



Licensing of Sex Establishments

Statement of Licensing Policy 2018-2021

Local Government (Miscellaneous Provisions) Act
1982 as amended by the Policing and Crime Act 2009

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Further copies of this document can be obtained from:

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Email: licensing@guildford.gov.uk

Web: www.guildford.gov.uk/licensing

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~~1.8 Appendix 1 provides a summary of results and a full analysis of the Public Consultation is available on request.~~

Review

~~1.8 This latest draft of the policy contains only minor amendments and no changes to the intent or direction of the previous policy approved in April 2015.~~

Section 2 The scope of the licensing policy

- 2.1** 2.1 This policy covers licensable premises and activities as defined by the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Policing and Crime Act 2009 (the Act) within the Guildford Borough Council area. Schedule 3 of the Act is concerned with the control of sex establishments. A sex establishment means a sexual entertainment venue, sex cinema or sex shop.
- 2.2** 2.2 A sexual entertainment venue (SEV) is a premises at which relevant entertainment is provided before a live audience for the financial gain of the organiser or the entertainer. Relevant entertainment means any live performance or any live display of nudity which is provided solely or principally for the purpose of sexually stimulating any member of the audience. The full legal definition of a sexual entertainment venue can be found at paragraph 2A of Schedule 3 to the Act.
- 2.3** 2.3 A sex cinema is a premises used to a significant degree for the exhibition of moving pictures which primarily portray sexual activity or acts of force or restraint which are associated with sexual activity. A full legal definition of a sex cinema can be found in paragraph 3 of Schedule 3 to the Act.
- 2.4** 2.4 A sex shop is a premises used to a significant degree for the selling, etc. of sex articles or other items intended for use for the purpose of stimulating sexual activity or acts of force or restraint. A full legal definition of a sex shop can be found at paragraph 4 of Schedule 3 to the Act.
- 2.5** 2.5 Advice on whether a licence is required can be obtained from the Licensing team, Guildford Borough. Contact details are set out in Appendix 3.
- 2.6** 2.6 Throughout this policy the wording will refer to 'applicants' for licences. However it should be noted that the principles set out within this policy apply equally to new applications, renewals and transfers.
- 2.7** 2.7 This policy seeks to provide guidance to applicants about the approach they should take to making applications and the view the council is likely to take on certain key issues.
- 2.8** The Council will take this policy into account when determining applications, however each application will be considered on its merits at the time the application is made.

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Section 3 The Guildford Borough Council area

- 3.1 The borough is the second highest populated district in Surrey with ~~139,700~~146,800 residents in ~~2012~~2016. The major urban areas are located in the town centre of Guildford and on the western fringes of the borough adjacent to Aldershot town.
- 3.2 Guildford Borough is also the second largest borough in the county, covering approximately 269 square kilometres (104 square miles) of which 89% is land designated as Green Belt. Outside the urban areas and villages, rural areas contain the Surrey Hills Area of Outstanding Natural Beauty covering 99 square kilometres, several sites of importance for nature protection and areas of special scientific interest. The borough also has a rich and varied architectural heritage, including 36 scheduled ancient monuments.
- 3.3 Guildford is mostly an affluent area with relatively low unemployment and low levels of crime. Most residents are healthy and enjoy well above average life expectancy. The workforce is generally well-educated and highly skilled.
- 3.4 The town centre is a focus for major commercial and administrative functions and is a principal regional shopping destination, with a vibrant night time economy.
- 3.5 In 2014 the town was awarded Purple Flag, recognising excellence in the management of the town centre at night. This prestigious award demonstrates the Council and the other Purple Flag Partners' ambitions to develop and improve the night time economy, encouraging a broad outlook on how the town is presented at night and tackling all aspects from cleanliness to access and transport, street lighting to signage, entertainment variety and choice of styles in bars, clubs and restaurants. In order to retain this award, the Council, corporately, is keen to encourage a diverse entertainment economy, and recognises that the SEV sector may contribute to this area.
- 3.6 The borough attracted over ~~three~~4.9 million day visitors in ~~2011~~2016 and ~~351,000~~ staying trips, generating about ~~£285~~ £338.4 million in tourism income for local businesses, supporting around ~~5,000~~6,167 actual jobs.
- 3.7 Guildford's successful economy measured against a range of indicators has made it a place where businesses want to locate and grow.
- 3.8 The Vision in The Corporate Plan ~~2013-2016~~2015-2020 states the desire is for Guildford to be ~~a town and borough~~:
- ~~with strong infrastructure~~
 - ~~world class businesses with capacity to expand and deliver growth~~
 - ~~an evolving and vibrant economy~~
- "The town and Borough that is the most desirable place to live, work and visit in South East England."
- 3.9 The fundamental themes which ~~creates a progressive~~ support this vision are:

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- **Our Borough** - ensuring that proportional and sustainable environment managed growth for people today and future generations living in an ever-meets our community and economic needs.
- **Our Economy** - improving society prosperity for all by enabling a dynamic, productive and sustainable economy that provides jobs and homes for local people.
- **Our Infrastructure** - working with partners to deliver the massive improvements needed in the next 20 years, including changes to tackle congestion issues.
- **Our Environment** - improving sustainability and protecting our countryside, balancing this with the needs of the rural and wider economy.
- **Our Society** - believing that every person matters and concentrating on the needs of the less advantaged.
- **Your Council** - ensuring a sustainable financial future to deliver improved and innovative services

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3.9-10 This licensing policy seeks to promote licensing within the overall context of the five fundamental themes of the Corporate Plan 2013-2016.

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[2015-2020.](#)

Section 4 Integrating other guidance, policies, objectives and strategies

4.1 4.1 In preparing this licensing policy the council has had regard to, and sought to integrate the licensing policy with, the following strategies:

- Corporate Plan ~~2013-2016~~2015 - 2020
- Visitor Strategy
- Economic Strategy
- Local Plan
- Public Health and Wellbeing Strategy
- Community Safety Strategy
- The Purple Flag Award

Other policies

4.2 4.2 The council (through its Licensing Committee) may, from time to time receive reports on other policies, strategies and initiatives that may impact on licensing activity within the remit of the committee. Subject to the general principles set out in Section 7 it may have regard to them when making licensing decisions.

4.3 4.3 The Committee may, after receiving such reports, make recommendations to the council or other bodies about the impact of the licensing policy on such policies, strategies and initiatives. Equally the Committee may make recommendations relating to the impact of such policies, strategies and initiatives on the licensing policy. This may include recommendations to amend the licensing policy itself.

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Section 6 Cultural activities in Guildford Borough

Section 5 General principles

5.1 5.1 In determining a licensing application the overriding principle will be that each application will be determined on its own merit, taking into account local knowledge, this licensing policy and the guidance issued by the Home Office. Where it is necessary to depart from the guidance or this Policy the council will give clear and cogent reasons for doing so.

Mandatory grounds for refusal

5.2 5.2 Applications for sex establishment licences must be refused on the following mandatory grounds:

- if the applicant is under 18,
if the applicant has a disqualification following the revocation of a previous licence,
if the applicant is non-resident in an European Economic Area (EEA) state,
company not incorporated in an EEA state,
if the applicant has been refused a licence for the same premises within the previous 12 months.

5.3 5.3 These matters are considered by licensing officers with the appropriate delegations on determination of the licence.

Discretionary grounds for refusal

5.4 5.4 There are also a number of discretionary grounds. These are:

- if the applicant is considered unsuitable,
if the business would be managed by or for the benefit of a third party who would be refused a licence in their own right,
that the number of sex establishments or of sex establishments of a particular kind in the locality equals or exceeds the number considered appropriate,
if the grant is inappropriate having regard to:
the character of the relevant locality,
the use of any premises in the vicinity,
the layout, character, or condition of the premises.

