RULES OF MANAGEMENT FOR PLACES OF PUBLIC ENTERTAINMENT
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**Note**: this listing is intended as a guide to the contents but it is not comprehensive nor does it form part of the Rules

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Note: This listing is intended as a guide to the contents but it is not comprehensive nor does it form part of the Model Rules.

Important Notice

It should be recognised that while these Rules of Management are applied to a licence for public entertainment, their application does not in any way replace or reduce the underlying statutory duty of employers to comply with the requirements of the Health and Safety at Work etc Act 1974 and any associated regulations and codes of practice.

The management of Health and Safety is wide-ranging in nature and may overlap, to some extent, with these rules of management. Employers and self-employed persons are required by the Management of the Health and Safety at Work Regulations to assess the risks to their workers and any others (i.e. patrons) who may be affected by their business so as to identify what measures are needed to avoid or control the risks. This assessment should be considered with the Rules of Management to manage Health and Safety at the premises.

The Local Authority’s Environmental Health Services can be contacted if advice is needed by employers on such Health and Safety matters.
Foreword

The Model Rules of Management had their origins in the Lord Chamberlain’s Rules and supplementary technical requirements originated by the London County Council in the interests of public safety. After 1965 these rules were codified into the Technical Regulations and the Rules of Management for Places of Public Entertainment issued by the former Greater London Council (GLC). The Association of British Theatre Technicians (ABTT) was closely involved in the formulation of these documents. Many licensing authorities used the GLC publications as a basis for their own licensing requirements.

The Technical Regulations cover the physical requirements for building and maintaining places of public entertainment whilst the Rules of Management cover day-to-day operational matters.


The Model Rules have now been extensively revised by the District Surveyors Association (DSA), the ABTT and the Association of London Environmental Health Managers with the valuable assistance of the Fire Brigade. These Model Rules for Places of Public Entertainment are offered for the use of both licensing authorities and licensees nation-wide. They are also a guide to good practice for anyone concerned with the management of places of public entertainment. If formally adopted by a Council they become standard Licence conditions which must be observed.

The Model Rules are also published in loose-leaf A4 format in a ring-binder available from DSA. The Model Rules are also published in A5 format available from the ABTT.

The Model Technical Regulations are currently under revision.

Addresses

Association of British Theatre Technicians
47 Bermondsey Street
London
SE1 3XT

LDSA Publications
PO Box 266
Bromley
Kent
BR2 9ZN
RULES OF MANAGEMENT FOR PLACES OF PUBLIC ENTERTAINMENT

AS RECOMMENDED BY

THE DISTRICT SURVEYORS ASSOCIATION,

THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS AND THE

ASSOCIATION OF LONDON ENVIRONMENTAL HEALTH MANAGERS


NOTES:

(i) A licence is required to permit premises to be used for:

(a) public dancing, music or similar entertainment

(b) outdoor public boxing or wrestling contests or displays (within London only)

(c) indoor sports where the public are admitted as spectators

(d) the public performance of plays or performances of plays promoted for private gain

(e) film exhibitions where the public are admitted on payment or where the exhibition is promoted for private gain.

The primary legislation concerned is:
Schedule 12 to the London Government Act 1963 (For London)
Schedule 1 to the Local Government (Miscellaneous Provisions) Act 1982 (Outside London)
Private Places of Entertainment (Licensing) Act 1967
Theatres Act 1968
Cinemas Act 1985

(ii) Except where the context demands otherwise the singular includes the plural and the masculine includes the feminine.

(iii) Nothing in these rules shall be construed as interfering with (a) the total discretion of the licensee or his representative regarding the admission of any person or (b) the need to comply with all the relevant statutory requirements.

(iv) These rules are divided into parts as follows: -

Part I - General. (Rules 1 and 2)

Part II - Rules which apply to all premises. (Rules 3 - 38)

Part III - Lighting, electrical, ventilation and mechanical installations - applicable to all premises. (Rules 39 - 46)
Part IV - Additional rules for premises used for film exhibitions.  
(Rules 47-61)

Part V - Additional rules for premises used for indoor sports.  
(Rules 62-71)

Appendix A - Specimen check list.

Appendix B - Curtains, hangings, and upholstery.

Appendix C - Staff duty register.

Appendix D - Maintenance of fire appliances, fire alarms and water supply.

Appendix E - Staff training.

Appendix F - Model rules for club cinemas showing restricted 18 films.

Appendix G - Stage presentations - guidance notes.

Appendix H - Lasers, smoke machines, strobe lighting - further guidance.

Appendix I - Certificates to be submitted to the Council.

Appendix J - Definition of a sex establishment.

Appendix K - Guidelines and model conditions for waivers of Rule 4  
(Striptease/Nudity)

Appendix L - Model procedures and conditions in respect of hypnotism

Appendix M - Rules of Management for exhibition of subsidiary films and videos

Appendix N - Rules of Management for exhibition of films and videos in hotels

Appendix O - Rules of Management when premises are used occasionally for entertainment.

**Disabled People**

It is the policy of the Council that facilities for disabled people should be provided at places of public entertainment. Licensees are, therefore, strongly encouraged to provide such facilities so as to enable the admission of disabled people and are reminded of the duties imposed by the Disability Discrimination Act 1995. Council officers will be pleased to discuss and advise on the best ways to achieve this.
PART I

GENERAL

Definitions

In these rules, unless the context otherwise requires: -

‘Accommodation limit’ means the number of people, excluding staff, that may be accommodated at any one time on the premises. (In calculating the limit account is taken of the means of escape arrangements, the available public floor space, the usage of the premises and the sanitary facilities available.)

‘Adult’ means a person who has attained the age of at least 16 years.

‘Agreement of the Council’, ‘Approval of the Council’ or ‘Consent of the Council’ means the prior agreement, approval or consent of the Council in writing and ‘agreed’, ‘approved’ or ‘permitted’ means, agreed, approved or permitted in advance by the Council in writing.

‘All material times’ means whenever the premises are open for the purposes of the licence.

‘Approved arrangements’ means the arrangement of the premises, (including the layout), fittings, installations and all other things in connection therewith as approved by the Council.

‘Authorised Officer’ means any person authorised in writing by the Council and officers of the Fire Authority.

‘Certificate’ means a written report or reports of inspection and satisfactory condition completed by an appropriately qualified engineer or other competent person and submitted to the Council within one month of inspection.

‘Council’ means Westminster City Council.

‘Council regulations’ means the Technical Regulations for Places of Public Entertainment agreed by the Council.

‘Duty Manager’ means the person in charge of the premises whilst the premises are open for the purposes of the licence. This person may either be the licensee or a person appointed by him in writing.
‘Escape lighting’ (emergency lighting) means lighting, obtained from a source independent of the normal supply to the building which, in the event of a failure of the normal supply, will assist the public, performers and staff to leave the premises.

‘Film exhibition’ means any exhibition of moving pictures which is produced otherwise than by the simultaneous reception and exhibition of programmes included in a programme service within the meaning of the Broadcasting Act 1990.

‘Fire Authority’ means the relevant Fire Authority.

‘Indoor sports’ means contests, exhibitions or displays of any sport held indoors to which the public are invited as spectators.

‘Inspect/inspection’ means to carry out a visual inspection accompanied by such other test as may be necessary, in the opinion of the competent person carrying out the inspection, to enable the completion of a Certificate of (satisfactory) condition.

‘Management lighting’ means the combination of the approved escape lighting and that portion of the normal lighting which in the absence of adequate day lighting is intended for use to facilitate easy movement about the premises during the whole time the public are present.

‘Non-combustible material’ means material which is deemed to be non-combustible when tested in accordance with the provisions of the current edition of British Standard 476: Part 4, or such other material or combination of materials as the Council accepts as being non-combustible for the purpose of these rules.

‘Normal lighting’ means all lighting, other than escape lighting, permanently installed in those parts of the premises to which the public have access.

‘Platform’ means that part of the public assembly space which is arranged for the accommodation of performers and which is not a stage.

‘Pop concert’ means an event the main performance characteristics of which are the use of live or recorded amplified music by solo performers or groups of performers and where in the opinion of the Council the event is likely to attract an audience of such a nature that could lead to problems with crowd control, over-excitement or possibly unruly behaviour.

‘Premises’ includes any part of premises licensed by the Council, any associated areas, equipment and fittings.
‘Staff’ means any person, whether or not employed by the licensee, concerned in the management, control or supervision of the premises who has been given specific responsibilities under these rules.

‘Stage’ means that part of the premises which is constructed or arranged for the performance of plays or entertainments of the like kind, and in this connection:

(a) ‘Separated stage’ means a stage which is separated from the remainder of the premises by fire-resisting construction and the proscenium opening is provided with a safety curtain.

(b) ‘Open stage’ means a stage which is not so separated and;

(c) ‘Stage area’ means, in addition to the stage itself, any scene dock, workshop, stage basement, staff or orchestra room, or other portion ancillary to the stage and not fire-separated therefrom.

‘Trailer’ means a film advertising a film exhibition.

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<td>(b) The Council may in giving consent under these rules impose such conditions as it shall specify in writing.</td>
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<td>(c) If the licensee wishes any of the terms of the licence to be varied an application must be made to the Council and, subject to any statutory enactment, if the Council so requires the application must be advertised.</td>
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## PART II

### RULES WHICH APPLY TO ALL PREMISES

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<td><strong>Exhibition of Licence</strong>&lt;br&gt;The relevant licence or a clear copy shall at all material times be prominently exhibited (a) at or near the entrance to the premises so that it can easily be read by persons in the street without entering the premises; and (b) within the premises in a position where it can be easily read by patrons.</td>
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<tr>
<td>4 (a)</td>
<td><strong>Prohibition on Use</strong>&lt;br&gt;Any entertainment, performance, service, or exhibition involving nudity or sexual stimulation which would come within the definition of a sex establishment in Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Greater London Council (General Powers) Act 1986, (whether or not locally adopted), shall not be provided. <strong>NOTE:</strong>&lt;br&gt;1. The definition of a sex establishment is set out in Appendix J.&lt;br&gt;2. This condition does not apply to any entertainment which is an integral part of a licensed performance of a play.&lt;br&gt;3. Procedures for applications to waive this part of the rule and model conditions to be attached to any consent are attached as Appendix K.</td>
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<tr>
<td>4 (b)</td>
<td>No person shall give at the premises any exhibition, demonstration or performance of hypnotism, mesmerism or any similar act or process which produces or is intended to produce in any other person any form of induced sleep or trance in which susceptibility of the mind of that person to suggestion or direction is increased or intended to be increased. <strong>NOTE:</strong>&lt;br&gt;1. This rule does not apply to exhibitions given under the provisions of Section 2(1A) and 5 of the Hypnotism Act 1952.&lt;br&gt;2. Procedures for applications to waive this part of the rule and model conditions to be attached to any consent are attached as Appendix L.</td>
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<td><strong>Hours of Opening</strong>&lt;br&gt;The premises shall not open before 0900 hours for any purpose of the licence. On Sundays, Good Fridays and Christmas Day the premises shall not open before 1400 hours for the public performance of plays.</td>
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### Hours of Closing

The *premises* shall not be kept open after 2300 hours for music, music and dancing, boxing, wrestling or *indoor sports* or after midnight for plays and *film exhibitions*.

**NOTE:**

1. This is a standard terminal hour and in some cases this hour may be extended (see rule 2(c)).

2. On the morning that Greenwich Mean Time changes to British Summer Time one hour will be added to the terminal hour of licences having a terminal hour of later than 2am.

3. On New Year’s Eve the standard terminal hour shall be extended from 11.00pm to 1.00am on the day following.

### Responsibility of Licensee

(a) The licensee shall take all reasonable precautions for the safety of all persons using the *premises* and, except with the consent of the *Council*, shall at all material times retain control over all parts of the *premises*.

(b) The licensee shall be in charge of and upon the *premises* at all material times. The licensee may authorise in writing a *duty manager* to deputise for him. If he does so this written authorisation must be kept on the *premises* and be readily available for inspection by any police officer or *authorised officer*.

**NOTE:** Hereafter in these rules the term “*Duty Manager*” will mean the licensee or the *duty manager* as appropriate.

(c) No soliciting for custom, including the distribution of leaflets, shall take place from the *premises*, immediately outside the *premises* or in the vicinity of the *premises*.

The licensee shall not use or cause or permit the use of unauthorised advertisements (fly posting) to advertise events, exhibitions, publications or recordings, and shall take all reasonable steps to ensure that unauthorised advertising (fly posting) connected with events at the *premises* does not take place.

**NOTE:** This does not prohibit the distribution of leaflets to persons within the *premises*.

(d) The licensee shall comply with any other statutory enactment relating to the construction and use of the *premises* or to the provision of entertainment.

**NOTE:** In this connection it is the *Council’s* policy that generally applications for licences or for variation of licences will not be considered unless the activity to be authorised by the *Council* is lawful in planning terms.

(e) The licensee shall ensure that the pavement from the building line to the kerb edge immediately outside the *premises*, including
the gutter/channel at its junction with the kerb edge, is kept clean and free from litter at all material times to the satisfaction of the Council.

