

HIGHLAND LICENSING BOARD– OCCASIONAL LICENCE LOCAL CONDITIONS

Any of the following local conditions may be applied to occasional licences for the purposes of one or more of the licensing objectives. These objectives are:

1. Preventing crime and disorder
2. Securing public safety
3. Preventing public nuisance
4. Protecting and improving public health
5. Protecting children and young persons from harm

	Condition	Licensing Objective
a.	The occasional licence must be prominently displayed on the premises.	1
b.	The licence holder must be familiar with the legal requirements of selling alcohol under the occasional licence and shall ensure that all persons selling or serving alcohol are aware of their duties and responsibilities.	1, 2 & 5
c.	The number of persons permitted entry to the premises shall not exceed the approved capacity limit for the premises.	2
d.	The occasional licence Holder or, in his/her absence, a nominated personal licence holder must be present in person within the premises during the period covered by the occasional licence. <i>(This condition is likely to be applied to personal licence holder and premises licence holder applications only).</i>	1 & 2
e.	A designated member of a voluntary group granted an occasional licence must be present on the premises during the period the licence has effect.	1 & 2
f.	Whilst on the premises referred to in this occasional licence, all persons under 18 years of age must be in the care of a responsible adult.	5
g.	Whilst on the premises referred to in this occasional licence, all children must be in the care of a responsible adult.	5
h.	A notice must be displayed so as to be reasonably visible which states that persons under the age of [age] are not permitted on the premises.	5
i.	The licence holder must provide [<i>insert number</i>] stewards who hold a Licence granted under Section 8 of the Private Security	1 & 2

	Industry Act 2001. <i>(Appropriate number to be determined on a case by case basis)</i>	
j.	The licence holder must provide [<i>insert number</i>] stewards. If these stewards are working in a voluntary capacity they do not require to hold an SIA Licence. <i>(Appropriate number to be determined on a case by case basis)</i>	1 & 2
k.	Stewards must be clearly identified by badges, armbands or a recognisable uniform.	1 & 2
l.	All stewards must remain in the premises until all patrons have left the premises.	1, 2 & 3
m.	All alcoholic and non-alcoholic drinks shall only be sold and served in cans or in plastic or polycarbonate containers. <i>(This condition is likely to be applied at all large-scale public events such as music festivals, Highland Games and large agricultural shows, but may also be applied to other occasional licences where considered appropriate in the interest of public safety)</i>	1 & 2
n.	No person is to be permitted to leave the premises with alcohol in an open container.	1 & 2
o.	The licence holder shall ensure that immediately following the end of the period covered by the Occasional Licence, all litter within the immediate environs of the premises is collected and placed in a refuse bin.	2 & 3
p.	Any music or live performance must cease by ... hours or such other time as may be specified by the Licensing Board. <i>(Appropriate hours to be determined on a case by case basis)</i>	3
q.	All staff employed or engaged to sell or serve alcohol will require to have completed mandatory licensing training as prescribed in the Licensing (Training of Staff) Scotland Regulations 2007. <i>(This condition is likely to be applied at large-scale public events)</i>	1 & 2
r.	A copy of the training records of all members of staff employed or engaged to sell or serve alcohol shall be kept on site at the premises to which this licence applies for the duration of the licence and made available for inspection by Police Scotland or a Licensing Standards Officer on site if they so request. <i>(This condition is likely to be applied for outdoor events)</i>	All
s.	Only guests/ticket holders attending the function shall be allowed to be present on the premises during the permitted hours. The licence holder shall undertake such checks as are necessary to ensure compliance with this condition and shall provide sufficient staff for this.	2

t.	Where children under the age of five are to be admitted to the premises during the currency of this Occasional Licence, baby changing facilities accessible to both genders shall be provided at the premises.	5
u.	The licence holder shall have in place and ensure that all persons working in the premises (including any outdoor area or the site of any marquee or other temporary structure to which the occasional licence applies) during the occasional licence are aware of, understand and adhere to, a written policy for the prevention of misuse of drugs on the premises. This policy must accord with the terms of the specimen policy set out at Appendix 11 of the Board's Policy Statement, unless otherwise agreed in writing by the Licensing Standards Officer.	1, 2, 3 & 4
v.	The licence holder shall have in place and ensure that all persons working in the premises (including any outdoor area or the site of any marquee or other temporary structure to which the occasional licence applies) are aware of, understand and adhere to, a duty of care policy to reduce the vulnerability of patrons on the premises through intoxication, however and wherever attained. The aim of this policy should be to ensure that a standard approach is taken by staff when any patron appears to be displaying signs of excessive intoxication. All staff must receive training in identifying signs of excessive intoxication and advancing their awareness of vulnerability through intoxication. This training should include material such as the "Who are you?" video www.whoareyou.co.nz or similar. All related training should be recorded and records kept available for inspection by Police Scotland and the Licensing Standards Officers.	1, 2 & 4