Suitability of applicant

5.5 5.5 In considering whether the applicant is suitable to hold a licence, the council will take into account such matters as it considers to be relevant, including but not limited to whether the applicant:

- is honest,
has a clear understanding of the conditions that may be attached to the licence,
has a suitable business plan which will deliver compliance with the standard conditions,
has no unspent convictions of a nature that deem him/her unsuitable.

- Retail shopping areas
- Historic buildings
- Hotels

5.12 5.12 The Council has determined that rural and residential are particularly unacceptable as localities for SEVs to be located in.

5.13 5.13 The council has not determined a limit on numbers or locality in relation to sex shops or sex cinemas. These applications will be dealt with on a case by case basis but applicants can be guided by the criteria mentioned at 5.4 to 5.6.

Human Rights

5.14 5.14 The European Convention on Human Rights makes it unlawful for a public authority to act in a way that is incompatible with a Convention right. The council will have particular regard to the following relevant provisions of the European Convention on Human Rights:

- **Article 6** that in determination of civil rights and obligations everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law.
- **Article 8** that everyone has the right to respect for his home and private life.
- **Article 10** that everyone has the right to freedom of expression.
- **Article 1 of the first protocol** that every person is entitled to the peaceful enjoyment of his or her possessions, including for example a licence.

The Provision of Services Regulations

5.15 5.15 The Provision of Services Regulations 2009 implements the European Services Directive. These regulations ensure that any refusal of a licence is:

- **non-discriminatory** in regard to nationality,
- **necessary** for reasons of public policy, public security, public health or the protection of the environment and
- **proportionate** with regard to the objective pursued by the legislation.

5.16 5.16 The council will consider these three issues in relation to the refusal of licence applications.

Crime and Disorder Act 1998

5.17 5.17 The Crime and Disorder Act 1998 places a duty on the council to exercise its functions with due regard to:

- Crime and disorder in its area (including anti-social and other behavior) adversely affecting the local environment;
- The misuse of drugs, alcohol and other substances.
- Re-offending in its area.

5.18 5.18 The council will have particular regard to the likely effect of the determination of

Staff Training

5.27 5.27 The council recommends that all persons employed on licensed premises be encouraged to attend training programmes to raise awareness of their responsibilities and particularly of the offences contained within the Act and the conditions of the licence. Where recognised training programmes are not available employers should ensure that their employees are advised of their responsibilities and the offences under the Act.

5.28 5.28 All persons employed on licensed premises should be provided with in-house training on basic public safety and the housekeeping arrangements relative to those premises. Depending on their job role, this may include training in first aid, age verification policies, basic health and safety, fire safety and so on.

5.29 5.29 Licensed premises will be required to record training undertaken by staff in their staff records. These records will be made available for inspection on request to an authorised officer or the police.

Advertising

5.30 5.30 As part of the standard conditions attached to licences there is a requirement that all advertising and the external appearance of the premises must be approved by the council.

5.31 This approval will be considered at a sub-committee hearing or officer with appropriate delegated authority. Applicants will be entitled to attend the hearing. Please contact Licensing for further information on how to submit changes to advertising material and external appearance. Planning permission may also be required which is a separate process.

Exemptions

5.31 5.32 Under the Act there is an exemption from the licensing requirements for sexual entertainment venues which provide relevant entertainment on an infrequent basis. These are defined as premises where:

- relevant entertainment has been provided on no more than 11 occasions within a 12 month period;
- no such occasion has begun within a period of one month beginning with the end of any previous occasions and
- no such occasion has lasted longer than 24 hours

5.32 5.33 This exemption does not apply to sex shops or sex cinemas.

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Hearings

6.16 6.16 The council has appointed a licensing committee of 15 Councillors. Licensing functions will often be delegated to a licensing sub committee of 3 councillors or, in appropriate cases, to officers of the council such as applications where there are mandatory grounds for refusal.

6.17 6.17 All new, renewal and transfer applications will be determined by a sub-committee of three members of the Licensing Committee or officers with the appropriate delegation.

6.18 6.18 It is the council's practice to provide notice of the hearing to all interested parties (applicants and objectors) five days before the hearing.

6.19 6.19 This notice will give the date of the hearing, the procedure for the hearing, state any points on which the council requires clarification at the hearing, and will require the addressee to confirm their attendance and the attendance of any witnesses they may wish to call.

6.20 **The hearing will normally take place in public.**

6.21 6.20 Councillors will have regard to the Guildford Borough Council Code of Conduct for Members and guidance issued by the Standards Board for England. Where a Councillor who is a member of the Licensing Committee or sub-committee has a prejudicial interest in the application before them, in the interests of good governance they will disqualify themselves from any involvement in the decision making process in respect of that application. Wherever possible, members will not hear applications from within their own ward to avoid any appearance of bias.

6.22 6.21 The Licensing Committee will refer an application to the council where it is unable to deal with the application because of the number of members unable to vote on the matter in question.

Reasons for decisions

6.23 6.22 In determining licence applications under the Act the council will take into consideration the application before it and any relevant objections received, as well as local knowledge including knowledge as to local issues and cultural sensitivities.

6.24 6.23 Every decision to refuse a licence will be accompanied by clear reasons for the decision.

6.25 6.24 Every effort will be made to provide an oral decision at the sub-committee hearing, with the written reasons to follow in due course. However if the Sub-Committee feel that they need further time to consider the matter fully, they may reserve their decision, in which case the parties will be notified of the decision and reasons for it in writing as soon as possible after the conclusion of the hearing.

Conditions

6.26 6.25 The council will normally impose standard conditions on all licences. However, if deemed necessary in any particular case, the council may change, alter or replace the standard conditions or any of them with conditions that are specific to the

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6.43 6.42 The decision on the application for a waiver will be taken at the next available licensing sub-committee hearing or by officers with the appropriate delegation and, if granted, a Notice of Waiver will be issued.

6.44 6.43 Unsuccessful applicants for waivers will be notified accordingly and provision will be made for them to make a formal application for a sex establishment licence.

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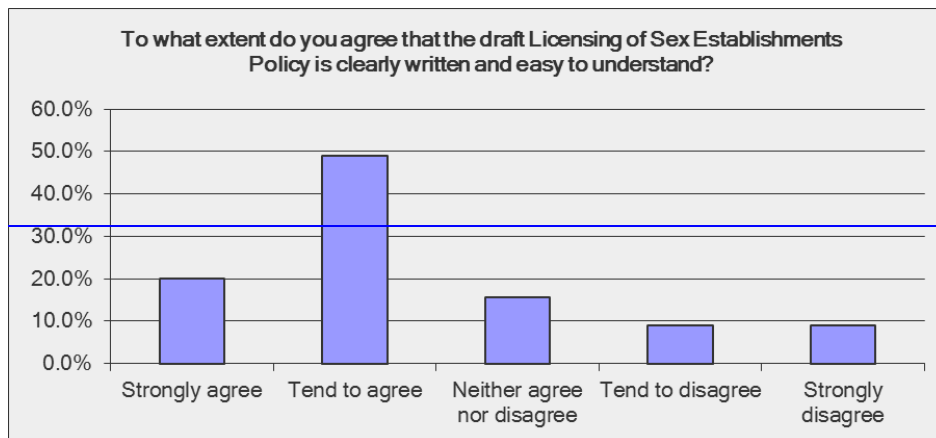
Appendix 1

Consultation

Question 1

To what extent do you agree that the draft Licensing of Sex Establishments Policy is clearly written and easy to understand?