**Charge of Licensed Premises**

8 (a) The Duty Manager shall possess The National Entertainment Licensees Certificate or equivalent qualification, evidence of which shall be provided on request or shall otherwise have satisfied the Council that he has all necessary knowledge and experience.

(b) The *duty manager* shall be familiar with all licence conditions including these rules.

(c) The *duty manager* shall not engage in any duties which will prevent his general supervision of the *premises*. The *duty manager* shall whenever necessary be assisted by suitable *adults*.

(d) Before admitting the public the *duty manager* shall carry out all necessary safety checks.

**NOTE:** A specimen check list is provided in Appendix A of these rules.

(e) The *duty manager* shall maintain good order on the *premises* and in particular shall ensure that none of the following shall take place:

(a) Unlawful possession and/or supply of drugs controlled by the Misuse of Drugs Act 1971.
(b) Indecent behaviour, including sexual intercourse.
(c) The offer of any sexual or other indecent service for reward.
(d) Acts of violence against person or property and/or the attempt or threat of such acts.

(f) Where required by the *Council* a competent person shall be in charge of the electrical or other installation whilst the public are on the *premises*.

**Attendants**

9 (a) There shall also be on duty upon the *premises* during the whole time that the members of the public are present a sufficient number of competent *adult staff* who shall have been specially instructed by the licensee or person nominated by him as to their duties in the event of an emergency. The instruction given to *staff* shall include training on the avoidance of panic and the safe evacuation of the *premises*. (See also rules 28 and 29).

(b) Such *staff* shall not be engaged in any duties which would hinder the prompt discharge of their duties in the event of any emergency or entail their absence from that floor, tier, or auditorium where they are on duty.
Such staff shall not be engaged in any sales duties which involve the use of trays or similar equipment when the normal lighting is dimmed or extinguished.

10 Where the premises are used for a closely seated audience or have a maximum accommodation of more than 300 persons, unless the Council requires or consents otherwise there shall be a minimum of two members of staff on duty on each floor or tier of the auditorium where the public, up to a number not exceeding 500, are present on that floor or tier and one additional member of staff for each additional 250 persons or part thereof present on that floor or tier provided that:

(a) if an auditorium has only one floor or tier and seats 250 persons or less the number of staff on duty in that auditorium shall be not less than one;

(b) only one member of staff is required to be on duty on any floor or tier of an auditorium when the number of persons present on that floor or tier does not exceed 100.

NOTE: Rule 47 sets out the requirements for cinemas.

Entertainment for Children 11 Entertainment specially presented for children shall not be given without the Council’s consent. At least seven days’ notice shall be given to the Council of any intention to provide such entertainment. During the whole time that performances are specially presented for children:-

(a) A member of staff shall be stationed in the vicinity of each exit from any level occupied by children provided that on each level the minimum number of staff on duty shall be:
Stalls - 1 member of staff per 100 children or part thereof
All other levels - 1 member of staff per 50 children or part thereof.

(b) No child unless accompanied by an adult shall be permitted in the front row of any balcony.

(c) Standing shall not be permitted.

NOTE: (i) Stalls will normally be the lowest level of accommodation and parts (a) to (c) of this rule are intended to minimise the risk of children falling from upper levels.

(ii) If children take part in any entertainment the consent of the relevant Education Authorities will be needed.

Conduct of Premises 12 (a) No poster, advertisement, photograph, sketch, synopsis or programme shall be displayed, sold or supplied anywhere by or on behalf of the licensee which is unsuitable for general exhibition. If the licensee is notified by the Council in writing that it objects under this rule to a poster, advertisement,
photograph, sketch, synopsis or programme, it shall not be displayed, sold or supplied.

(b) The licensee shall ensure that no noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.

NOTE: The Council may require clearly legible notices to be displayed at all exits from the premises requesting patrons to respect the needs of local residents and to leave the premises and area quietly.

(c) The entrance shall be kept closed except for immediate entrance and exit whilst the premises are in use under the licence;

(d) A ‘closed sign’ shall be displayed at the entrance at the terminal hour specified on the licence;

(e) All tables and chairs and other items on the private forecourt shall be removed by 11.00p.m every night.

Dangerous Performances 13 Performances involving danger or risk to the public shall not be given.

Dancing 14 Dancing shall be restricted to the areas approved by the Council for that purpose.

Admission of Authorised Officers 15 Authorised officers who carry written authorisations and proof of identity which they will produce on request, shall be admitted immediately at all reasonable times to all parts of the premises.

NOTE: Authorised officers inspecting stage, backstage and auditorium areas whilst a performance is in progress should take care not to interrupt the performance.

Overcrowding 16 (a) Overcrowding shall not be permitted in any part of the premises.

(b) The licensee shall maintain a register indicating the numbers of staff who are on duty at all material times in the area where entertainment is provided. This register shall be produced immediately on the request of a police officer or an authorised officer.

NOTE: (1) As accommodation limits exclude staff this register will be used by police officers or authorised officers to assist in deciding how many members of the public (as distinct from staff) are present on the premises at any given time. It is essential, therefore, that the register is properly maintained at all material times and that it is readily available for inspection.

(2) A sample register is set out in Appendix C.
(3) The means of escape must always be sufficient for the total number of persons present. Where there are an unusually large number of performers the Council should be consulted.

(c) The licensee shall ensure that the accommodation limit specified on the licence is not exceeded and shall at all material times be aware of the number of patrons on the premises. This information shall immediately be provided on request to a police officer or authorised officers when they have reasonable cause for suspecting the accommodation limit may be exceeded.

**NOTE:** Rule 16 (b) and (c) shall not apply to premises which are being used for a closely seated audience.

**Change of Use**

17 The use(s) of the premises for which a licence(s) has been granted shall not be changed without the consent of the Council.

**NOTE:** If the premises are used regularly for one type of entertainment the Council should be informed of any change to another type of entertainment.

**Maintenance and Testing**

18 The approved arrangements at the premises, including means of escape provisions, fire warning and fire fighting equipment, the electrical installation and mechanical equipment, shall at all material times be maintained in good condition and full working order.

**NOTE:** Appendix D gives details of what is required in respect of the maintenance of fire appliances, fire alarms and water supply.

**Alterations**

19 (a) No alterations (including temporary alterations) shall be made to the premises, without the consent of the Council. This condition shall not require notice to be given in respect of routine maintenance works.

(b) Where works necessitate the premises being closed for a period of time, the premises shall not reopen for the purpose of the licence without the consent of the Council.

**NOTE:** Any consent under this rule does not relieve the licensee of any need to seek a variation in the terms of the licence.

**Maintenance of Means of Escape**

20 (a) 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 approved arrangements.
(b) In restaurants and other premises where chairs and tables are provided clear gangways shall be provided in accordance with the approved arrangements.

(c) No changes shall be made to the approved layout of the premises without the consent of the Council.

(d) All exit doors shall be available at all material times without the use of a key, code, card or similar means. Any fastenings or electrically controlled locks shall be approved by the Council.

(e) Any approved removable security fastenings shall be removed from the doors prior to opening the premises to the public. All such fastenings shall be kept in an approved position.

(f) All fire doors shall be maintained effectively self closing and not held open other than by an approved device.

(g) Fire resisting doors to ducts, service shafts and cupboards shall be kept locked shut.

(h) The edges of the treads of steps and stairways shall be maintained so as to be conspicuous.

Curtains, Hangings, Upholstery, Decorations, Etc. 21

(a) Only hangings, curtains, upholstery and temporary decorations, complying with the relevant British (or where appropriate European) Standard shall be used. Where necessary these shall be periodically tested for flame resistance and re-treated as necessary to the satisfaction of the Council.

NOTE: 1. Appendix B sets out the method of seeking consent for permanently installed materials.

2. In the case of temporary decorations a statement must be provided advising the period it is desired to retain the decorations.

(b) Curtains and hangings shall be arranged so as not to obstruct fire safety signs, fire extinguishers or other fire fighting equipment.

(c) Curtains, where permitted across doors, shall be hung in two halves on a free running rail to enable them to be parted easily. Such curtains shall have a clearance of at least 25mm between the bottom of the curtain and the floor.

Seating 22

(a) The premises shall not be used for a closely-seated audience, except in accordance with plans approved by the Council.

(b) No article shall be attached to the back of any seat which would either reduce the clear width of seatways below the minimum specified or cause a tripping hazard or obstruction.
(c) A copy of the approved seating plan(s) shall be kept available at the premises and shall be shown to authorised officers on request.

(d) A copy of any certificate relating to the design, construction and loading of any temporary seating shall be kept available at the premises and shall be shown to authorised officers on request.

**Standing and Sitting in Gangways**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
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</table>
| 23      | (a) In no circumstances shall persons be permitted to -  

(i) sit in any gangway; or  

(ii) stand in any gangway which intersects the seating; or  

(iii) stand or sit in front of any exits.  

(b) Waiting and standing shall not be permitted except in areas approved by the Council.  

**NOTE:** Licensees are advised that when approached by organisers of parties of disabled people details of how their special needs ought to be addressed should be obtained.

**Disabled Persons**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
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</table>
| 24      | (a) The licensee shall ensure that whenever disabled persons are present adequate arrangements are made to enable their safe evacuation in the event of an emergency.  

(b) Wheelchairs and similar equipment shall not be allowed within the premises except in accordance with the terms of any consent issued by the Council.  

**NOTE:** It is the Council’s policy that wherever possible there should be proper access for disabled people including wheelchair users. Consequently the Council will grant consent whenever it can do so without risk to persons using the premises.

**FIRE PRECAUTIONS, SPECIAL RISKS, ETC**

**Fire Duties**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
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</table>
| 25      | (a) At premises licensed for stage presentations and at other premises where the Council so requires, at least one member of staff shall be adequately trained by a recognised authority in fire-prevention and extinction. Such person shall act as duty fire officer and shall not be engaged in other duties which conflict with this primary duty and shall be readily identifiable and distinguishable from other members of staff. Additional trained staff shall be employed if for any reason the Council considers necessary.  

**NOTE:** The type of premises to which this condition is likely to apply includes theatres, exhibition halls and where the entertainment involves special risks.
(b) All parts of the premises shall be inspected by an appropriately trained member of staff at the end of every separate performance in order to ensure no fire exists and to identify any possible fire risk.

(c) The licensee shall ensure that a log book is kept to record the holding of staff fire drills and the carrying out of checks. The licensee or duty manager shall initial the log book weekly and the book shall be open to inspection at any reasonable time by authorised officers.

**Staff Training**  26

Staff with specific responsibilities in the event of fire or other emergency, together with deputies, shall receive training and written instruction appropriate to their role as set out in Appendix E. The duty manager shall once he is satisfied as to the competence of each member of staff enter this in a log book which shall be available for inspection by Police or authorised officers.

**Outbreaks of Fire**  27

The Fire Brigade shall be called at once to any outbreak or suspected outbreak of fire, however slight, and details thereof shall be recorded in a log book. Suitable notices shall be prominently displayed indicating how the Brigade can be summoned.

**Scenery and Properties**  28

(a) At least 7 days’ notice shall be given to the Council of any proposal to use scenery or properties and such scenery or properties shall only be used with the consent of the Council.

(b) Scenery and properties shall only be stored in approved areas and where permitted to be stored on the stage shall be limited to the approved amounts.

(c) The doors to any scenery store shall be kept closed during performances.

(d) The scenery and properties used on an open stage shall be restricted to that of the actual production. No other storage shall be permitted in the stage area.

**Safety Curtain (where provided)**  29

(a) The safety curtain shall be tested immediately before or during each performance.

(b) The plane of descent of the safety curtain shall be kept clear and unobstructed at all times.

(c) Except with the consent of the Council, scenery or properties shall not be placed on the auditorium side of the safety curtain.

(d) In the event of the safety curtain being out of order the licensee shall as soon as possible notify the Council.

**Special Risks**  30

(a) Any entertainment which involves special risks (e.g. firearms, skating to music) may only be given with the Council’s consent. At least 7 days’ notice shall be given to the Council and save in exceptional circumstances exact details of the proposal including
the date and time of any proposed rehearsal.

(b) Smoking shall be strictly prohibited within any *stage area* (other than as part of the action of the performance). Notices prohibiting smoking shall be prominently displayed.

**NOTE:** For further guidance see Appendix G.

### Special Effects

31 The use of special effects (e.g. lasers, dry ice and smoke machines, strobe lighting, real flame, pyrotechnics) or the bringing onto the *premises* of any explosive or flammable substance may only be *permitted with the consent of the Council*. At least seven days’ notice shall be given to the Council detailing the exact proposal including the date and time of any proposed rehearsal. Special effects shall only be used where the desired effect cannot be achieved using other safer means (e.g. by mechanical devices).

**NOTE:**
1. When it is intended to use special effects the inspecting officer will need to see all the effects demonstrated as they will be used so that the effects can be assessed and, if satisfactory, *approved* by the issue of a *certificate*.

