

## CONSOLIDATED TIMES AND PROPOSED CONDITIONS AGREED TO DATE BETWEEN APPLICANT AND AUTHORITIES

### **Times**

#### **Supply of alcohol**

Monday to Sunday 11:00 till 23:00

#### **Late- night refreshments**

Friday and Saturday 23:00 till 03:00

#### **Opening Hours**

Sunday to Thursdays 08:00 till 23:00

Friday and Saturday 08:00 till 03:00

### **General**

1. The consumption of off sales is to be restricted to the courtyard, as per the yellow section on the plan (dated 16/06/2025).
2. All staff to be fully trained to Licensing SAVI standard to include (but not exhaustive) 'Don't Do Drunk', 'Challenge 25', 'Spiking Awareness', 'Vulnerability Awareness' and 'Drugs Policy'. Training records retained and available at the premises to any authorised authority on request.

### **The prevention of crime and disorder**

1. Colour digital CCTV, with a picture quality capable of being used for evidence will be installed to cover point(s) of sale, entrances / exits and any external areas used for licensable activities or where outside seating is provided. The CCTV will be always operational the premises is open to the public.
2. CCTV recordings will be retained for a minimum of 30 days and made available in a viewable format to any authorised authority on request. On request means at the time of the request, in a format which is viewable remotely and not dependent on the premises CCTV system.

3. When the premises is open to the public there will always be a member of staff on site who is trained in the operation of the CCTV system and is able to provide recordings in a viewable format to any authorised authority on request.
4. There will be signage in the premises, clearly visible to members of the public, which states that CCTV is in operation.
5. The Premises will have a zero tolerance to drugs policy. The Licence Holder shall display notices at the entrances to the premises advising attendees that the police will be informed if anyone is found in possession of controlled substances.
6. Drugs found will be placed in a suitable locked receptacle kept for that purpose. Means for securing and unlocking the receptacle will be held by the Premises Licence Holder or a nominated responsible person. A record shall be made of the date and time of the find, the person who made the find and the person who secured the found item(s). This record will be made available to any authorised authority on request.
7. The Premises Licence Holder shall make suitable arrangements with the police for the collection of any found items as soon as possible after they are found.
8. There will be a duty of care policy formulated towards persons who are refused admission or who are ejected from the premises.
9. There will be a minimum of two registered SIA door supervisor on duty at the premises from 20:00 onwards until 30 minutes after the premises closes on all Fridays, Saturdays and nights preceding nationally recognised public holidays (this will include Xmas Eve and New Year's Eve) with additional security being provided on a risk assessed basis. These risk assessments would be made available to any authorised authority on request and retained for a minimum of 12 months.
10. At all other times the need for door staff shall be risk assessed by the designated premises supervisor and employed when the risk assessment deems it necessary. Advice from West Mercia Police will be taken when formulating the risk assessments. These risk assessments will be recorded and kept for a period of 12 months and made available to any authorised authority on request.
11. Incidents of crime and / or disorder will be recorded and reported to police as soon as practicable. Copies of these records will be provided to any authorised authority on request. The record will contain full details of persons reporting and any victims along with times and circumstances of the incident.
12. The Premises shall have a policy around spiking. Such policy will ensure appropriate training is provided to staff as well as consideration around providing anti-spiking bottle stoppers / protective drink covers. Consideration will also be given to the provision of drug / spiking testing kits.
13. Drinks in open containers will not be permitted to enter or be removed from Rowley's Mansion Courtyard.
14. No glassware, of any description will be in use from 23:00 hours and all tables must be cleared of glassware within Rowley's Mansion Courtyard by 23:30 hours.
15. Cutlery / tableware will only be provided when needed and not left on tables.
16. Any external storage areas used by premises will remain locked and secured at all times with no access to the public.

17. All persons authorised for the sale of Alcohol will be defined in a written document. This will detail who is authorised the sale of alcohol and evidence that the staff member has been trained in accordance with 'Challenge 25'. This document will be signed by both the staff member and the DPS. The document will be retained and made available at the premises to any authorised authority on request.

Additional condition off application form

18. Tally counters to be utilised by SIA door supervisor to prevent overcrowding, who will use Arcangel Logbook to record incidents, refusals, ejections and customer numbers.
19. Licensee to be a member of Shrewsbury Pubwatch Scheme, if operation.

## **Public safety**

Additional conditions off application form

1. Fire Risk Assessment to determine safe capacity, means of escape, muster points, staff roles in event of an emergency.
2. Ensure safety checks carried out on electrical installations.
3. Regular and efficient glass collection to prevent accumulation of glassware on tables.
4. Ensure food traders possess relevant food hygiene and health and safety certificates.

## **Public Nuisance**

Additional conditions off application form

1. Prominent, clear and legible notices will be displayed at the exits requesting the public to respect the needs of nearby residents and to leave the premises and the area quietly.
2. Food to be available for takeaway only after 23:00 hours.
3. Carry out a thorough litter sweep prior to open, and after close, each day the venue operates, as well as regular litter sweeps during trade.
4. Encourage dispersal of customers from venue at close (whilst identifying any vulnerable persons).

## **Protection of Children from Harm**

1. A Challenge 25 Policy will be implemented with appropriate signage displayed at points of sale.
2. A challenge log for Challenge 25 and refusals will be maintained and made available to any authorised authority on request. The challenge log can be kept either electronically or in a hard backed/bound book.
3. Training on Challenge 25 procedures, proxy sales and individuals' responsibilities under the Licensing Act 2003 will be held for all persons involved in the supply of alcohol, prior to engaging in the serving of alcohol and within 14 days of them commencing this role. Refresher training on Challenge 25, proxy sales and their responsibilities under the licensing act 2003 to be provided no less than annually. Training records retained and available at the premises to any authorised authority on request.

Addition condition off the application form

4. Persons aged 16 and 17 only to be allowed unaccompanied in the premises up to 18:00 hours, thereafter they must be accompanied by an appropriate and responsible adult. Persons under 16 must be always accompanied by an appropriate and responsible adult.