Answer Options	Response Percent	Response Count
Strongly agree	20.0%	9
Tend to agree	48.9%	22
Neither agree nor disagree	15.6%	7
Tend to disagree	8.9%	4
Strongly disagree	8.9%	4
Comments		10
<i>answered question</i>		45
<i>skipped question</i>		2



Question 2

To what extent do you agree that the draft Licensing of Sex Establishments Policy is fair to both residents and licensed premises?

Answer Options	Response Percent	Response Count
Strongly agree	2.3%	1
Tend to agree	47.7%	21
Neither agree nor disagree	13.6%	6
Tend to disagree	25.0%	11
Strongly disagree	11.4%	5
Comments		15
<i>answered question</i>		44
<i>skipped question</i>		3

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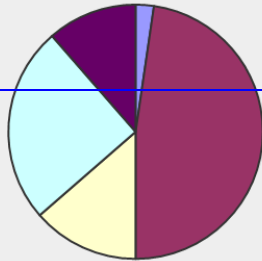
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To what extent do you agree that the draft Licensing of Sex Establishments Policy is fair to both residents and licensed premises?



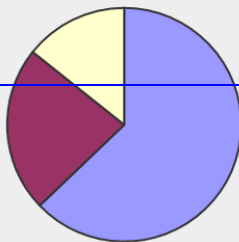
- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree

Question 3

~~Local authorities have both mandatory and discretionary grounds for refusal of applications. Are the distinctions between mandatory and discretionary made clear in our draft policy?~~

Answer Options	Response-Percent	Response-Count
Yes	62.9%	22
No	22.9%	8
Don't know	14.3%	5
Comments		6
<i>answered question</i>		35
<i>skipped question</i>		12

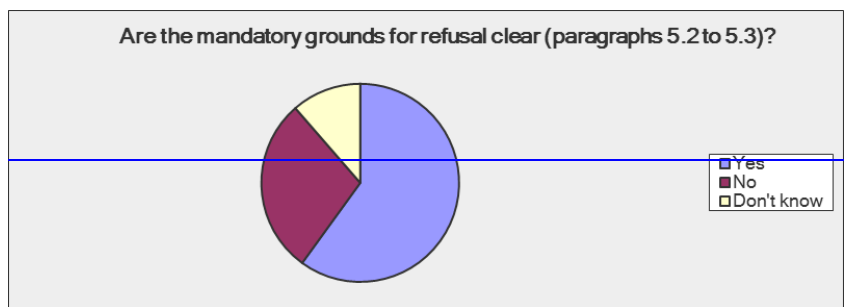
Local authorities have both mandatory and discretionary grounds for refusal of applications. Are the distinctions between mandatory and discretionary made clear in our draft policy?



- Yes
- No
- Don't know

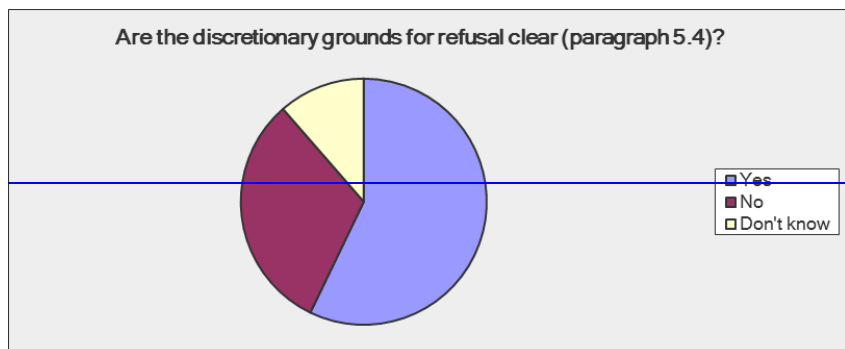
Question 4

Are the mandatory grounds for refusal clear (paragraphs 5.2 to 5.3)?		
Answer Options	Response-Percent	Response-Count
Yes	60.0%	21
No	28.6%	10
Don't know	11.4%	4
Comments		8
<i>answered-question</i>		35
<i>skipped-question</i>		12



Question 5

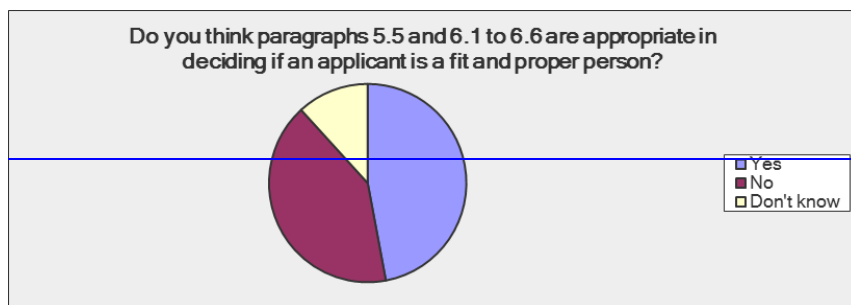
Are the discretionary grounds for refusal clear (paragraph 5.4)?		
Answer Options	Response-Percent	Response-Count
Yes	57.1%	20
No	31.4%	11
Don't know	11.4%	4
Comments		9
<i>answered-question</i>		35
<i>skipped-question</i>		12



Question 6

Do you think paragraphs 5.5 and 6.1 to 6.6 are appropriate in deciding if an applicant is a fit and proper person?

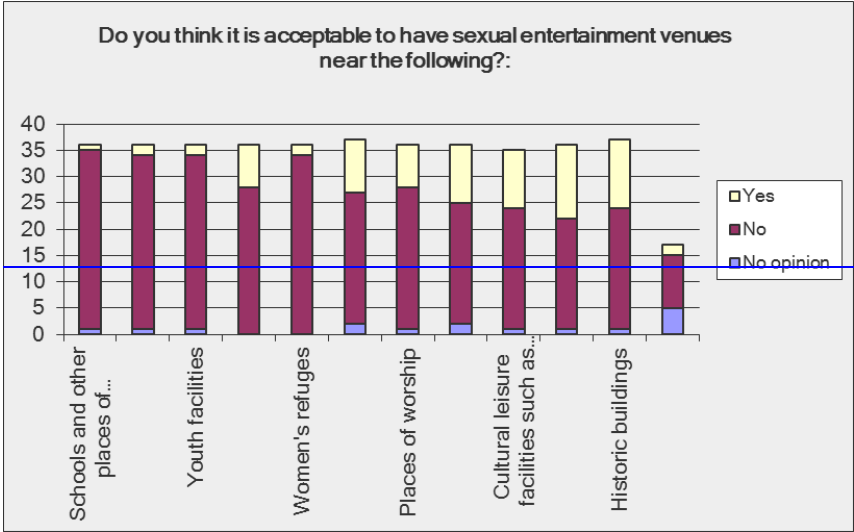
Answer Options	Response Percent	Response Count
Yes	47.1%	16
No	41.2%	14
Don't know	11.8%	4
Comments		12
<i>answered question</i>		34
<i>skipped question</i>		13



Question 7

Do you think it is acceptable to have sexual entertainment venues near the following?:

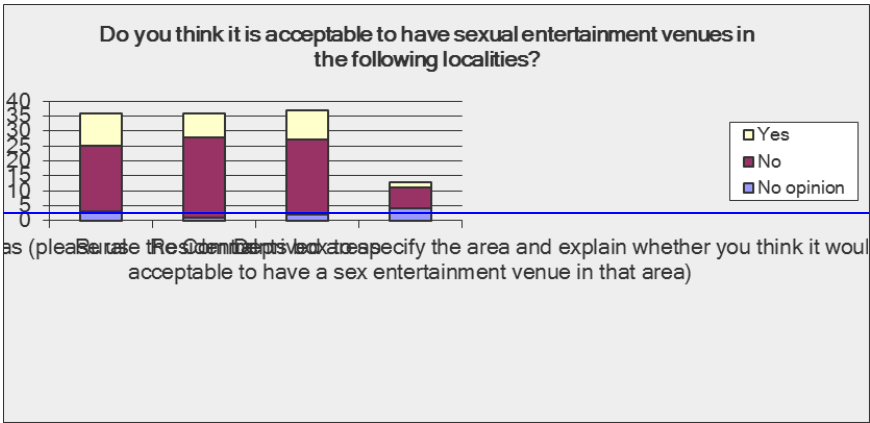
Answer Options	Yes	No	No opinion	Response Count
Schools and other places of education	1	34	1	36
Play areas and parks	2	33	1	36
Youth facilities	2	33	1	36
Residential areas	8	28	0	36
Women's refuges	2	34	0	36
Family leisure facilities, such as cinemas, theatres and concert halls	10	25	2	36
Places of worship	8	27	1	36
Places used for celebration or commemoration	11	23	2	36
Cultural leisure facilities such as libraries and museums	11	23	1	35
Shopping areas	14	21	1	36
Historic buildings	13	23	1	37
Other location (please specify in the Comments box and explain if you think it would be acceptable or not to have a sexual entertainment venue near this location)	2	10	5	17
Comments				19
<i>answered question</i>				37
<i>skipped question</i>				10



Question 8

Do you think it is acceptable to have sexual entertainment venues in the following localities?

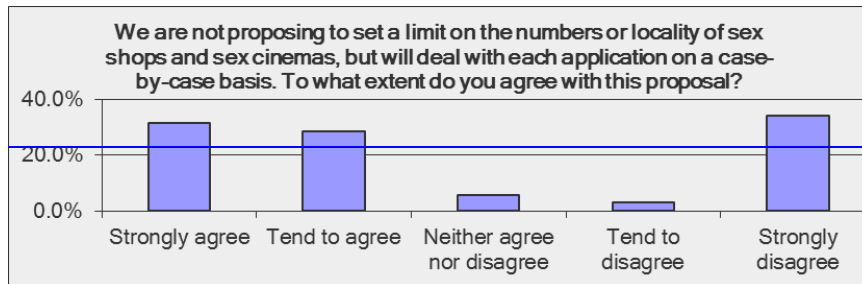
Answer Options	Yes	No	No opinion	Response Count
Rural	11	22	3	36
Residential	8	27	1	36
Deprived areas	10	25	2	37
Other areas (please use the Comments box to specify the area and explain whether you think it would be acceptable to have a sex entertainment venue in that area)	2	7	4	13
Comments				15
<i>answered question</i>				37
<i>skipped question</i>				10



Question 9

We are not proposing to set a limit on the numbers or locality of sex shops and sex cinemas, but will deal with each application on a case-by-case basis. To what extent do you agree with this proposal?

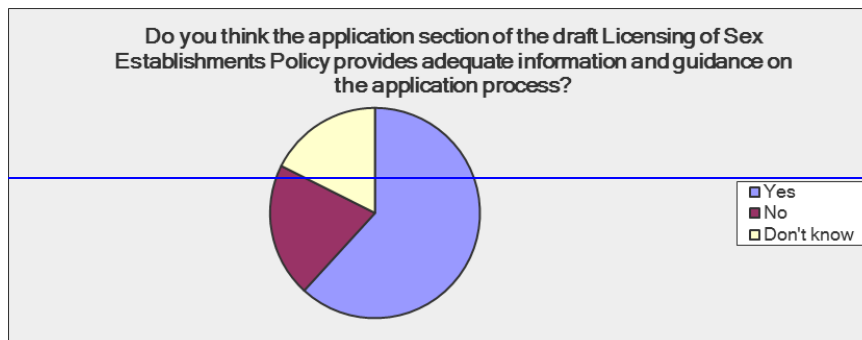
Answer Options	Response Percent	Response Count
Strongly agree	31.4%	11
Tend to agree	28.6%	10
Neither agree nor disagree	5.7%	2
Tend to disagree	2.9%	1
Strongly disagree	34.3%	12
<i>answered question</i>		35
<i>skipped question</i>		12



Question 10

Do you think the application section of the draft Licensing of Sex Establishments Policy provides adequate information and guidance on the application process?

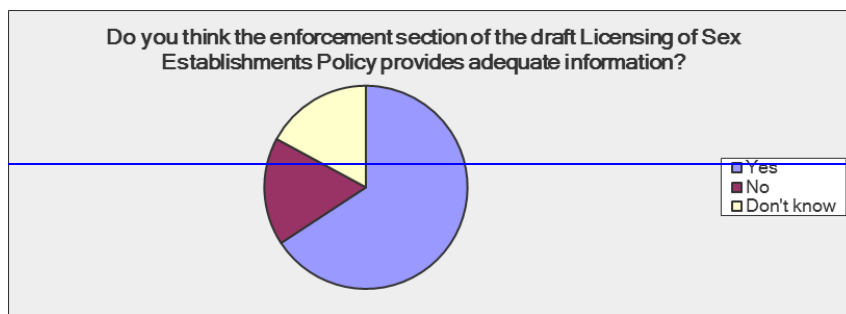
Answer Options	Response Percent	Response Count
Yes	61.8%	21
No	20.6%	7
Don't know	17.6%	6
Comments		6
<i>answered question</i>		34
<i>skipped question</i>		13



Question 11

Do you think the enforcement section of the draft Licensing of Sex Establishments Policy provides adequate information?

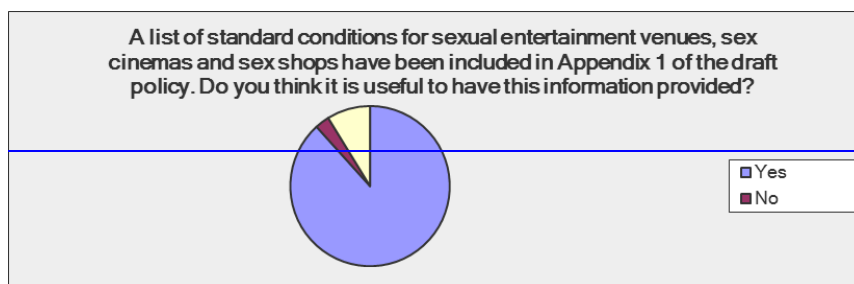
Answer Options	Response-Percent	Response-Count
Yes	65.7%	23
No	17.1%	6
Don't know	17.1%	6
Comments		2
<i>answered-question</i>		35
<i>skipped-question</i>		12



Question 12

A list of standard conditions for sexual entertainment venues, sex cinemas and sex shops have been included in Appendix 1 of the draft policy. Do you think it is useful to have this information provided?

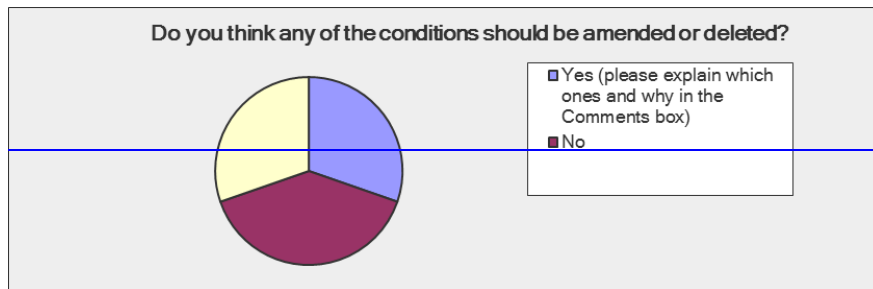
Answer Options	Response-Percent	Response-Count
Yes	88.2%	30
No	2.9%	1
Don't know	8.8%	3
Comments		3
<i>answered-question</i>		34
<i>skipped-question</i>		13



Question 13

Do you think any of the conditions should be amended or deleted?