2. For further guidance see Appendices G and H.

### Dangerous Materials and Firearms

32 Pyrotechnics, explosives or other highly flammable substances shall only be stored in areas *approved by the Council* and subject to the provisions set out below:

Firearms and replica firearms including blank ammunition, shall be stored in a secure area to the satisfaction of the Council and the police. They shall be under the control of a responsible person, who shall be responsible for the removal and return of all firearms. Firearms shall only be removed from the store (with the amount of ammunition required for the scene) immediately prior to use and returned to the store immediately after use. All discharged cartridges etc. must also be accounted for.

Storage areas and containers used shall be indicated by the explosive/inflammable symbol on the door or lid.

**NOTE:** For further guidance see Appendix G.

### Pop Concerts

33 Entertainment commonly known as a *pop concert* shall not be given without the *Council’s consent*. At least one month’s notice shall be given in the event of any intention to use the *premises* for a *pop concert*. The application shall give the names of the groups or artists booked to appear (if known) together with an indication of the age and profile of the audience the entertainment is expected to attract.

### Animals, etc.

34 A minimum of 14 days’ notice in writing shall be given to the Council of any intention to use any live animal, bird or fish in a
performance on the *premises*.

| **Dressing Rooms, Retiring and Staff Rooms** | 35 | (a) The number of performers and members of the orchestra shall not exceed the number for which in the opinion of the *Council*, the dressing rooms, staff rooms and retiring-room accommodation is adequate. |
| | | (b) Temporary dressing rooms shall not be provided except with the consent of the *Council*. |
| | | (c) Quick change arrangements which affect the means of escape or fire fighting arrangements shall only be made with the consent of the *Council*. |

| **Toilet Facilities and Drinking Water** | 36 | (a) Free toilet facilities in proper working order shall be available as specified by the *Council*. |
| | | (b) Where required by the *Council* free drinking water shall be made available to the satisfaction of the *Council*. Drinking water taps shall be clearly marked as such. |

| **Cleanliness of Premises** | 37 | All parts of the *premises* shall be kept in a clean condition to the satisfaction of the *Council*. |

| **Refuse Storage** | 38 | A sufficient number of suitable receptacles for refuse storage shall be provided to the satisfaction of the *Council* in approved positions. These receptacles shall be maintained in a clean condition. |
PART III

LIGHTING, ELECTRICAL, VENTILATION AND MECHANICAL INSTALLATIONS - APPLICABLE TO ALL PREMISES

Stage Ventilators and Drenchers  39
Stage ventilators, drenchers and their release points shall be maintained unobstructed and in good working order. The moving parts of any smoke ventilators over the stage shall be tested periodically.

Management Lighting  40

(a) In the absence of adequate daylight in any area used by the public the management lighting in such areas shall be fully in operation whilst the public are on the premises.

(b) If essential to the entertainment and agreed by the Council, lighting in the entertainment area (except for fire safety signs) may be reduced or extinguished provided

(i) the lighting is controlled from a position with a clear view of the audience

(ii) an operator stands by such controls whilst the lighting is reduced or extinguished who shall restore the management lighting in the event of any emergency.

NOTE: Licensees are advised to limit any periods during which lighting levels are reduced to the minimum possible consistent with the needs of the entertainment.

(c) Fire safety signs shall be fully illuminated at all material times.

(d) Subject to (b) above there shall be adequate illumination to enable persons on the premises to see their way out.

Escape Lighting  41

(a) The escape lighting installation, including its load, shall not be altered without the consent of the Council.

(b) Any escape lighting battery shall be fully charged before the admission of the public.

(c) Should the normal lighting fail and the escape lighting system have a one hour capacity the public shall leave the premises within 30 minutes unless within that time the normal lighting has been restored and the batteries are being re-charged. If the escape lighting system has a three hour capacity the public shall leave the premises within one hour unless within that time the normal lighting has been restored and the batteries are being re-charged.

(d) If the patrons have left the premises they shall not be re-admitted until normal lighting has been fully restored and the battery or batteries fully recharged.

Temporary  42

(a) Temporary electrical installations shall not be provided without
Electrical Installations

(b) Temporary electrical installations shall comply with recommendations of British Standard 7671 (The I.E.E Wiring Regulations) or where applicable British Standard 7909: (Code of Practice for Temporary Distribution Systems for AC Electrical Supplies for Entertainment Lighting, Technical Services and Related Purposes).

(c) Temporary electrical installations shall be inspected and certified by a competent person before they are put into use. A copy of the certificate shall be sent to the Council.

(d) Such temporary electrical installations shall only be acceptable for a period of up to 3 months. This period may be extended subject to a satisfactory electrical test and inspection report being submitted to the Council at the end of each 3 month period.

NOTE: The Council will normally require temporary installations to be removed at the end of the approved period OR during the approved period the installations to be installed in a permanent manner.

Ventilation

The premises shall be effectively ventilated at all material times. In theatres and similar auditoria where the ventilation system is designed to maintain a positive air pressure balance in the auditorium the ventilation system shall be operated so as to maintain the pressure balance at all material times.

Cleansing of Flues, Ventilation, Ducting and Shafts

(a) The flue of any boiler or heating appliance shall be professionally cleaned at intervals not less than the minimum recommended by the appliance manufacturer.

(b) Ventilation ducting and shafts generally shall be maintained in a clean condition.

(c) Ventilation air filters shall be cleaned or changed for new filters periodically as may be necessary to maintain a satisfactory flow of air supply.

(d) All interior surfaces of extract ventilation ducting serving kitchens and serveries shall be thoroughly cleaned at least annually.

(e) Grease filters in extract ventilation hoods in kitchens and serveries shall be regularly cleaned e.g. weekly.

Compressed Gases and Liquids

Cylinders for the storage of compressed air, oxygen, or other gases or liquids under pressure shall not be used except with the consent of the Council. At least 14 days’ notice in writing shall be given to the Council of any proposal to use such apparatus.
NOTE: This rule does not apply to gas cylinders fitted in connection with the dispensing of beverages.

Certificates

The certificates listed below shall, where appropriate, be submitted to the Council as specified in Appendix I:

(a) Any emergency lighting battery or system
(b) Any electrical installation
(c) Any boiler or calorifier
(d) Any ceiling (when required by the Council)
(e) Any fire alarm system
(f) Any lift or hoist
(g) Any mechanical installation as specified by the Council
(h) Any safety curtain
(i) Any permanently installed laser
(j) Any fire appliances
(k) Any permanently installed strobe lighting
(l) Any permanently installed smoke machine.
PART IV
ADDITIONAL RULES FOR PREMISES USED FOR FILM EXHIBITIONS

Attendants - Numbers in Cinemas

(a) In the case of cinemas which are **not equipped** with a staff alerting system the number of staff on duty in any zone where customers are present shall not be less than one for every 250 persons (or part thereof) present in that zone **provided** that a member of staff shall be present in any auditorium where the number of customers present in that auditorium exceeds 150 persons.

(b) In the case of a cinema **equipped** with staff alerting and communication systems the number of staff shall be on the following scale:

<table>
<thead>
<tr>
<th>PERSONS PRESENT</th>
<th>ATTENDANTS ON DUTY</th>
<th>ADDITIONAL STAFF ON CALL IN AN EMERGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>up to 250</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>251 to 500</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>501 to 750</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>751 to 1000</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>1001 to 1500</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>1501 to 2000</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

(c) **Staff** shall remain in their allocated zone and where there is more than one auditorium within the zone shall patrol throughout the zone and need not remain within a particular auditorium.

**NOTE:** For the purpose of this rule:

(i) “Floor” means a level on which the entrances to one or more auditoria, or a separate level of an auditorium, are situated.

(ii) “Zone” means part of a floor where the greatest distance of travel between an entrance to the two most distant auditoria does not exceed 100 metres.

(iii) “Staff alerting system” means a system by which staff who are available on duty or on call may be warned that a fire or other emergency has arisen on the premises.

(iv) **Staff** will not be considered as available for being “on call” if:

(a) they are the licensee or the duty manager;

(b) their normal duties or responsibilities are likely materially to affect adversely or delay their response to an emergency situation;

(c) they are more than 75 metres from
(i) the position to which they are required to go on alerting signals being activated;

(ii) a doorway normally affording a means of egress for the public from a floor or zone.

Minimum Lighting

48 The level of *management lighting* in the auditorium shall be as great as possible consistent with the effective presentation or exhibition of the pictures.

**NOTE:** At *premises* licensed by the *Council for film exhibitions*, the level of illumination maintained in the auditorium during the showing of pictures will be regarded as satisfactory if it complies with the standards specified in the current editions of British Standard Code of Practice C.P. 1007: Maintained Lighting for Cinemas published by the British Standards Institution.

Drinks

49 Except with the consent of the *Council*, no drinks shall be sold or consumed on the *premises* except in suitable plastic or paper containers.

**Rules relating to the showing of films.**

Film Categories

50 The categories U, PG, 12, 15 and 18 have the following effect:

- **U** Universal - suitable for all.
- **PG** Parental Guidance. Some scenes may be unsuitable for young children.
- **12** Passed only for persons of 12 years and over.
- **15** Passed only for persons of 15 years and over.
- **18** Passed only for persons of 18 years and over.

**RESTRICTED (18)** Passed only for persons of 18 or over who are members (or their guests) of a properly constituted club.

The addition of (the *Council’s name*) after the category means that the film has been passed by the *Council* for exhibition in the (*Council’s area*) in the category shown.

Exhibition of Films

51 No film shall be exhibited at the *premises* unless:

(a) it is a current news-reel; or

(b) it has been passed by the British Board of Film Classification as a U, PG, 12, 15, 18 or RESTRICTED (18) film and no notice of
objection to its exhibition has been given by the Council, or

(c) the film has been passed by the Council as U, PG, 12, 15, 18 (insert name of Council (e.g. Guildford)) or **RESTRICTED (18)**

---

**RESTRICTED 18 Films**

FILMS in the RESTRICTED (18) category may be shown at the premises only with the Council’s consent. Any application to permit such films to be shown at the premises shall be advertised in accordance with the Council’s rules governing applications for annual entertainment licences.

**Unclassified Films**

Not less than twenty-eight days’ notice in writing shall be given to the Council of any proposal to exhibit any other film which has not been classified as specified in Rule 50 or 51 above. Such a film may only be exhibited if the Council’s consent has been obtained and is in accordance with the terms of any such consent.

**Age Restriction Notice**

When the programme includes a film in the 12, 15 or 18 category no person appearing to be under the age of 12, 15 or 18 as appropriate shall be admitted to any part of the programme. The licensee shall display in a conspicuous position at each entrance to the premises a notice in clear letters in the following terms: **PERSONS UNDER THE AGE OF (insert 12, 15, or 18 as appropriate) CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME.**

**NOTE:** Where films of different categories are shown the notice shall refer to the oldest age restriction.

**NOTE:** This rule shall not apply to members of staff of 17 years of age provided the prior written consent of the person’s parents or legal guardian has first been obtained. This consent shall be available for inspection by authorised officers at all reasonable times.

**Film Categories Council’s Discretion**

If the Council does not agree with the category in which any film passed by the British Board of Film Classification is placed it shall if it thinks fit alter such category or prohibit the showing of the film and, on notice of such alteration or prohibition being given by the Council to the licensee, the film thereafter shall be treated as having been placed in the altered category and the rules applicable to the exhibition of films in such altered category shall be complied with, or if prohibited, shall not be exhibited.
Category Notices 56  
(a) Immediately before each exhibition at the premises of a film (other than a current news-reel) passed by the British Board of Film Classification there shall be exhibited on the screen for at least 10 seconds in such a manner as to be easily read by all persons in the auditorium a reproduction of the certificate of the Board or, as regards a trailer advertising a film, of the statement approved by the Board indicating the category of the film.

(b) For a film passed by the Council notices shall be conspicuously displayed both inside and outside the premises so that persons entering the premises can readily read them. The notices shall be in the following form without the addition of any other words:-

THE (..........)COUNCIL

(Here insert title of film)
has been passed by the (insert name of Local Authority concerned)
(Here insert the definition of the category and the category assigned)

Provided that where a trailer is to be exhibited advertising a film passed by the Council the notice shall be in the following terms:-

THE (..........)COUNCIL

*..........(.....) trailer advertising +....film
(*Here insert the category of the trailer)
(+Here insert the category of the film)

Objection to the Exhibition of a Film 57

No film shall be exhibited at the premises:-

(1) which is likely:-

(a) to encourage or to incite crime; or

(b) to lead to disorder; or

(c) to stir up hatred against any section of the public on grounds of colour, race or ethnic or national origin, disability, religious beliefs, sexual orientation or gender, or

(d) to promote violence, sexual humiliation or degradation.

(2) the effect of which is, if taken as a whole, such as to hold up to ridicule or contempt (i) people of a particular gender, sexual orientation, colour, race or ethnic or racial origin or (ii) people with disabilities or particular religious beliefs unless such film is depicting an historical event or should be exhibited in the public interest.
(3) Which contains a grossly indecent performance thereby outraging the standards of public decency.

