

**ADDITIONAL CONDITIONS FOR**  
**PUBLIC ENTERTAINMENT LICENSING – THE PERFORMANCE OF A PLAY**  
**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**STAGE AREA**

1. The area below the stage must not be used for the storage of any inflammable or combustible liquids, gases or materials of any kind
2. A first aid kit which complies with the requirements of the health and safety first aid regulations shall be provided on the premises
3. Seating arrangements for the auditorium or other area of the premises shall be in accordance with the management policy stemming from the fire safety risk assessment
4. All doors and barriers shall not be fastened or locked except by emergency bolts when the premises are open
5. Any person sitting in a wheelchair as part of the audience shall be placed in a position where they will not cause an obstruction in the event of an emergency and where a ready means of exit is available.

**MANAGEMENT**

6. The licence holder shall appoint a manager and a management committee to manage the premises. The manager or his appointed deputy shall be in charge and present during the whole time the premises are open to the public and shall be kept free of work that would prevent him from being immediately available in the event of an alarm of fire or other incident.
7. The licence holder shall ensure that there are a sufficient number of competent and adequately trained attendants to cover any emergency situation. These attendants shall be on duty the whole time that the public are on the premises. These attendants will require to have been specifically instructed as to their essential responsibilities in the event of fire or another emergency. They must also take account of any additional responsibilities caused by the attendance of disabled persons or children.

8. The primary duty of attendants is to ensure that safe conditions are maintained on the premises at all times and to achieve this they shall:-
  - a) ensure that no overcrowding occurs in any part of the premises;
  - b) keep all gangways and exits clear at all times;
  - c) prevent standing on seats or furniture; and
  - d) be aware of any special requirements needed to ensure the safe evacuation of the audience/patrons.
9. All attendants shall be readily identifiable to the public by the means of some conspicuous clothing or marking system which is visible under all lighting conditions.
10. The number of attendants on duty on the premises to assist persons entering or leaving the premises shall be not less than [2]. Where most of the audience at an event are under the age of 16 the number of attendants on duty shall be not less than [3].
11. A public address method which can override any performance and can be clearly heard in all parts of the premises shall be provided.
12. Where the licence holder hires the premises to another person or organisation that person or organisation shall appoint a person as being responsible for ensuring that the conditions of this licence are met in relation to the hire. In particular the licence holder shall ensure that any hirer of the premises:
  - a) is aged 18 years or over;
  - b) signs a written undertaking to accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions of the licence relating to management or supervision of the event are met;
  - c) possesses a full copy of the licence conditions for the premises;
  - d) ensures that he receives instruction and training in respect of fire precautions and evacuation procedures;
  - e) provides the number of attendants required by this licence and instructs them as to their responsibilities in the event of fire.

## **LIGHTING**

13. All parts of the premises to which the public have access and all external exits and exit ways shall be provided with normal lighting capable of providing sufficient illumination of those parts of the premises for the public to use and leave the premises safely. A minimum standard of illumination shall be maintained so that the premises cannot be plunged into total darkness deliberately or accidentally.
14. Whenever the public are on the premises normal lighting shall be kept on, in the absence of adequate daylight and shall provide the level of illumination required to ensure that the public may use or leave the premises safely. Such lighting shall be capable of illuminating all exit fire safety signs unless these are self-luminous fire safety signs.

## **FIRE**

15. The licence holder must ensure that the premises are fully compliant with the requirements imposed by the Fire (Scotland) Act 2005. This places a duty on the licensee to undertake a Fire Risk Assessment and produce a Management Policy to ensure the safety of persons (whether they are employees, occupants, residents, tenants, visitors or others) in the premises in respect of harm caused by fire.
16. The Licence holder shall ensure that there are a sufficient number of competent and adequately trained attendants to cover any emergency situation. These attendants shall be on duty the whole time that the public are on the premises. These attendants will require to have been specifically instructed as to their essential responsibilities in the event of fire or another emergency. They must also take account of any additional responsibilities caused by the attendance of disabled persons or children.

## **ELECTRICITY**

17. The electrical installation to the premises shall be kept in proper working order. No alterations or additions to the electrical installation shall be made without the Council's written consent.
18. No temporary electric lighting installation shall be used in any part of the premises without written consent.

19. One or more earth leakage circuit breakers must be installed if live amplified music is to be performed in the premises. The installation should comply with the current Institute of Electrical Engineers Regulations.
20. Electrical installations shall be installed, tested and maintained in accordance with the provisions of the current IEE Regulations for electrical installations.
21. The use of long trailing flexes to portable electrical appliances and all multi-purpose adapters shall not be permitted on the premises.
22. The licence holder shall ensure that all persons providing their own electrical equipment within the premises certify that such equipment meets the requirements of the current IEE regulations and any British Standard relevant to its use in the premises.