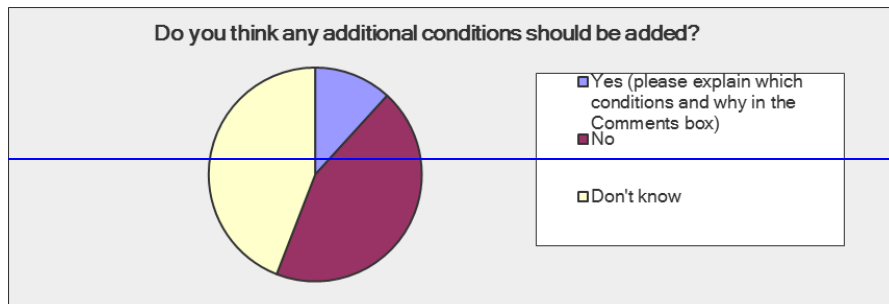
Answer Options	Response-Percent	Response-Count
Yes (please explain which ones and why in the Comments box)	30.3%	10
No	39.4%	13
Don't know	30.3%	10
Comments		13
<i>answered-question</i>		33
<i>skipped-question</i>		14



Question 14

Do you think any additional conditions should be added?

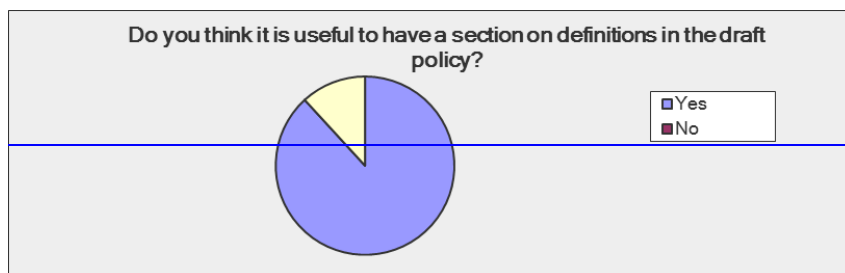
Answer Options	Response-Percent	Response-Count
Yes (please explain which conditions and why in the Comments box)	11.8%	4
No	44.1%	15
Don't know	44.1%	15
Comments		7
<i>answered-question</i>		34
<i>skipped-question</i>		13



Question 15

Do you think it is useful to have a section on definitions in the draft policy?

Answer Options	Response Percent	Response Count
Yes	88.2%	30
No	0.0%	0
Don't know	11.8%	4
Comments		5
<i>answered question</i>		34
<i>skipped question</i>		13



Question 16

Do you have any further comments on our draft policy? If so, please add them in this Comments box.

Answer Options	Response Count
-	15
<i>answered question</i>	15
<i>skipped question</i>	32

Question 17

Thank you for taking the time to complete the questionnaire. To allow us to monitor the effectiveness of this consultation and to evaluate the responses, please indicate if you are responding as, or on behalf of, the following (tick all that apply):

Answer Options	Responding as	Responding on behalf of	Response Count
Local resident (permanent)	26	1	26
Local resident (temporary)	0	0	0
Working in the Guildford borough area	9	0	9
Student	1	0	1
Visitor	2	0	2
Business	3	0	3
Trade association (please specify the name in Comments box)	0	0	0
Community group (please specify the name in Comments box)	3	0	3
Police	1	0	1
Fire and rescue service	0	0	0
Councillor	2	0	2
Other (please specify the name in Comments box)	0	0	0
Comments			5
	<i>answered question</i>		34
	<i>skipped question</i>		13

Question 18

Gender

Answer Options	Response Percent	Response Count
Male	54.8%	17
Female	48.4%	15
	<i>answered question</i>	31
	<i>skipped question</i>	16

Question 19

Age

Answer Options	Response Percent	Response Count
Under 18	0.0%	0
18-24	6.5%	2
25-44	22.6%	7
45-64	45.2%	14
Over 64	25.8%	8
	<i>answered question</i>	31
	<i>skipped question</i>	16

Question 20

Please add your details:

Answer Options	Response-Percent	Response-Count
Name:	90.9%	20
Company:	31.8%	7
Address 1:	90.9%	20
Address 2:	50.0%	11
City/Town:	86.4%	19
State/Province:	54.5%	12
ZIP/Postal Code:	90.9%	20
Country:	68.2%	15
Email Address:	68.2%	15
Phone Number:	63.6%	14
	<i>answered question</i>	22
	<i>skipped question</i>	25

To be updated following public consultation

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Appendix 2 Standard Conditions

These conditions will generally be attached to all licences granted under the Act. These conditions may be dispensed with, added to or modified by the council where appropriate. Where, in these conditions, there is a reference to the consent of the council being required, the consent may be subject to terms, conditions and restrictions as appropriate.

In accordance with Home Office guidance, where a condition is inconsistent with and is more onerous than a condition in a Licensing Act premises licence, the Licensing Act condition shall cease to apply.

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Sexual Entertainment Venues

General

- ~~Unless stated otherwise, the licence hereby granted shall operate for one year from the date on the licence, after which it shall cease to be in effect, unless an application for renewal is submitted in the manner prescribed by the council.~~
- ~~The licensee shall operate a code of practice for dancers and code of conduct for customers. These documents must be approved by the Council and Surrey Police and shall be made available to any police officer or authorised officer of the Council on request.~~
- ~~Price lists for both drinks and sexual entertainment and the code of conduct for customers shall be clearly displayed at each table and at each entrance to the premises.~~
- ~~Price lists and the code of conduct for customers must be printed in a manner which is clear and easy to read.~~
- ~~Suitable and sufficient training is to be provided to all staff including the responsible person as described in condition 28. A training record shall be kept for each member of staff and the training record shall be made available upon request to any police constable or authorised officer of the Council.~~
- ~~The name of the premises must be approved by the council in writing. Any change to the name of the premises must be approved by the council in writing.~~

Exhibition of the licence

- ~~The licence, or a clear copy, shall be prominently displayed at all times so as to be readily and easily seen by all persons using the premises, the police, and authorised officers of the council. A copy of the conditions attached to the licence shall be kept on the premises and be available for inspection by an authorised officer of the council, or a police officer.~~

General

- Unless stated otherwise, the licence hereby granted shall operate for one year from the date on the licence, after which it shall cease to be in effect, unless an application for renewal is submitted in the manner prescribed by the council.

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2. The licensee shall operate a code of practice for dancers and code of conduct for customers. These documents must be approved by the Council and Surrey Police and shall be made available to any police officer or authorised officer of the Council on request.

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3. Price lists for both drinks and sexual entertainment and the code of conduct for customers shall be clearly displayed at each table and at each entrance to the premises.

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4. Price lists and the code of conduct for customers must be printed in a manner which is clear and easy to read.

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5. Suitable and sufficient training is to be provided to all staff including the responsible person as described in condition 28. A training record shall be kept for each member of staff and the training record shall be made available upon request to any police constable or authorised officer of the Council.

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6. The name of the premises must be approved by the council in writing. Any change to the name of the premises must be approved by the council in writing.

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Exhibition of the licence

7. The licence, or a clear copy, shall be prominently displayed at all times so as to be readily and easily seen by all persons using the premises, the police, and authorised officers of the council. A copy of the conditions attached to the licence shall be kept on the premises and be available for inspection by an authorised officer of the council, or a police officer.

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Hours of opening (to be tailored to individual licences)

8. The premises shall only be open to the public during the following hours:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

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Conduct on the premises

9. Dancers shall only perform on the stage area, or in booths/areas for VIPs, as identified on the plan attached to the licence.