If the licensee is notified by the Council in writing that it objects to the exhibition of a film on any grounds, such film shall not be exhibited.

Posters, Advertisements, etc.

Every poster, advertisement, photograph, sketch, synopsis or programme of, or relating to a film (other than a current news-reel) exhibited or to be exhibited at the premises, which is displayed, sold or supplied anywhere by or on behalf of the licensee shall indicate clearly the category in which the film has been passed for exhibition.

Flammable Films

No flammable films may be upon the premises without the consent of the Council.

Rule relating to television exhibitions

Entertainments Unsuitable for Some Audiences

When any television entertainment or part of such entertainment is described by the broadcasting authority in advance of the day on which it is to be broadcast as unsuitable for viewing by any particular group of persons, a notice to that effect, indicating the group of persons concerned, shall be displayed in a conspicuous position to the satisfaction of the Council at each entrance to the premises.

Unless the consent of the Council has been obtained no such entertainment shall be given on the premises during the time that any child under or appearing to be under the age of 16 is therein unless the child is accompanied by an adult person bona-fide in charge of the child.

Restricted 18 Category

Additional Conditions for Club Cinemas (Showing Films in the Restricted 18 Classification)

(a) No club showing films in the ‘restricted 18’ category may operate in a multi-screen complex whilst persons under 18 are being admitted to any performance in the complex unless the Council’s consent has first been obtained.

(b) When the programme includes a film in ‘restricted 18’ category the licensee shall display in a conspicuous position at each entrance to the premises a notice in clear letters in the following terms:-

CINEMA CLUB - MEMBERS AND GUESTS ONLY. PERSONS UNDER 18 CANNOT BE ADMITTED TO THIS CINEMA FOR ANY PART OF THE PROGRAMME.

(In the case of a multi-screen complex where consent has been granted the notice shall specify the particular part of the premises in which films in the ‘restricted 18’ category are being exhibited).

(c) All registers of members and all visitors’ books of their guests
shall be available for immediate inspection by the Council’s Officers during any performance, or at any other reasonable time.

(d) Tickets shall in no circumstances be sold to persons other than members.

(e) No persons under 18 years of age shall be employed in any capacity at premises which are operating as cinema clubs.

(f) Subject to consent by the Council, a subscription may entitle the club member to attend other clubs under the same management.

(g) Membership rules for these club cinemas shall include the matters set out in Appendix F, be submitted to the Council 14 days before the club commences operation and notice of all rule changes shall be given to the Council within 14 days of the change.
### PART V

**ADDITIONAL RULES FOR PREMISES USED FOR SPORTS ENTERTAINMENT**

<table>
<thead>
<tr>
<th>Section</th>
<th>Rule Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice</td>
<td>62</td>
<td>At least 14 days’ notice in writing shall be given to the Council of any proposal to use the premises for any sports entertainment.</td>
</tr>
<tr>
<td>Seating and Standing</td>
<td>63</td>
<td>The arrangements for the premises including all seating and standing areas for spectators shall be to the satisfaction of the Council and shall minimise any risk to spectators, participants or staff.</td>
</tr>
<tr>
<td>Risk from Equipment</td>
<td>64</td>
<td>Reasonable and practicable steps must be taken to minimise any risk to spectators, participants or staff from any equipment used in the entertainment.</td>
</tr>
<tr>
<td>First Aid Facilities and Medical Practitioners</td>
<td>65</td>
<td>Adequate first-aid facilities shall be provided. Where required by the Council an appropriately qualified medical practitioner(s) shall be present throughout the sports entertainment.</td>
</tr>
<tr>
<td>Approved Arrangements</td>
<td>66</td>
<td>The approved arrangements, whether permanent or temporary, shall be fully complied with before spectators or participants are permitted within the premises.</td>
</tr>
<tr>
<td></td>
<td>(b)</td>
<td>No alteration or addition shall be made to the approved arrangements for a particular sports entertainment without the consent of the Council.</td>
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<tr>
<td>Numbers of Participants</td>
<td>67</td>
<td>Where the Council specifies the number of participants in a particular sports entertainment, that limit shall not be exceeded except with the consent of the Council.</td>
</tr>
<tr>
<td>Drinks</td>
<td>68</td>
<td>Except with the consent of the Council where drinks are served at a table accompanying a meal, all drinks shall be sold or supplied in plastic or paper beakers or cups. Such beakers or cups may have loose fitting plastic or paper lids but otherwise no drinks may be sold or supplied in closed containers.</td>
</tr>
<tr>
<td>Construction of Ring</td>
<td>69</td>
<td>The ring shall be installed in a position approved by the Council and shall be constructed and supported to the satisfaction of the Council. Any material used to form a skirt around the ring shall be non-flammable to the satisfaction of the Council.</td>
</tr>
<tr>
<td>Occupation of Seats</td>
<td>70</td>
<td>At wrestling or other entertainments of a similar nature members of the public shall not occupy any seat within 2.5m of the ring.</td>
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</tbody>
</table>
Water Sports

Rescue and Life Safety 71

Staff adequately trained in rescue and life safety procedures shall be stationed and remain within the vicinity of the water at all material times. The number of such members of staff shall be agreed in advance with the Council.

NOTE: The Council will normally accept the number of such staff recommended in “Safety in Swimming Pools” issued jointly by the Health and Safety Commission and the Sports Council.
SPECIMEN CHECK LIST

To be used as a guide by the Duty Manager or other persons carrying out a safety check before the public are admitted.

Date ____________________________________

Name of person carrying out inspection ____________________________________

Job title of person carrying out inspection ____________________________________

Tick only if everything is in order

Do not open the premises until any problems have been rectified

1. All exit doors are available for use.  
2. Any chains or other removable fastenings are removed from exit doors and hung in their approved storage position.  
3. Any panic bolts and panic latches are in working order.  
4. Any doors, gates or shutters that should be kept open are locked in the open position.  
5. All internal and external escape routes and exit doors are clear and free from obstruction.  
6. All fire doors are shut unless held open by devices approved by the Council.  
7. All exit routes including stairways and all fire safety signs are adequately illuminated.  
8. Where two power supplies are provided e.g. mains and battery, both are operative throughout the premises.  
9. There are no obvious fire hazards such as combustible waste or litter.  
10. All fire fighting equipment is in position and available for use.  
11. The required number of trained staff are present.  
12. The first aid equipment is available for use.  
13. Any public address system is in working order.  
14. Any fire alarm system is in working order and is set to entertainments mode (if applicable).
APPENDIX B

PERMANENTLY INSTALLED CURTAINS, HANGINGS, UPHOLSTERY

1. CURTAINS AND HANGINGS

Applications for consent to use curtains and hangings shall be made in writing and shall be accompanied by full details including a certificate in respect of fire-retardancy issued by a recognised laboratory e.g. one accredited by NAMAS showing that each fabric has been tested using the methods in BS 5438 1989 Tests 2A and 2B using a 10 second flame application time in each case. The results of tests on each fabric shall show that no part of any hole nor the lowest boundary of any flaming reached the upper or either vertical edge of any specimen and that there was no separation of any flaming debris.

Where any fabric is stated to be durably flame retarded this means that it has been chemically treated to render it flame retarded. Prior to the above ignitability tests each flame retarded fabric shall be subject to the appropriate wetting or cleansing procedure in BS 5651: 1989. The minimum procedure required shall be that in BS 5651: 1989, Paragraph 3, “Water soaking procedures”.

2. UPHOLSTERY

Application for consent for all upholstery (whether provided new or second-hand) shall be made in writing and shall be accompanied by full details, including a certificate in respect of fire-retardancy issued by a recognised laboratory e.g. one accredited by NAMAS showing that the upholstery composite of each item has been tested using the methods in BS 5852: 1990, Section 4 or Section 5, and has been classified as “not ignited” using ignition source 0 (cigarette test), ignition source 1 (simulated match flame) and ignition source 5 (timber crib test);

NOTE - (1) Tip-up seating should be resistant to ignition using the method in BS 5852 : 1990, (as amended) Section 5, 20.34 using crib ignition source 5.

(2) All seating in public areas and auditoria should also be resistant to deliberate ignition from below and should therefore pass additional tests as set out in BS 5852 : 1994 Section 5, 20.5 using at least ignition source 1.

NAMAS

NAMAS is the National Measurement Accreditation Service, it is the UK national unified accreditation service for calibration and testing laboratories. It is a service of the National Physical Laboratory, Queens Road, Teddington, Middlesex, TW11 OLW.
<table>
<thead>
<tr>
<th>DATE</th>
<th>NAME</th>
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APPENDIX D

MAINTENANCE OF FIRE APPLIANCES, WATER SUPPLY AND FIRE ALARMS.

FIRE APPLIANCES

1. (a) The approved fire appliances shall be kept in the approved positions and be maintained in satisfactory working order so as to be available for instant use.

(b) Portable fire appliances shall be inspected at least once a year in accordance with the relevant British Standard and the date of the inspection clearly marked on the appliance or on a stout tab securely attached to it. Extinguishers which incorporate an antifreeze agent shall be inspected and recharged in compliance with the manufacturer’s instructions.

(c) Any hydraulic hose reels shall be inspected once a year to ensure that they are in working order and the date of the inspection clearly marked on the appliance or recorded in a log book.

(d) Any drenchers or sprinklers shall also be inspected once a year to ensure that they are in working order and the date of the inspection clearly marked on the appliance or recorded in a log book.

WATER SUPPLY

2. (a) The Duty Manager shall notify the Fire Authority immediately if the water supply to any hydrant, hose reel, sprinkler, drencher or other fire extinguishing installation is cut off or restricted.

(b) Should the restriction occur during a performance in a theatre, or in the evening in other licensed premises, the premises may remain open for the remainder of the performance / evening, but may not reopen without the approval of the Council or until such time as the water supply is fully restored.

FIRE ALARMS

3. Any fire alarm system shall be maintained in satisfactory working order. The system shall be maintained and serviced in accordance with BS 5839 and tested regularly in accordance with conditions imposed by the Council. All checks, tests and defects shall be recorded in the log book.
STAFF TRAINING

(a) All staff shall be initially trained in the action to be taken in the event of an emergency and in basic fire prevention including the rules concerning smoking, and thereafter at least once every 6 months.

(b) Particulars of the emergency procedure shall be posted in staff rooms and/or other staff areas approved by the Council. These notices shall be framed and glazed or otherwise suitably protected against loss or defacement.

(c) All full time staff shall receive instruction and training in the use of fire appliances provided on the premises.

(d) Particulars of the duties of staff with specific responsibilities in the case of fire and other emergency shall be reviewed from time to time as changes in staff or other circumstances shall require.

(e) At all premises regularly used for public entertainment a fire drill and/or emergency procedure instruction shall be held at least once a month (or more frequently if required by the Council) under the direction of the duty fire-officer or duty manager.

(f) Details of training sessions and fire drills shall be entered in a log book.

NOTE: Licensees should assess the need to ensure that a suitable number of properly trained first aiders are employed. In this connection the Health and Safety Executive publishes an approved Code of Practice and Guidance.
APPENDIX F

MODEL RULES FOR CLUB CINEMAS SHOWING RESTRICTED 18 FILMS

(a) The club rules must be submitted to the Council 14 days before the club commences operation and notice of all rule changes shall be given to the Council within 14 days of the change.

(b) Only members and their guests shall attend exhibitions of moving pictures classified in a restricted classification.

(c) Membership shall be open to persons of both sexes of not less than 18 years of age. Applications for membership, including both name and address, shall be in writing, signed by the applicant, and if deemed necessary such applicants shall provide satisfactory references and proof of age.

(d) No person shall be admitted to membership until the expiration of at least 24 hours after such written application has been approved by the licensed proprietors.

(e) Members shall be supplied with a personal copy of the club rules before being admitted to membership and be given a copy of any rule change within 14 days of the change.

(f) An annual subscription shall be fixed for the club and shall run for 12 months from the date of registration. Membership may be renewed annually at the subscription for the time being in force, but the licensed proprietors may refuse to renew any membership without assigning reason for such refusal.

(g) Members shall be entitled on any day to bring not more than one guest to accompany the member, and the name of the guest shall be entered in the visitors’ book and counter-signed by the member.

(h) On admission a member and his guest shall be bound by the rules of the club and by any by-laws and regulations made thereunder.

(i) Tickets shall be sold only to members on the production of a membership card, and members shall, if required, sign an acknowledgement for the ticket or tickets issued.

(j) Membership cards shall be personal to the member and shall not be transferable to any other person.

(k) Tickets shall not be transferable.

(l) No member shall introduce as a guest any persons under the age of 18 or any persons whose application for membership has been refused. The proprietors will reserve the right to refuse admission to any person.

(m) Proof of identity, or of age, or of any particulars of any guest shall be produced by any member or guest if demanded by the licensed proprietors.

