure that clean and wholesome drinking water is available to patrons on request free of charge at all times during Public Entertainment*
- 27.2 If so requested by an authorised Officer of the Council the Licensee shall identify a suitable room which can be made available during Public Entertainments to indisposed patrons for the purposes of recovery or awaiting medical treatment.

28. DISABLED PERSONS

- 28.1 On any occasion when disabled persons are present on the Premises during a Public Entertainment, such special arrangements as may be necessary in the circumstances shall be made to enable all persons to leave safely in the event of an emergency.

29. INSURANCE

- 29.1 The Licensee shall ensure that there is in force during the currency of the Licence an appropriate Public Liability Insurance Policy relating to his use of the Premises for Public Entertainments.

MINIMUM REQUIREMENTS FOR FIRST AID EQUIPMENT

1. 1 guidance card on First Aid
2. 40 individually wrapped adhesive dressings, sterile, assorted.
3. 4 eye pads No 16, sterile
4. 6 triangular bandages measuring 90cm x 120cm sterile
5. 1 box of 12 safety pins
6. 8 medium wound dressings No 8 sterile
7. 5 large wound dressings No 9 sterile
8. 6 extra large wound ambulance dressings No 3 sterile
9. 10 wound cleaning wipes
10. Plastic aprons to be stored next to first aid box
11. 1 box latex gloves to be stored next to first aid box
12. 3 x 300ml eye irrigation bottles (if tap water is not readily available)
13. 1 pair scissors 5" (blunt ended)
14. 4 packets of 5 cotton wool balls
15. 2 packets of 5 gauze swabs 7.5cm x 7.5cm
16. "Face Shields" (protection during mouth to mouth resuscitation) - in addition one pack is to be supplied to each Door Person together with one pair of latex gloves.

**Annex 3 - Conditions attached after a hearing by the licensing authority/
Mediation meeting**

Annex 4 – Plans