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10. Relevant entertainment shall only be performed by the dancer. There must be no audience participation.

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11. There must be no physical contact between dancers.

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12. There must be no physical contact between the dancer and the customer at any time.

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13. Any performance shall be restricted to dancing and the removal of clothes. There shall

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not be any other form of sexual activity or stimulation which, for the avoidance of doubt, includes kissing.

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14. Sex toys must not be used and penetration of the genital area by any means must not take place.

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15. Customers shall not be permitted to throw money at the dancers.

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External appearance

16. There shall be a notice displayed inside each entrance or doorway to the premises, which shall clearly be visible to any person entering the premises, which states the following:

Hours of opening (to be tailored to individual licences)

8. The premises shall only be open to the public during the following hours:

Monday _____	Friday _____
Tuesday _____	Saturday _____
Wednesday _____	Sunday _____
Thursday _____	

Conduct on the premises

9. ~~Dancers shall only perform on the stage area, or in booths/areas for VIPs, as identified on the plan attached to the licence.~~
10. ~~Relevant entertainment shall only be performed by the dancer. There must be no audience participation.~~
11. ~~There must be no physical contact between dancers.~~
12. ~~There must be no physical contact between the dancer and the customer at any time.~~
13. ~~Any performance shall be restricted to dancing and the removal of clothes. There shall not be any other form of sexual activity or stimulation which, for the avoidance of doubt, includes kissing.~~
14. ~~Sex toys must not be used and penetration of the genital area by any means must not take place.~~
15. ~~Customers shall not be permitted to throw money at the dancers.~~

External appearance

16. There shall be a notice displayed inside each entrance or doorway to the premises, which shall clearly be visible to any person entering the premises, which states the following:

Strictly No Admittance to Persons Under 18 Years of Age

This premises operates a Challenge 25 policy.

Persons who appear to be under the age of 25 will be required to show proof of age.

17. ~~The external appearance of the premises must be approved by the council in writing.~~
18. ~~Any change to the external appearance must be approved by the council. The operator must notify the Council in writing of any proposed change and shall provide a drawing of the existing and proposed street elevation. This must be approved by the council before any work is undertaken.~~

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19. ~~Access to the licensed area of the premises shall be through a lobby area which is constructed in such a way that the inside of the licensed premises where relevant entertainment takes place is not visible to passing members of the public when the doors of the premises are opened.~~

17. The external appearance of the premises must be approved by the council in writing.

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18. Any change to the external appearance must be approved by the council. The operator must notify the Council in writing of any proposed change and shall provide a drawing of the existing and proposed street elevation. This must be approved by the council before any work is undertaken.

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19. Access to the licensed area of the premises shall be through a lobby area which is constructed in such a way that the inside of the licensed premises where relevant entertainment takes place is not visible to passing members of the public when the doors of the premises are opened.

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20. Signage shall only be illuminated between 10pm and 6am, and movable signs placed outside the premises shall be removed between 6am and 10pm.

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Advertising

21. Any unsolicited written, visual or auditory advertisement material, posters, signage or window display must not be of a sexually explicit or suggestive nature, shall not contain images or text of a sexually explicit, obscene or offensive nature and must be approved by the council in writing.

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22. Staff employed or subcontracted by the premises shall not verbally or otherwise promote, tout or advertise the premises, except by way of flyers.

23. Leafletting/distribution of flyers shall only be permitted as long as it does not cause public offence. The licensee shall remove any leaflets from the Highways within a 100 metre radius of the premises by 6am. The licensee shall operate a flyer distribution policy which must be approved by the Council.

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Layout of premises

24. No access shall be permitted through the premises to any other adjoining or adjacent premises except in the case of an emergency.

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25. No alterations (including temporary alterations) shall be made to the structure and installations on the premises, without the prior written consent of the council. This condition does not require notice to be given in respect of routine maintenance works. Where there is any doubt the licensee should seek advice from the council.

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Management of the premises

26. The licensee, or a responsible person nominated by him/her in writing for the purpose of managing the venue ("the manager") shall have personal responsibility for and be present on the premises whilst relevant entertainment is being performed. Any such nomination shall be produced on demand to an authorised officer of the council or a police constable.

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27. The licensee shall ensure that any person nominated by him/her in accordance with Condition 28:

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a) has been provided with a copy of the conditions relating to the premises and is fully conversant with them; and

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b) is in possession of the written nomination referred to above at all times when they are in charge of and present on the premises.

28. Where the licensee is a body corporate, or an unincorporated body, any change of director, company secretary or other person responsible for the management of the body shall be notified in writing to the council within 14 days of such change. Such details as the council may require in respect of the change of personnel shall be furnished within 14 days of a request in writing from the council.

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29. Where the licensee, director, company secretary, or responsible person nominated for the purpose of managing the venue ("the manager"), is convicted of an offence, they must, as soon as practicable after the conviction, inform the council of the conviction giving details of the nature and date of the conviction, and any sentence imposed.

30. The licensee shall retain control over all parts of the premises and shall not let, licence or part with possession of any part of the premises. The council must be notified immediately in the event that any part of the premises is affected by the termination of a lease or other event affecting the licensee's control of the premises.

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31. The licensee shall ensure that the public is not admitted to any part or parts of the premises which have not been approved by the council for the purposes of public access.

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32. No persons under the age of 18 shall be admitted to the premises.

33. The licensee shall operate a Challenge 25 age verification policy. People who appear to be under the age of 25 will be required to show proof of ID prior to admittance. A notice to this effect, in accordance with condition 18 shall be displayed on the premises.

34. The licence holder shall not employ any person under the age of 18 in any capacity.

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Safety and security

35. A suitable Closed-Circuit Television (CCTV) system shall be operational at the premises at all times when licensable activities are being carried out and at any other times when members of the public are present on the premises. The CCTV system shall cover all areas of the premises to which the public are permitted to have access, including corridors and stairways (excluding WCs). The CCTV system shall cover the main entrances and exits and designated emergency exit routes from the premises. The CCTV system shall cover all external areas of the premises accessed by the public, including queuing areas, beer gardens, smoking areas and car parks. The location of the CCTV cameras shall be identified on the site plan of the premises. No amendments to the locations of the cameras shall be made without prior consultation with Surrey Police/British Transport Police and the Licensing Authority.

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36. The CCTV system shall be of a sufficient resolution quality to enable the identification of persons and activities, and other details such as vehicle registration number plates. The CCTV system shall contain the correct time and date stamp information. The CCTV

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system shall have sufficient storage retention capacity for retention of a minimum of 31 days' continuous footage, which shall be of good quality. The CCTV footage shall be controlled and kept in a secure environment to prevent tampering or unauthorised viewing. A record shall be kept of who has accessed the system, the reason why and the date and time of access.

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37. The data controller, under the Data Protection Act 1998, who is responsible for any CCTV images captured on cameras on the premises shall, on the lawful request of an authorised officer or an officer of Surrey Police/British Transport Police, cause any required footage to be downloaded immediately, or where this is not possible, as soon as reasonably practicable, and supplied to the requesting officer. Where the CCTV images are not supplied at the time of the request being made, the data controller shall ensure that they are secured to prevent any overwriting.

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38. The CCTV system shall be adequately maintained and be capable of transporting recorded material onto a removable media. The CCTV system replay software must allow an authorised officer or an officer of Surrey Police/British Transport Police to search the picture footage effectively and see all the information contained in the picture footage for the purpose of detecting, investigating and preventing crime. It must be possible to replay exported files immediately e.g. no re-indexing of files or verification checks shall be required.

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39. A minimum of two Security Industry Authority registered door staff shall be present on the premises during the performance of relevant entertainment. In addition, the licensee shall provide such additional SIA registered door staff as shall be reasonably required by Surrey Police or the Licensing Authority.