(n) Members shall undertake to behave in a proper and orderly manner. Any member or guest acting in a manner which is offensive, or a nuisance or annoyance to others may be refused admission or expelled from the premises. A member may also be deprived of membership.
APPENDIX G

STAGE PRESENTATIONS - GUIDANCE NOTES

Stage Scenery
Whilst detailed calculations are unlikely to be required, the amount of flammable scenery that the Council will permit on stage depends upon consideration of a number of factors including the structure of the premises, the fire spread control provisions, the fire-fighting arrangements and the specific risks presented by the performance which will determine the Council’s requirements in any particular case. Lower or less permanent standards of fire retardancy may be acceptable in premises provided with a separated stage, a sprinkler installation and a duty fire officer than may be approved on an open stage.

Only general guidance can be given here.

1. All scenery used on stage including cloths, drapes, gauzes, artificial plants and foliage and fabric decorations must be maintained flame retardant to the Council’s satisfaction.

2. As a minimum standard all fabrics must be treated flame retardant and all plywood, hardboard, etc. under 6mm thick be pressure impregnated to provide at least class 2 surface spread of flame when tested in accordance with BS 476 Part 7.

3. The use of plastics or polystyrene must be avoided whenever possible. Decorative items such as statues made of expanded polystyrene should be enclosed by a non-combustible skin of e.g. plaster and care taken that this skin is maintained undamaged.

4. On an open stage or platform scenery made of the following materials may be used subject to any condition the Council may impose in any particular case:
   - Non-combustible material;
   - Inherently flame-retardant material;
   - Timber hardboard or plywood rendered flame-resistant by a process of impregnation accepted by the Council;
   - Timber framing of minimal 22mm nominal thickness
   - Durably-treated flame-retardant fabric;
   - Blockboard, Medium Density Fibreboard (MDF), plywood, chipboard not less than 18mm in thickness;
   - Subject to special consideration plastics material acceptable to the Council;
   - Fabrics rendered and maintained non-flammable to the Council’s satisfaction by a non-durable process.

Properties and furnishings
Similar considerations apply to the use of properties and furnishings. Where the stage action does not involve the use of naked flame or smoking lesser standards may be acceptable. As a general rule hand-held properties and antique furnishings will be permitted without fire retardancy treatment. However the Council will generally apply the same standards as apply to stage scenery to large properties, large quantities of furnishings and to items especially constructed for the stage presentation. New soft furnishings, curtains and drapes must be maintained flame resisting.

NOTE: Some flame retardancy treatments may cause dermatitis or irritation to sensitive skins.
Pyrotechnics
Only pyrotechnics supplied specifically for stage use should be used as part of a stage presentation. The mixing of loose powders may be dangerous and should be strongly discouraged. Specialist manufacturers supply prepacked pyrotechnics which enable strict control of the quantities of components and the easy repetition of pyrotechnic effects.

1. All pyrotechnics are potentially dangerous and must be used strictly in accordance with the manufacturer’s instructions.
2. Pyrotechnics must only be fired from an approved key-protected control/firing box and never directly from the mains electricity supply.
3. The operator must have a direct view of the pyrotechnic device from the firing point.
4. The device must not be operated if there is any risk to anyone. In the event of a misfire the circuit should be switched off until after the performance.
5. Maroons must only be used in suitable bomb tanks.

The Council may refuse consent or impose specific conditions for the use of pyrotechnics.

For further guidance on the use of pyrotechnics on stage see the ABTT Code of Practice for Pyrotechnics and Smoke Effects.

Real flame
Real flame will only be permitted on stage if in the opinion of the Council it can be used safely.

1. Real flame must be kept clear of costumes, curtains and drapes.
2. The lighting and extinguishing of the flame must be supervised by the duty fire officer who must remain where there is a clear view of the flame and easy access to it until it is extinguished.
3. Candle holders and candelabra must be robustly constructed, not easily overturned and where practicable fixed in position.
4. Hand-held flaming torches should incorporate fail-safe devices so that if a torch is dropped the flame is automatically extinguished. Fail-safe devices should be tested prior to each performance.

Firearms
All firearms with the exception of shot guns are now classified as prohibited weapons. This includes de-activated guns and guns converted to blank-firing. The use on stage of any prohibited weapon would require the consent of the Home Secretary, the attendance of a registered firearms dealer whilst the firearms are on the premises as well as the consent of the Council. The use of any shotgun would require a Shotgun Certificate issued by the police as well as the consent of the Council.

1. All ammunition and firearms including replica and imitation firearms must be stored in a robust locked container in a locked room when not in use.
2. Any firearm used on stage must not contain any article or substance which could be used as a missile. There should be sufficient rehearsal to ensure that any flame and hot gases are discharged safely.
3. No firearm should be pointed directly at any person or any readily combustible material.

For further guidance on the use of firearms on stage see the ABTT Code of Practice for Firearms and Ammunition.

**Motor Vehicles**

If it is intended to drive a production line motor vehicle on stage the following precautions must be taken:

1. The fuel tank should be drained so as to retain only the minimum quantity of combustible fuel necessary for the action.
2. The fuel cap must be (preferably locked) in place.
3. The fuel tank must not be replenished when the public are on the premises.
4. A drip tray should be provided under the engine when the vehicle is not in use.
5. There must be satisfactory storage arrangements for any spare fuel.
6. Arrangements must be made to minimise the hazards of exhaust fumes.
7. A duty fire officer must be present near the vehicle whilst it is charged with fuel and the public are on the premises.

The Council may impose other conditions before giving consent to the use of a motor vehicle as part of a stage presentation.

Should a special effect be intended using a vintage motor vehicle or specially constructed engine the following additional precautions must be observed.

8. The quantity of flammable liquid in the engine must not exceed 0.3 litre and must be wholly taken up by a suitable absorbent material in a detachable container of an approved type.
9. A screen of metal gauze or other suitable means must be provided between the container and the inlet valve to the engine to prevent back firing to the container.
10. The exhaust pipe must be carried well clear of the engine.

**Storage of highly flammable substances including pyrotechnics, maroons, blank ammunition, petrol, flammable gases and liquids**

Highly flammable substances may only be brought on to the premises with the consent of the Council.

1. Quantities must be limited to the practicable minimum necessary for the requirements of the presentation.
2. The storage arrangements must be approved by the Council. No more than 0.6 litres of flammable liquid nor 2.3kg gross weight of pyrotechnics will normally be permitted on the premises unless kept in a store licensed by the appropriate authority.
3. Only the minimum amount of highly flammable material must be withdrawn from store as is required for the particular performance.
4. Smoking and naked flame must be prohibited in areas where highly flammable substances are stored and notices should be displayed both in rooms and on containers to this effect.

5. Storage areas and containers shall be indicated by the explosive/inflammable symbol on the door or lid and kept locked with the key in the possession of a responsible person.

For further advice on the storage of pyrotechnics see the ABTT Code of Practice for Pyrotechnics and Smoke Effects.
APPENDIX H

DRY ICE MACHINES, LASERS, SMOKE MACHINES, STROBE LIGHTING

1. DRY ICE MACHINES

Dry ice machines produce carbon dioxide gas which is heavier than air and a potential hazard as it is an asphyxiant. Where vapour effects using dry ice are proposed, good ventilation is essential to ensure that the carbon dioxide disperses so as to prevent hazardous concentrations of gas. Particular care is necessary in respect of basements, under stage areas, orchestra pits and auditorium stalls. If there is any doubt about the safety of the carbon dioxide vapour present, oxygen and carbon dioxide levels must be measured before dry ice machines are used in performance. The Council may refuse consent or impose specific conditions for the use of dry ice machines.

For further guidance on the use of dry ice machines on stage see the ABTT Code of Practice for Pyrotechnics and Smoke Effects.

2. LASERS

The installation and operation of any laser shall comply with the Health and Safety Executive Guide HS(G)95 “THE RADIATION SAFETY OF LASERS USED FOR DISPLAY PURPOSES”, and the current British Standard 7192 : “Specification for Radiation Safety of Laser Products.

Laser equipment, including mirrors, shall be placed in a location out of reach of members of the public.

The safety of the laser installation including mirrors and mirror balls shall be checked on a daily basis.

3. SMOKE MACHINES

Only smoke machines listed on the Council’s approved list may be used unless sufficient technical information is provided to the Council in sufficient time to enable it to determine whether the type of smoke generator proposed is acceptable.

Smoke machines shall be sited and controlled so that they do not obstruct exit routes nor cause a hazard to surrounding curtains or fabrics.

The volume of smoke shall be limited so that it does not seriously affect means of escape nor obscure exit signs. The penetration of smoke into areas where the public are admitted shall be restricted as far as is possible.

Smoke machines shall be operated by a responsible person who shall have received appropriate instruction.

The Council will require the proposed effect to be demonstrated before approval can be given. The Council may refuse consent or impose specific conditions for the use of smoke machines.

For further guidance on the use of smoke machines on stage see the ABTT Code of Practice for Pyrotechnics and Smoke Effects.
4. **STROBE LIGHTING**

Tests have shown that gazing at stroboscopic lighting operating at frequencies faster than 5 cycles per second may induce epileptic attacks.

Therefore where stroboscopic lighting units may be viewed directly by members of the public, these units shall be synchronised and locked off to operate at a fixed frequency of less than 5 cycles per second.

With regards to **Theatrical Productions**, the above rule may be relaxed for purely momentary effects.

Warning notices shall be displayed stating that strobe lights operate as part of the effects on these premises. These notices should be displayed at the main entrance or within the foyer for members of the public to read before entering.
CERTIFICATES TO BE SUBMITTED TO THE COUNCIL

(1) BATTERIES

A certificate shall be submitted at least once every six months covering all escape lighting batteries (including any self-contained units) and associated control equipment.

NOTE: This rule does not apply to premises licensed only for film exhibitions. At such premises the Cinematograph (Safety) Regulations 1955 require that any battery used to supply escape lighting shall be capacity tested every 6 months and the date and result of the test entered in a register which shall be available for inspection by authorised officers.

(2) ELECTRICAL INSTALLATION

A certificate shall be submitted at least once a year covering the entire electrical installation (including the escape lighting installation). The inspection shall be in accordance with Guidance Note 3 to BS 7671. In large or complex premises the electrical installation shall be visually inspected once a year and at least 20% of the installation tested in accordance with a programme agreed with the Council such that the whole installation is tested every five years. The certificate shall be signed by a Corporate Member of the Institution of Electrical Engineers or a member of the Electrical Contractors Association or by a contractor currently enrolled with the National Inspection Council for Electrical Installation Contracting or, with the approval of the Council, another competent person.

NOTE: This rule does not apply to premises licensed only for film exhibitions. At such premises a certificate which accords with the Cinematograph (Safety) Regulations 1955 will suffice.

(3) BOILERS AND CALORIFIERS

A certificate of thorough examination and test by a boiler insurance company shall be submitted before any new boiler or calorifier is put into service. A certificate of thorough examination and test by a boiler insurance company shall be submitted thereafter at periods not exceeding:

(a) for any steam boiler - one year
(b) for any electrode boiler working on a closed water system - three years
(c) for any calorifier incorporating a steam receiver - two years

(4) CEILINGS

If required by the Council a certificate shall be submitted at least once every three years (or at shorter intervals if required by the Council) covering ceilings and ornamental plaster work in those parts of the premises to which the public are admitted.
(5) **FIRE ALARMS**

A *certificate* from a fire alarm company or with the *approval of the Council* another person deemed competent shall be submitted at least once a year to the effect that the fire alarm installation satisfies the requirements of BS 5839.

(6) **LIFTS AND HOISTS**

When required by the *Council a certificate* covering any passenger lifts shall be submitted at least once a year. A *certificate* covering any other lifts or hoists shall be submitted when required by the *Council*.

(7) **MECHANICAL INSTALLATIONS**

When required by the *Council a certificate* shall be submitted at least once a year covering any mechanical installation (e.g. stage, orchestra or organ lifts, revolves or moving platforms) and all suspension arrangements.

**NOTE:** Where complex mechanical installations have been provided for a production the *Council* may require the *certificates* to be submitted at three monthly intervals.

(8) **SAFETY CURTAIN**

A *certificate* shall be submitted at least once a year covering the safety curtain and its operating gear and controls.

(9) **LASERS**

*Certificates* of test and *inspection* of permanently installed lasers shall be submitted at six monthly intervals.

(10) **FIRE APPLIANCES**

*Certificates* shall be submitted at least once a year covering all portable fire appliances together with any hydraulic hose reels, drenchers or sprinklers.

(11) **SMOKE MACHINES AND STROBE LIGHTING**

*Certificates* for permanently installed smoke machines and strobe lighting shall be submitted at least once a year.
APPENDIX J

Definition of Sex Establishment

‘Sex encounter establishment’ means:

(a) premises at which performances, which are not unlawful, are given by one or more persons present and performing, which wholly or mainly comprise the sexual stimulation of persons admitted to the premises (whether by verbal or any other means); or

(b) premises at which any services, which are not unlawful, and which do not constitute sexual activity are provided by one or more persons who are without clothes or who expose their breasts or genital, urinary or excretory organs at any time while they are providing the service; or

(c) premises at which entertainments, which are not unlawful, are provided by one or more persons who are without clothes or who expose their breasts or genital, urinary or excretory organs during the entertainment; or

(d) premises (not being a sex cinema) at which pictures are exhibited by whatever means (and whether or not to the accompaniment of music) in such circumstances that it is reasonable for the appropriate authority to decide that the principle purpose of the exhibition, other than the purpose of generating income, is to stimulate or encourage sexual activity or acts of force or restraint associated with sexual activity.