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Staff welfare

40. Dancers shall be aged 18 years or over.

41. Before a dancer is permitted to work on the premises the licensee shall ensure that the dancer:

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a) has not been convicted of theft, drug offences or prostitution

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b) has the right to work in the UK

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The licensee shall keep records of the checks made, including copies of any documentation such as a basic disclosure, passport, visa, driving licence or national insurance number provided by the dancer.

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42. The Licensee shall provide new dancers with a pack of information. This pack shall include:

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a) A copy of the Sex Establishment Licence, including the conditions applied by the Licensing Committee.

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b) Details of any other conditions applied by the management of the premises

c) Details of how to report crime to the relevant authority

d) Details of the premises public liability insurance

e) Information on how dancers can obtain personal liability insurance

f) Details of unions, trade organisations or other bodies that represent the interests of dancers

g) A copy of the code of conduct for dancers

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- h) A copy of the code of conduct for customers
- i) Price lists for drinks and sexual entertainment

43. The information required in accordance with Condition 42 shall be provided in the dressing rooms or alternatively a sign shall be placed in the dressing rooms advising that the information pack is available on request.

44. All booths and VIP areas used for private dances must be visible to supervisors and must not have closing doors, curtains or coverings of any description .

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45. All booths and VIP areas used for private dances must be directly supervised by either a SIA registered door supervisor, or a member of staff who has direct contact with the SIA registered door supervisors working on the premises, at all times when the booths/areas are in use. Direct supervision does not include remote supervision by CCTV.

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46. Dancers shall only be present in the licensed area in a state of nudity when they are performing on stage or providing a private dance.

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47. Any person on the premises who can be observed from outside the premises shall be properly and decently dressed.

48. The licensee shall ensure that dancers have secure dressing rooms, facilities to secure valuables and proper sanitation facilities available to them.

49. Panic alarms shall be fitted to all booths and VIP performance areas and shall be operational at all times.

Vessels, stalls and vehicles

50. Vehicles must not be used for personal solicitation, touting or advertising.

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20. Sex Shops

Advertising

21.

22.

23.

Layout of premises

24.

25.

Management of the premises

26.

27.

28.

General

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~~Any unlit window display must not be of a sexual nature, and must not contain images or text of a sexually explicit, obscene or indecent nature. The licensee must notify the council in writing.~~

Staff employed or subcontracted by the licensee must not tout or advertise the premises, except for the purposes of the licence.

~~Leafletting/distribution of flyers shall not be permitted on the premises at any time of the day. The licensee shall remove any flyers or leaflets from the premises by 6am. The licensee shall notify the council in writing of any leafletting or distribution of flyers approved by the Council.~~

~~No access shall be permitted through the premises except in the case of an emergency.~~

~~No alterations (including temporary alterations) to the premises, without the written consent of the council, shall be permitted. This condition does not require notice to be given to the council. Where there is any doubt the licensee shall consult the council.~~

The licensee, or a responsible person nominated by the licensee managing the venue ("the manager") shall ensure that a copy of the licence is displayed on the premises whilst relevant entertainment is being provided. The licensee shall be produced on demand to an authorised person.

The licensee shall ensure that any person entering the premises is provided with a copy of the licence. ~~Condition 28:~~

- a) has been provided with a copy of the licence and is conversant with them; and
- b) is in possession of the written nomination of a responsible person in charge of and present on the premises.

Where the licensee is a body corporate, the licensee shall ensure that a copy of the licence is provided to the company secretary or other person responsible for the management of the premises, notified in writing to the council within the time period specified in the licence. The council may require in respect of the change of responsible person, a copy of the licence to be provided in writing from the council.

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1. Unless stated otherwise, the licence hereby granted will operate for one year from the date on the licence, after which it will cease to be in effect unless an application for renewal is submitted in the manner prescribed by the council.

2. The name of the premises must be approved by the council in writing. Any change to the name of the premises must be approved by the council in writing.

Exhibition of licence

3. The licence, or a clear copy, shall be prominently displayed at all times so as to be readily and easily seen by all persons using the premises, the police and authorised officers of the council. A copy of the conditions attached to the licence shall be kept on the premises and be available for inspection by an authorised officer of the council, or a police constable.

Hours of opening (to be tailored to individual licences)

4. The premises shall only be open to the public during the following hours:

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- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Conduct on the premises

5. The licensee, or any other person concerned in the conduct or management of the premises, shall ensure that any personal solicitation or touting from the premises to obtain custom does not cause nuisance or annoyance to the public. Any literature used shall not contain images or text of a sexually explicit, obscene or offensive nature.

External appearance

6. There shall be a notice displayed on each entrance or doorway to the premises which states the following:

- 29. ~~Where the licensee, director, company secretary, or responsible person nominated for the purpose of managing the venue (“the manager”), is convicted of an offence, they must, as soon as practicable after the conviction, inform the council of the conviction giving details of the nature and date of the conviction, and any sentence imposed.~~
- 30. ~~The licensee shall retain control over all parts of the premises and shall not let, licence or part with possession of any part of the premises. The council must be notified immediately in the event that any part of the premises is affected by the termination of a lease or other event affecting the licensee’s control of the premises.~~
- 31. ~~The licensee shall ensure that the public is not admitted to any part or parts of the premises which have not been approved by the council for the purposes of public access.~~
- 32. ~~No persons under the age of 18 shall be admitted to the premises.~~

33. ~~The licensee shall operate~~ **Strictly No Admittance to Persons Under 18 Years of Age. This premises operates a Challenge 25 age verification policy. People who appear to be Persons under the age of 25 will be required to show proof of ID prior to admittance. A notice to this effect, in accordance with condition 18 shall be displayed on the premisesage,**

34. ~~The licensee holder shall not employ any person under the age of 18 in any capacity.~~

Safety and security

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~~35. A suitable Closed Circuit Television (CCTV) system shall be operational at the premises at all times when licensable activities are being carried out and at any other times when members of the public are present on the premises. The CCTV system shall cover all areas of the premises to which the public are permitted to have access, including corridors and stairways (excluding WCs). The CCTV system shall cover the main entrances and exits and designated emergency exit routes from the premises. The CCTV system shall cover all external areas of the premises accessed by the public, including queuing areas, beer gardens, smoking areas and car parks. The location of the CCTV cameras shall be identified on the site plan of the premises. No amendments to the locations of the cameras shall be made without prior consultation with Surrey Police/British Transport Police and the Licensing Authority.~~

~~36. The CCTV system shall be of a sufficient resolution quality to enable the identification of persons and activities, and other details such as vehicle registration number plates. The CCTV system shall contain the correct time and date stamp information. The CCTV system shall have sufficient storage retention capacity for retention of a minimum of 31 days' continuous footage, which shall be of good quality. The CCTV footage shall be controlled and kept in a secure environment to prevent tampering or unauthorised viewing. A record shall be kept of who has accessed the system, the reason why and the date and time of access.~~

~~37. The data controller, under the Data Protection Act 1998, who is responsible for any CCTV images captured on cameras on the premises shall, on the lawful request of an authorised officer or an officer of Surrey Police/British Transport Police, cause any required footage to be downloaded immediately, or where this is not possible, as soon as reasonably practicable, and supplied to the requesting officer. Where the CCTV images are not supplied at the time of the request being made, the data controller shall ensure that they are secured to prevent any overwriting.~~

7. The external appearance of the premises must be approved by the council in writing.

8. Any change to the external appearance of the premises must be approved by the council. The operator must inform the Council of any proposed change in writing and provide a drawing of the existing and proposed street elevation. This must be approved by the council before work is undertaken.