‘Sex cinema’ means:

any premises, vehicle, vessel or stall used to a significant degree for the exhibition of moving pictures, by whatever means produced, which -

(a) are concerned primarily with the portrayal of, or primarily deal with or relate to, or are intended to stimulate or encourage-

(i) sexual activity; or
(ii) acts of force or restraint which are associated with sexual activity; or

(b) are concerned primarily with the portrayal of, or primarily deal with or relate to, genital organs or urinary or excretory functions;

NOTE: For both categories of sex establishments there are in the relevant Acts a number of exemptions from the need for a licence.
GUIDELINES FOR CONSIDERING NEW APPLICATIONS FOR PARTIAL WAIVER OF RULE OF MANAGEMENT NO 4(a) SO AS TO PERMIT ENTERTAINMENT INVOLVING STRIPTEASE AND/OR NUDITY TO TAKE PLACE

DEFINITION

All references to striptease shall be deemed to include all forms of striptease or nudity, including the wearing of ‘see-through’ clothing.

GUIDELINES

When considering applications for waiver or partial waiver of Rule of Management No 4(a) the Council will have regard to:

1. The view of Planning and Transportation Committee that waivers of rule 4(a) should not be granted in respect of premises outside of the Central Activities Zone.

2. In respect of premises within the Central Activities Zone the guideline figure set by the Planning and Transportation Committee for waivers of rule 4(a) for the locality concerned:

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<th>Area</th>
<th>Figure</th>
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<td>Soho</td>
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<tr>
<td>Covent Garden and Strand</td>
<td>1</td>
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<tr>
<td>St James’s</td>
<td>1</td>
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<tr>
<td>Mayfair</td>
<td>3</td>
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<tr>
<td>Victoria</td>
<td>0</td>
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<tr>
<td>Knightsbridge and Belgravia</td>
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<td>Millbank</td>
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(Maps showing the boundaries of these areas are available on request from City Standards and Licensing).

3. The Impact that the grant of the waiver would have on local residential amenity and local businesses, the proximity of places such as schools, hospitals, places of worship and public buildings such as libraries and the cumulative effect of premises with Rule 4(a) waivers on the nature and character of the locality concerned.

4. Whether patrons are likely to leave together or disperse gradually.

5. In addition the Council will normally only give favourable consideration to a waiver or partial waiver of Rule of Management No 4(a) if the following guidelines are met:

   (a) Applications shall only be made in respect of premises with admission arrangements which are acceptable to the Council.

   (b) The area proposed for striptease shall:

       (i) be in a position where the performance cannot be seen from the street;
(ii) be in a designated area of the premises with segregation from the audience;

(iii) be in a position where the performers will have direct access to the dressing room without passing through or in close proximity to the audience.

(a) The application shall relate only to striptease by performers/entertainers and not by members of the audience.

(b) The applicant agrees that except with the consent of the Council there shall be no external advertisement of the striptease whatsoever either at the premises or in its immediate vicinity.

(c) The applicant agrees to the following conditions:

A. 'MODEL CONDITIONS'

(a) General

1. Only activities which have previously been agreed by the Council shall take place.

2. The agreed activities shall take place only in the designated areas approved by the Council and the approved arrangements for access to the dressing room shall be maintained at all times whilst striptease entertainment is taking place and immediately thereafter.

3. The striptease entertainment shall be given only by the performers / entertainers and the audience shall not be permitted to participate.

4. Except with the consent of the Council there shall be no external advertising of the striptease entertainment either at the premises or in its immediate vicinity.

5. Whilst striptease entertainment is taking place no person under the age of 18 shall be on the licensed premises and a clear notice shall be displayed at each entrance to the premises in a prominent position so that it can be easily read by persons entering the premises in the following terms:

NO PERSONS UNDER 18 WILL BE ADMITTED

6. The licensee, performer and any person concerned in the organisation or management of the entertainment shall not encourage, or permit others to encourage the audience to throw money at or otherwise to give gratuities to the performers. (except as permitted by condition 8 below).
(a) **Tableside Dancing**

1. Entertainment under this consent may be provided solely by topless dancers to customers seated at tables in the approved part of the premises. No audience participation shall be permitted.

2. There shall be no physical contact between customers and the dancers except for the placing of money or tokens in a garter or into the hands of the dancer at the beginning or conclusion of the performance. Whilst the dancers are performing there shall be a minimum distance of one metre between the dancer and the seated customers. Notices to this effect shall clearly be displayed at each table at the entrance to the premises.

3. There shall be no physical contact between dancers whilst performing.

4. The topless dancers shall at all times wear a G-string or similar piece of clothing on the appropriate part of the body.

11. (a) CCTV shall be installed to cover all the areas where dancing will take place. All cameras shall continually record whilst the premises are open to the public and the video recordings shall be kept available for a minimum of 28 days with time and date stamping.

(b) Tape recordings shall be made available to an authorised officer or a police officer together with facilities for viewing.

(c) The recordings for the preceding two days shall be made available immediately on request. Recordings outside this period shall be made available on 24 hours notice.

12. Whilst dancing takes place not less than ….(insert agreed number)…….door supervisors shall be employed in the part of the premises used for dancing.
APPENDIX L

HYPNOTISM ACT 1952 : REGULATION OF EXHIBITIONS, DEMONSTRATIONS OR PERFORMANCES OF HYPNOTISM

A. APPLICATION PROCEDURES

1. An application for consent for stage hypnotism shall be in writing and signed by the hypnotist or his authorised agent. If the premises are licensed for public entertainment then the application shall be made by the licence holder. A copy of the application shall be sent to the Police.

2. The maximum possible notice (typically 28 days) shall be given to the Council to enable the application to be properly considered.

   NOTE: This is especially important where the hypnotist has not previously performed in the Council’s area.

3. The application shall contain the following information:

   (a) the name (both real and stage, if different) address and telephone number of the hypnotist.

   (b) details (including the address) of any professional organisation to whom the hypnotist belongs.

   (c) details of where the hypnotist has recently performed (including the name, department and address of the Local Authority which gave approval).

   (d) information as to where the hypnotist will be performing in the weeks prior to the performance for which application is made.

      NOTE: Requirements (c) and (d) need not be complied with where the hypnotist has recently been performing in the area of the Local Authority concerned with that Council’s consent.

   (e) a statement as to whether, and if so giving full details thereof, the hypnotist has been previously refused, or had withdrawn, a consent by any licensing authority or been convicted of an offence under the Hypnotism Act 1952 or of an offence involving the breach of a condition regulating or prohibiting the giving of a performance of hypnotism on any person at a place licensed for public entertainment. (Refusal of consent by another authority does not necessarily indicate that the particular hypnotist is unacceptable and will be only one factor which the Council will take into account.)

   (f) details of the various acts which will be included in the proposed exhibition, demonstration or performance.

      NOTE: This is not intended to restrict the hypnotist’s flexibility. The list can include all the activities which might be included in a particular show.
4. The application shall be accompanied by the appropriate fee.

**NOTE:** This will vary depending on whether the hypnotist is already known to the Council.

5. The following procedure will be followed:

(a) references will be obtained from local authorities in whose area the hypnotist has performed.

(b) comment will be obtained from the Federation of Ethical Stage Hypnotists and if the hypnotist belongs to a different professional body, from that body.

(c) a live performance will be seen by officers and/or the members of the Council who will be determining the application.

(d) the hypnotist and/or his/her representative will appear to give evidence in support of the application.

**NOTE:** These procedures may be waived where the hypnotist has recently performed in the area of the Local Authority concerned under the terms of a consent from that Council.

B. STANDARD CONDITIONS

Publicity

1. (a) no poster, advertisement or programme for the performance which is likely to cause public offence shall be displayed, sold or supplied, by or on behalf of the licensee either at the premises or elsewhere;

(b) every poster, advertisement or programme for the performance which is displayed, sold or supplied shall include, clearly and legibly, the following statement:

   “Volunteers, who must be aged 18 or over, can refuse at any point to continue taking part in the performance”.

Insurance

2. The hypnotist/licensee shall take out third party cover with a maximum liability of at least £2,000,000. If required evidence of this shall be supplied to the Council.

Physical arrangements

3. (a) the means of access between the auditorium and the stage for participants shall be properly lit and free from obstruction;

(b) a continuous white or yellow line shall be provided on the floor of any raised stage at a safe distance from the edge. This line shall run parallel with the edge of the stage for its whole width. The hypnotist shall inform all subjects that they must not cross the line while under hypnosis, unless specifically told to do so as a part of the performance.

Treatment of audience and subjects
(a) before starting the performance the hypnotist shall make a statement to the audience, in a serious manner, identifying those groups of people who should not volunteer to participate in it; explaining what volunteers might be asked to perform; informing the audience of the possible risks of embarrassment or anxiety; and emphasising that subjects may cease to participate at any time they wish. The following is a suggested statement, which might be amended as necessary to suit individual styles so long as the overall message remains the same:

“I shall be looking for volunteers aged over 18 who are willing to be hypnotised and participate in the show. Anyone who comes forward should be prepared to take part in a range of entertaining hypnotic suggestions but can be assured that they will not be asked to do anything which is indecent, offensive or harmful. Volunteers need to be in normal physical and mental health and I must ask that no-one volunteers if they have a history of mental illness, are under the influence of alcohol or other drugs or are pregnant. A volunteer can cease participation in the show at any time.”

(b) no form of coercion shall be used to persuade members of the audience to participate in the performance. In particular, the hypnotist shall not use selection techniques which seek to identify and coerce onto the stage the most suggestible members of the audience without their prior knowledge of what is intended. Any use of such selection techniques (e.g., asking members of the audience to clasp their hands together and asking those who cannot free them again to come onto the stage) should only be used when the audience is fully aware of what is intended and that participation is entirely voluntary at every stage;

(c) if volunteers are to remain hypnotised during an interval in the performance, a sufficient number of suitable attendants agreed in advance with the Council shall be in close attendance to these volunteers throughout the interval to ensure their safety;

(d) the hypnotist shall make arrangements to ensure that in the event of an emergency (including the incapacity of the hypnotist), all hypnotic and post hypnotic suggestions are immediately removed.

Prohibited actions

(a) the performance shall be so conducted as not to be likely to cause offence to any person in the audience or any hypnotised subject;

(b) the performance shall be so conducted as not to be likely to cause harm, anxiety or distress to any person in the audience or any hypnotised subject. In particular, the performance shall not include:

(i) any suggestion involving the age regression of a subject (i.e. asking the subject to reverse to an earlier age in their life; this does not prohibit the hypnotist from asking subjects to act as if they were a child etc.);

(ii) any suggestion that the subject has lost something (e.g. a body part) which, if it really occurred, could cause considerable distress;

(iii) any demonstration in which the subject is suspended between supports (so-called “catalepsy”).
(iv) the consumption of any harmful or noxious substance;

(v) any demonstration of the power of hypnosis to block pain (e.g. pushing a needle through the skin);

(c) the performance shall not include giving hypnotherapy or any other form of treatment.

Consumption of Food

6. The hypnotist shall not ask a volunteer to consume any food or liquid unless he has first clearly established that the volunteer is not allergic to the food or liquid he is to be asked to consume.

Completion

7. (a) Except as provided in 4(c) all hypnotised subjects shall remain in the presence of the hypnotist and in the room where the performance takes place until the hypnotic and post-hypnotic suggestions have been removed;

(b) all hypnotic or post-hypnotic suggestions shall be completely removed from the minds of the subjects and the audience before the performance ends. All hypnotised subjects shall have the suggestions removed both individually and collectively and the hypnotist shall confirm with each of them that they feel well and relaxed (the restriction on post-hypnotic suggest does not prevent the hypnotist telling subjects that they will feel well and relaxed after the suggestions are removed);

(c) the hypnotist shall remain available during any interval and for at least 30 minutes after the show to help deal with any problems which might arise. (Such help might take the form of reassurance in the event of headaches or giddiness but this condition does not imply that the hypnotist is an appropriate person to treat anyone who is otherwise unwell).

Authorised Access

8. When requested by the Council seats shall be provided, free of charge, to Council Officers to monitor the performances. The seat shall be in a position where the officers (i) have a clear view of all parts of the stage and (ii) can judge the reactions of a large part of the audience.

9. Where requested officers shall be given the opportunity to discuss the performance with the hypnotist and/or senior management before, after or during the interval of the performance.

10. An authorised officer or a police officer shall at all times during a performance be given access to the premises to ensure that the terms of the consent are being observed.
Other Conditions

11. *Authorised officers* have authority to make any additional requirement in the interests of public safety. Such requirements shall be complied with.

**NOTE:** The consent holder may appeal to the *Council* against any requirement which is considered unreasonable.
RULES OF MANAGEMENT FOR EXHIBITION OF SUBSIDIARY FILMS AND VIDEOS

Rules for the management of premises licensed by Westminster City Council for film exhibitions (including video) where such exhibitions are incidental or subsidiary to the main activity of the premises, in force from 4 September 1998.

NOTES

(a) Except where the context demands otherwise the singular includes the plural and the masculine includes the feminine.

(b) Nothing in these rules shall be construed as interfering with (i) the total discretion of the licensee or his representative regarding the admission of any person or (ii) the need to comply with all relevant statutory requirements.

(c) These rules are divided into parts as follows:

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Disabled People

It is the policy of the Council that facilities for disabled people should be provided at places of public entertainment. Licensees are therefore, strongly encouraged to provide such facilities so as to enable the admission of disabled people and are reminded of the duties imposed by the Disability Discrimination Act 1995. Council officers will be pleased to discuss and advise on the best ways to achieve this.
PART I
DEFINITIONS

Definitions 1. In these rules, unless the context otherwise requires -

‘Agreement of the Council, ‘Approval of the Council’ or ‘Consent of the Council’ - means the prior agreement, approval or consent of the Council in writing and ‘agreed’, ‘approved’, or ‘permitted’ means ‘agreed’ ‘approved’, or ‘permitted’ in advance by the Council in writing;

‘Approved arrangements’ - means the arrangement of the premises (including the layout), fittings and installations and all other things in connection therewith as approved by the Council.

‘Authorised Officer’ - means any person authorised in writing by the Council and officers of the Fire Authority.

‘Council’ - means the appropriate licensing authority.

‘Escape lighting’ (emergency lighting) - means lighting, obtained from a source independent of the normal supply to the building which, in the event of a failure of the normal supply, will assist the public, performers and staff to leave the premises.

‘Film exhibition’ - means any exhibition of moving pictures which is produced otherwise than by the simultaneous reception and exhibition of programmes included in a programme service within the meaning of the Broadcasting Act 1990.

‘Normal lighting’ - means all lighting other than escape lighting, permanently installed in those parts of the premises to which the public have access.

‘Premises’ - means any premises within the Council’s area to be used for film exhibitions (including video) under a licence or licences granted by the Council and includes all installations, fittings and things in connection therewith.

‘Trailer’ - means a film advertising a film exhibition.

‘Video’ - means an exhibition of moving pictures provided by means of the use of an electro-magnetic tape or disc recording of vision, or by any means whereby the pictures are produced from electrical signals.

NOTE: (a) These rules may be dispensed with or modified by the Council in any special case.

(b) The Council may in giving consent under these rules impose conditions as it shall specify in writing.

(c) If the licensee wishes any of the terms of the licence
to be varied an application must be made to the Council and, subject to any statutory enactment, if the Council so requires the application must be advertised.

Scope of licence

2. The film licence shall be restricted as follows-

(a) To the exhibition of moving pictures supplementing music produced by electronic means such as a juke box.

(b) To the exhibition of moving pictures as an accompaniment to the dancing (e.g. at discotheques)

(c) To the exhibition of films in public houses.
PART II
CONTROL AND CONDUCT OF PREMISES

Responsibility of licensee

3. (a) The licensee shall take all reasonable precautions for the safety of all persons using the premises and, except with the consent of the Council, shall at all material times retain control over all parts of the premises.

(b) The licensee shall be in charge of and upon the premises at all material times. The licensee may authorise in writing a duty manager to deputise for him. If he does so this written authorisation must be kept on the premises and be readily available for inspection by any police officer or authorised officer.

(c) Overcrowding shall not be allowed in any part of the premises.

Charge of premises

4. (a) The duty manager shall be familiar with all licence conditions including these rules.

(b) The duty manager shall not engage in any duties which will prevent general supervision of the premises. The duty manager shall whenever necessary be assisted by suitable adults.

(c) The licensee shall maintain good order in the premises.

Admission of Officers

5. Officers who are carrying written authorisation which they will produce on request, shall be admitted immediately at all reasonable times to all parts of the premises.
PART III
GENERAL ARRANGEMENTS, EQUIPMENT AND FURNISHING

Maintenance of approved arrangements

6. The approved arrangements, fittings, apparatus, facilities and fire fighting equipment at the premises shall be fully maintained and no alterations or additions, permanent or temporary, shall be made without the consent of the Council.

Fire Safety

7 (a) All means of escape in case of fire and all safeguards to prevent the spread of fire and any arrangements in connection with this shall be maintained in efficient working order.

(b) All self-closing fire-resisting doors shall be maintained effectively self-closing and free from any means of holding the doors in the open position (except where special approved arrangements exist for the use of electro magnetic door holders). Fire-resisting doors to ducts, service shafts and cupboards shall be kept locked shut.

(c) All exits and exit routes shall be maintained unobstructed, immediately available for use and clearly identifiable.

(d) All exit doors shall be free from fastenings other than panic bolts or panic latches.

Outbreaks of Fire

8. The Fire Brigade shall be called to any outbreak or suspected outbreak of fire, however slight. Suitable notices shall be displayed indicating how the Brigade can be summoned.
PART IV

LIGHTING AND ELECTRICAL INSTALLATIONS

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9. Two independent systems of *lighting (normal and escape)* shall be provided and maintained on all parts of the *premises* to afford sufficient illumination to allow the public, performers and staff to move about safely and find their way to the exits at all times.

10. A report of an inspection and test of the electrical installation shall be submitted to the *Council* at least once a year.

**NOTE:**
1. The report should be as detailed in BS 7671 (IEE Regulations).
2. The report should be signed by a member of the Electrical Contractors’ Association Limited, a contractor enrolled with the National Inspection Council for Electrical Installation Contracting or with the prior consent of the *Council*, other competent person.

11. At least once in every six months a report shall be submitted to the *Council* as to the condition of any central *escape lighting* battery and equipment or of any self-contained *escape lighting* fittings or units. Such a report shall be signed by a suitable qualified engineer.
PART V
RULES RELATING TO THE SHOWING OF FILMS

Objection to the exhibition of a film

12. No film shall be exhibited at the premises -

(1) Which is likely -

(a) to encourage or to incite to crime; or
(b) to lead to disorder; or
(c) to stir up hatred against any section of the public on
grounds of colour, race or ethnic or national origin,
disability, religious beliefs, sexual orientation or
gender; or
(d) to promote violence, sexual humiliation or
degradation.

(2) the effect of which is, if taken as a whole, such as to hold
up to ridicule or contempt (i) people of a particular gender,
sexual orientation, colour, race or ethnic or racial origin or
(ii) people with disabilities or particular religious beliefs
unless such film is depicting an historical event or should
be exhibited in the public interest.

(3) which contains a grossly indecent performance thereby
outraging the standards of public decency.

If the licensee is notified by the Council in writing that it objects to
the exhibition of a film on any ground, such film shall not be
exhibited.

13. In respect of the categories specified in rule 2(a) and (b) where
persons under the age of sixteen are admitted to the premises the
licensee shall be responsible for designating films unsuitable for
children and ensuring that such films are not exhibited to these
persons.

ADDITIONAL RULES IN RESPECT OF CATEGORY (C) OF RULE 2

Film Categories

14. The categories U, PG, 12, 15 and 18 have the following effect:

U Universal - suitable for all
PG Parental Guidance. Some scenes may be unsuitable for young
children.
12 Passed only for persons of 12 years and over
15 Passed only for persons of 15 years and over
18 Passed only for persons of 18 years and over
RESTRICTED (18) Passed only for persons of 18 or over who are
members (or their guests) of a properly constituted club.
The addition of ‘(the Council’s name)’ (e.g. Guildford)’ after the category means that the film has been passed by the Council for exhibition in the (Council’s area) in the category shown.

**Exhibition of Films**

15. No film shall be exhibited at the premises unless:

(a) It is a current news reel;

(b) It has been passed by the British Board of Film Classification as a U, PG, 12, 15 or 18 film and no notice of objection to its exhibition has been given by the Council; or

(c) it has been passed by the Council as U, PG, 12, 15 or 18.

**RESTRICTED (18) films - Council’s consent**

16. Films in the RESTRICTED (18) category may not be shown at the premises.

**Unclassified Films**

17. Not less than twenty-eight days notice in writing shall be given to the Council of any proposal to exhibit any other film which has not been classified as specified in 15(b) or (c) above. Such a film may only be exhibited if the Council’s consent has been obtained.

**Film Categories - Council’s discretion**

18. If the Council does not agree with the category in which any film passed by the British Board of Film Classification is placed it shall if it thinks fit alter such category or prohibit the showing of the film and, on notice of such alteration or prohibition being given by the Council to the licensee, the film thereafter shall be treated as having been placed in the altered category and the rules applicable to the exhibition of films in such altered category shall be complied with, or if prohibited, shall not be exhibited.

**Special conditions**

19. The licensee shall comply with any special conditions which the Council may impose in respect of the exhibition of any film.

**Films passed by the Council - notice of exhibition**

20. Before exhibiting a film not passed by the British Board of Film Classification but passed by the Council, or a film which has been passed by the Board but the category of which has been altered by the Council, the licensee shall give notice to the Council of his intention to exhibit the film, specifying the name of the film and the dates on which the film is to be first exhibited and, except in the case of an emergency, such notice shall be given in writing at least seven days before such date.

**Category notices**

21. (a) Immediately before each exhibition at the premises of a film (other than a current news-reel) passed by the British Board of Film Classification there shall be exhibited on the screen for at least 10 seconds in such a manner as to be easily read by all persons in the auditorium a reproduction of the certificate of the Board or, as regards a trailer advertising a film, of the statement approved by the Board indicating the category of the film.

(b) For a film passed by the Council a notice in the following form without the addition of any other words.
LOCAL AUTHORITY CONCERNED
(Here insert title of film)
has been passed by the (insert name of Council)
(here insert the definition of the category and the category assigned).

Provided that as regards a trailer advertising a film the notice shall be in the following terms:-

LOCAL AUTHORITY CONCERNED
*.......(.......) trailer advertising + ....... film
(*Here insert the category of the trailer)
(+Here insert the category of the film)

Waiver or modification of rules

22. These rules may be waived or modified by the Council in any special case.
APPENDIX N

RULES OF MANAGEMENT FOR EXHIBITION OF FILMS AND VIDEOS IN HOTELS

Rules for the management of premises licensed by Westminster City Council for film exhibitions (including video) where such exhibitions are restricted to video exhibitions in hotel bedrooms or lounges where the exhibitions are incidental or subsidiary to the main use of the premises, in force from 4 September 1998.

NOTES

(a) Except where the context demands otherwise the singular includes the plural and the masculine includes the feminine.

(b) Nothing in these rules shall be construed as interfering with (i) the total discretion of the licensee or his representative regarding the admission of any person or (ii) the need to comply with all relevant statutory requirements.

(c) These rules are divided into parts as follows:

PART I - DEFINITIONS

Definitions 1

PART II - CONTROL AND CONDUCT OF PREMISES

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PART III - RULES RELATING TO THE SHOWING OF FILMS

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Waiver or modification of rules 15
Disabled People

It is the policy of the *Council* that facilities for disabled people should be provided at places of public entertainment. Licensees are therefore, strongly encouraged to provide such facilities so as to enable the admission of disabled people and are reminded of the duties imposed by the Disability Discrimination Act 1995. *Council* Officers will be pleased to discuss and advise on the best ways to achieve this.
PART I
DEFINITIONS

1. In these rules, unless the context otherwise requires-

‘Authorised Officer’ - means any person authorised in writing by the Council and officers of the Fire Authority.

‘Council’ - means the appropriate licensing authority.

‘Film Exhibition’ - means any exhibition of moving pictures which is produced otherwise than by the simultaneous reception and exhibition of programmes included in a programme service within the meaning of the Broadcasting Act 1990.

‘Passed by the Council’ or ‘Consent of the Council’ - means the prior approval or consent of the Council in writing.

‘Premises’ - means any premises within the Council’s area to be used for Film exhibitions (including video) under a licence or licences granted by the Council and includes all installations, fittings and things in connection therewith.

‘Trailer’ - means a film advertising a film exhibition.

‘Video’ - means an exhibition of moving pictures provided by means of the use of an electromagnetic tape or disc recording of vision, or by any means whereby the pictures are produced from electrical signals.

NOTE: (a) These rules may be dispensed with or modified by the Council in any special case.

(b) The Council may in giving consent under these rules impose conditions as it shall specify in writing.

(c) If the licensee wishes any of the terms of the licence to be varied an application must be made to the Council and, subject to any statutory enactment, if the Council so requires the application must be advertised.
PART II
CONTROL AND CONDUCT OF PREMISES

Responsibility of licensee

2.  (a) The licensee shall take all reasonable precautions for the safety of the public and the employees and except with the consent of the Council, shall at all material times retain control over all portions of the premises.

(b) The licensee shall be in charge of, and upon, the premises at all material times. The licensee may authorise in writing a duty manager to deputise for him. If he does so this written authorisation must be kept on the premises and be available for inspection by a police officer or authorised officer during the whole time that they are in use under the licence. The person in charge shall not be engaged in any duties which will prevent him from exercising general supervision.

Conduct of premises

3.  The licensee shall maintain good order in the premises.

Admission of Officers

4.  Officers who are carrying written authorisation which they will produce on request, shall be admitted immediately at all reasonable times to all parts of the premises.
PART III
RULES RELATING TO THE SHOWING OF FILMS

Film Categories 5. The categories U, PG, 12, 15 and 18 have the following effect:

U Universal - suitable for all
PG Parental Guidance. Some scenes may be unsuitable for young children.
12 Passed only for persons of 12 years and over.
15 Passed only for persons of 15 years and over.
18 Passed only for persons of 18 years and over.

RESTRICTED (18) Passed only for persons of 18 or over who are members (or their guests) of a properly constituted club.
The addition of ( ) after the category means that the film has been passed by the Council for exhibition in the appropriate Local Authority area in the category shown.

Exhibition of Films 6. No film shall be exhibited at the premises unless:

(a) it is a current news-reel;
(b) it has been passed by the British Board of Film Classification as a U, PG, 12, 15, 18 and no notice of objection to its exhibition has been given by the Council; or
(c) it has been passed by the Council as a U, PG, 12, 15, or 18 (insert name of Council e.g. Guildford)

RESTRICTED (18) films 7. Films in the RESTRICTED (18) category may not be shown at the premises.

Unclassified films 8. Not less than twenty-eight days notice in writing shall be given to the Council of any proposal to exhibit any other film which has not been classified as specified in 6(b) or (c) above. Such a film may only be exhibited if the Council’s consent has been obtained and in accordance with the terms of any such consent.

Film Categories - Council’s discretion 9. If the Council does not agree with the category in which any film passed by the British Board of Film Classification is placed it shall it if thinks fit alter such category or prohibit the showing of the film and, on the notice of such alteration or prohibition being given by the Council to the licensee, the film thereafter shall be treated as having been placed in the altered category and the rules applicable to the exhibition of films in such altered category shall be complied with, or if prohibited, shall not be exhibited.

Special conditions 10. Any special conditions which the Council may impose in respect of the exhibition of any film shall, after notice thereof by the Council to the licensee, be complied with.
Films passed by the Council - notice of exhibition

11. Before exhibiting a film not passed by the British Board of Film Classification but passed by the Council, or a film which has been passed by the Board but the category of which has been altered by the Council, the licensee shall give notice to the Council of his intention to exhibit the film, specifying the name of the film and the dates on which the film is to be first exhibited and, except in the case of an emergency, such notice shall be given in writing at least seven days before such date.

Category notices

12. (a) Immediately before each exhibition at the premises of a film (other than a current news-reel) passed by the British Board of Film Classification there shall be exhibited on the screen for at least 10 seconds in such a manner as to be easily read by all persons in the auditorium a reproduction of the certificate of the Board or, as regards a trailer advertising a film, of the statement approved by the Board indicating the category of the film.

(b) For a film passed by the Council - a notice in the following form without the addition of any other words: LOCAL AUTHORITY CONCERNED (Here insert title of film) has been passed by the (insert name of Council) (here insert the definition of the category and the category assigned). Provided that as regards a trailer advertising a film the notice shall be in the following terms:-

LOCAL AUTHORITY CONCERNED*......(......) trailer advertising +.......film (*Here insert the category of the trailer) (+Here insert the category of the film).

NOTE: Unless otherwise indicated by the Council compliance with rule 13 following will afford exemption from the need to comply with this rule.

Timetable of films

13. Guests shall be supplied with the details of the censorship categories together with a timetable of films (with their categories indicated) to be shown.

Objection to exhibition of a film

14. No film shall be exhibited at the premises

(1) which is likely -

(a) to encourage or to incite crime; or

(b) to lead to disorder; or

(c) to stir up hatred against any section of the public on grounds of colour, race or ethnic or national origins, disability, religious beliefs, sexual orientation or gender; or

(d) to promote violence, sexual humiliation or degradation.
(3) which contains a grossly indecent performance thereby outraging the standards of public decency.

If the licensee is notified by the Council in writing that it objects to the exhibition of a film on any ground, such film shall not be exhibited.

**Waiver or modification of rules**

15. These rules may be waived or modified by the Council in any special case.
APPENDIX O

RULES OF MANAGEMENT WHEN PREMISES ARE USED OCCASIONALLY FOR PUBLIC ENTERTAINMENT

Introduction

These rules are standard licence conditions which must be observed whilst the premises are being used under the licence. They are, therefore, operational conditions. In many cases the Council may require work to be done before a licence could be granted. Details of the likely technical requirements can be found in the Technical Regulations. Alternatively potential applicants can discuss what is likely to be required with the Council’s officers. Some of the Council’s requirements will become special conditions, for example in most cases an accommodation limit will be put on the licence. In many cases the requirements when completed will become the approved arrangements which have to be maintained. (See condition 2(b)).

In the case of outdoor events Council officers will wish to agree with the applicant detailed arrangements for the site. Consequently as much notice as possible should be given of any outdoor event requiring an entertainments licence.

NOTES:  
(i) Except where the context demands otherwise the singular includes the plural and the masculine includes the feminine.

(ii) Nothing in these rules shall be construed as interfering with (a) the total discretion of the licensee or his representative regarding the admission of any person or (b) the need to comply with all the relevant statutory requirements.

Disabled People

It is the policy of the Council that facilities for disabled people should be provided at places of public entertainment. Licensees are therefore, strongly encouraged to provide such facilities so as to enable the admission of disabled people and are reminded of the duties imposed by the Disability Discrimination Act 1995. Council officers will be pleased to discuss and advise on the best ways to achieve this.

Definitions

1. In these rules unless the context otherwise requires-

‘Agreement of the Council’, ‘Approval of the Council’ or ‘Consent of the Council’ - means the agreement, approval and consent of the Council in writing and ‘agreed’, ‘approved’, or ‘permitted’ means agreed, approved, or permitted in advance by the Council in writing.

‘Authorised Officer’ - means any person authorised in writing by the Council and officers of the Fire Authority.

‘Council’ - means the appropriate licensing authority.

‘Escape lighting’ - means lighting obtained from a source independent of the normal supply for the building or site provided to assist the public, performers and staff to leave the premises in the event of a failure of the normal lighting.
‘Film exhibition’ - means any exhibition of moving pictures which is produced otherwise than by the simultaneous reception and exhibition of programmes included in a programme service within the meaning of the Broadcasting Act 1990.

‘Fire Authority’ - means the relevant Fire Authority.

‘Normal lighting’ - means all lighting other than escape lighting permanently installed in those parts of the premises to which public have access.

‘Premises’ means any building or site or part thereof within the Council’s area to be used for public dancing, or music and any other public entertainment of the like kind, or for indoor sports or for public performances of plays, or for film exhibitions under a licence or licences granted by the Council, and includes all installations, fittings and things in connection therewith.

‘Site’ - means any open air premises.

Safety arrangements

2. (a) The premises shall not be used under the licence until all the Council’s requirements in respect of safety are complied with, including testing of all lighting systems and electrical installations and the submission of any required certificates etc.

(b) The arrangements, fittings, apparatus, facilities and fire fighting equipment at the premises shall be maintained as approved and no alterations or additions, permanent or temporary, shall be made without the consent of the Council.

(c) In the case of outdoor events:

   (i) No members of the public shall be admitted to the site until all construction has been completed and contractors equipment and vehicles have been removed from the site or placed in a compound.

   (ii) No vehicles shall be permitted to enter or move around the site while the site is open to the public (except for emergency vehicles attending an incident or essential site service vehicles).

   (iii) The approved site layout, including the positioning of all stalls concessions shall not be altered without the approval of the Council.
Hours
3. The premises shall not open before 9am or be kept open beyond 11pm (midnight for plays and film exhibitions) unless otherwise specified on the licence.

Admission of Authorised Officers
4. Admission shall be given to authorised officers at all reasonable times and to all parts of the premises.

Person in Charge of the Premises
5. The licensee or some responsible person nominated by him/her in writing for the purpose shall be in charge of and in the premises during the whole time the premises are open to the public.

Contact Point
6. At outdoor events a contact point, which shall be permanently staffed during the whole time the site is open to the public, shall be established by the licensee. The contact point shall be provided with a telephone and suitable instructions for contacting the emergency services.

Overcrowding/Accommodation Limits
7. Overcrowding of any part of the premises shall not be permitted. Where an accommodation limit for the premises or part of the premises has been specified on the licence this limit shall not be exceeded.

Management of the Premises
8. The licensee shall maintain good order in the premises and take all reasonable precautions for the safety of the public, performers and staff.

Staff
9. (a) There shall be on duty upon the premises during the whole time that members of the public are present a sufficient number of competent adult staff who shall have been specially instructed by the licensee or his representative as to their duties in the event of an emergency.

(b) All stewards shall be clearly identifiable and in position prior to the admission of the public onto the premises and shall be familiar with the layout of the premises and have been instructed as to their duties in the event of an emergency.

Prohibition on Use
10. (a) No performance of hypnotism (as defined in the Hypnotism Act 1952) shall take place.

(b) The premises shall not be used for any purpose which, but for this licence, would require a sex establishment licence.

Noise
11. (a) At events held within a building the licensee shall ensure that no noise shall emanate from the building or vibration be transmitted through the structure of the building which will cause a nuisance to nearby residents.
(b) At outdoor events any noise limits imposed on the licensee by the Council shall not be exceeded. The licensee shall provide the Council with a contact telephone number, effective during the event, where direct contact can be made in the event of noise complaints being received.

Fire Safety 12. (a) All means of escape in case of fire and all safeguards to prevent the spread of fire and any arrangements in connection with this shall be maintained in efficient working order.

(b) All self-closing fire-resisting doors shall be maintained effectively self-closing and free from any means of holding the doors in the open position (except where otherwise approved). Fire-resisting doors to ducts, service shafts and cupboards shall be kept locked shut.

(c) All exits and exit routes shall be maintained unobstructed, immediately available for use and clearly identifiable.

(d) All exit doors shall be free from fastenings other than panic bolts, panic latches or other fastenings approved by the Council.

(e) Adequate fire fighting equipment shall be provided and maintained. The equipment shall have been tested within the last 12 months and have the date of test clearly indicated on the appliance.

(f) At outdoor events:

   (i) Provision shall be made for the safe storage of all rubbish including that generated from the concessionaires. Litter bins on the site shall be emptied at regular intervals.

   (ii) Access to the site for emergency vehicles shall be maintained clear of obstructions at all times.

Outbreaks of Fire 13. The Fire Brigade shall be called to any outbreak or suspected outbreak of fire, however slight. Suitable notices shall be displayed indicating to the staff how the Brigade can be summoned.

Lighting (normal and escape) 14. Unless otherwise agreed by the Council two independent systems of lighting (normal and escape) shall be provided on all parts of the premises to afford sufficient illumination to allow the public, performers and staff to move about safely and find their way to the exits at all times.

Heating 15. Portable heating/cooling appliances shall not be used within a building without the consent of the Council.
Special Risks

16. Any entertainment which involves special risks (e.g. firearms, real flame, dry ice, strobe lighting, smoke machines, pyrotechnics or lasers), may only be given with the consent of the Council.

17. The licensee shall inform the Council of any proposed demonstrations/displays involving the use of animals, motorcycles, vehicles, fireworks or of any other proposals involving a special risk.

Curtains, decorations etc.

18. Any hangings, curtains and temporary decorations shall be approved by the Council. They shall be so arranged so as not to obstruct fire safety signs or fire fighting equipment.

Toilet Facilities and Drinking Water

19. (a) Toilet facilities as specified by the Council shall be available free of charge and shall be maintained in a clean working condition at all times.

(b) Where required by the Council free drinking water shall be made available. Drinking water taps shall be clearly marked as such.

Lost Children and First Aid

20. At outdoor events suitable provision shall be made for lost children and first aid.

21. The licensee or his representative shall comply with any additional requirements found to be necessary by the Council’s officers during or after inspection of the arrangements or during the event.

22. These rules may be waived or modified by the Council in any special case.

Additional Conditions Applicable to Film Exhibitions

23. The license shall comply with Part IV of the Council’s rules of management for places of public entertainment (copy attached if applicable).

24. The license shall comply with the appropriate provisions of the current Cinematograph (Safety) Regulations made under the Cinemas Act 1985.

25. Only non-flammable film shall be brought in to the premises.

26. The picture screen and any temporary proscenium or masking, curtains, draperies, or decorations, shall be non-flammable to the Council’s satisfaction.

27. The projection apparatus shall be installed in a position approved by the Council, and the film projector shall be surrounded by a suitable barrier satisfactory to the Council.

Additional Conditions for Indoor Sports Entertainment

28. The licensee shall comply with Part V of the Council’s rules of management for places of public entertainment (copy attached if applicable).