9. The frontage of the licensed premises shall be of such a nature that the interior of the licensed premises shall not be visible from the outside and the contents of the licensed premises shall not be visible when the doors of the licensed premises are open.

10. There shall be no illuminated or protruding signs fixed to the premises and no signs placed outside the premises.

Advertising

11. Any unsolicited written, visual or auditory advertisement material, posters, signage or window display must not be of a sexually explicit or suggestive nature, shall not contain images or text of a sexually explicit, obscene or offensive nature and must be approved by the council in writing.

12. Leafleting/distribution of flyers shall only be permitted as long as it does not cause public

offence. The licensee shall remove any leaflets from the highways within a 100 metre radius of the distribution point. Flyers must not be distributed by and to persons under the age of 18 years of age. The licensee shall operate a flyer distribution policy which shall be approved by the council.

Layout of premises

13. No access shall be permitted through the premises to any other adjoining or adjacent premises, except in the case of an emergency.
14. No alterations (including temporary alterations) shall be made to the structure and installations on the premises without the prior written consent of the council. This condition does not require notice to be given in respect of routine maintenance works. Where there is any doubt the licensee should seek advice from the council.

Management of the premises

15. The licensee, or a responsible person nominated by him/her in writing for the purpose of managing the venue ("the manager"), shall have personal responsibility for and be present on the premises whilst the premises are open to the public. Any such nomination shall be produced on demand to an authorised officer of the council or a police constable.
16. The licensee shall ensure that any person nominated by him/her under Condition 16 above:
- a) has been provided with a copy of the conditions relating to the premises and is fully conversant with them; and
 - b) is in possession of the written nomination at all times when they are in charge of and present on the premises.
17. Where the licensee is a body corporate or an unincorporated body, any change of director, company secretary or other person responsible for the management of the body shall be notified in writing to the council within 14 days of such change. Such details as the council may require in respect of the change in personnel shall be furnished within 14 days of a request in writing from the council.
18. The licensee shall retain control over all parts of the premises and shall not let, licence or part with possession of any part of the premises. The council must be notified immediately in the event that any part of the premises is affected by the termination of a lease or other event affecting the licensee's control of the premises.
19. The licensee shall ensure that the public are not admitted to any part or parts of the premises that have not been approved by the council for the purposes of public access.
20. The licensee shall keep a record of all employees who are asked to work on the premises. The record shall include their full name, date of birth, current and previous addresses and any convictions recorded against that person (subject to the Rehabilitation of Offenders Act 1984).
21. A certified copy of the personnel record kept in accordance with Condition 21 or a record relating to a specified individual shall be produced on demand to an authorised officer of the council or the police.

22. No persons under the age of 18 shall be admitted to the premises.

23. The licensee shall operate a Challenge 25 age verification policy and customers under the age of 25 shall be required to show proof of ID. A notice to this effect in accordance with condition 7 shall be displayed on the outside of the premises.

24. The licence holder shall not employ any person under the age of 18 in any capacity.

Video recordings

25. No moving picture shall be provided on display at the licensed premises unless it is for the purposes of advertising videos on a loop system or allowing a prospective purchaser a short preview of films upon request, being no longer than 3 minutes in length.

26. Items sold, supplied for hire or exchange or used in any promotion/advertising must not contravene any current legislation i.e. Section 12 Video Recordings Act 1984, (as amended).

Vessels, stalls and vehicles

27. Vehicles must not be used for personal solicitation, touting or advertising.

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~~38. The CCTV system shall be adequately maintained and be capable of transporting recorded material onto a removable media. The CCTV system replay software must allow an authorised officer or an officer of Surrey Police/British Transport Police to search the picture footage effectively and see all the information contained in the picture footage for the purpose of detecting, investigating and preventing crime. It must be possible to replay exported files immediately e.g. no re-indexing of files or verification checks shall be required.~~

~~39. A minimum of two Security Industry Authority registered door staff shall be present on the premises during the performance of relevant entertainment. In addition, the licensee shall provide such additional SIA registered door staff as shall be reasonably required by Surrey Police or the Licensing Authority.~~

Staff welfare

~~40. Dancers shall be aged 18 years or over.~~

~~41. Before a dancer is permitted to work on the premises the licensee shall ensure that the dancer:~~
a) ~~has not been convicted of theft, drug offences or prostitution~~
b) ~~has the right to work in the UK~~

~~The licensee shall keep records of the checks made, including copies of any documentation such as a basic disclosure, passport, visa, driving licence or national insurance number provided by the dancer.~~

~~42. to the Sex Cinemas, Licensees shall provide new dancers with a pack of information. This pack shall include:~~

- ~~a) A copy of the Sex Establishment Licence, including the conditions applied by the Licensing Committee.~~
- ~~b) Details of any other conditions applied by the management of the premises~~
- ~~c) Details of how to report crime to the relevant authority~~
- ~~d) Details of the premises public liability insurance~~
- ~~e) Information on how dancers can obtain personal liability insurance~~
- ~~f) Details of unions, trade organisations or other bodies that represent the interests of dancers~~
- ~~g) A copy of the code of conduct for dancers~~
- ~~h) A copy of the code of conduct for customers~~
- ~~i) Price lists for drinks and sexual entertainment.~~

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~~The information shall be available on request.~~

~~All booths and VIP areas used for private parties shall have closing doors, curtains or coverings of a heavy material.~~

~~All booths and VIP areas used for private parties shall have a registered door supervisor, or a member of staff acting as a door supervisor working on the premises. Remote supervision does not include remote supervision.~~

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~~46.~~

~~Dancers shall only be present in the lic stage or providing a private dance.~~

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~~47. Any person on the premises who can be observed from outside the premises shall be properly and decently dressed.~~

~~48. The licensee shall ensure that dancers have secure dressing rooms, facilities to secure valuables and proper sanitation facilities available to them.~~

~~49. Panic alarms shall be fitted to all booths and VIP performance areas and shall be operational at all times.~~

~~**Vessels, stalls and vehicles**~~

~~50. Vehicles must not be used for personal solicitation, touting or advertising.~~

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Sex Shops

General

1. Unless stated otherwise, the licence hereby granted will operate for one year from the date on the licence, after which it will cease to be in effect unless an application for renewal is submitted in the manner prescribed by the council.
2. The name of the premises must be approved by the council in writing. Any change to the name of the premises must be approved by the council in writing.

Exhibition of licence

3. The licence, or a clear copy, shall be prominently displayed at all times so as to be readily and easily seen by all persons using the premises, the police and authorised officers of the council. A copy of the conditions attached to the licence shall be kept on the premises and be available for inspection by an authorised officer of the council, or a police constable.

Hours of opening (to be tailored to individual licences)

4. The premises shall only be open to the public during the following hours:

Monday	Friday
Tuesday	Saturday
Wednesday	Sunday
Thursday	

Conduct on the premises

5. The licensee, or any other person concerned in the conduct or management of the premises, shall ensure that any personal solicitation or touting from the premises to obtain custom does not cause nuisance or annoyance to the public. Any literature used shall not contain images or text of a sexually explicit, obscene or offensive nature.

External appearance

6. There shall be a notice displayed on each entrance or doorway to the premises which states the following:

Strictly No Admittance to Persons Under 18 Years of Age

This premises operates a Challenge 25 policy.
Persons under the age of 25 will be required to show proof of age.

7. The external appearance of the premises must be approved by the council in writing.
8. Any change to the external appearance of the premises must be approved by the council. The operator must inform the Council of any proposed change in writing and provide a drawing of the existing and proposed street elevation. This must be approved by the council before work is undertaken.

9. ~~The frontage of the licensed premises shall be of such a nature that the interior of the licensed premises shall not be visible from the outside and the contents of the licensed premises shall not be visible when the doors of the licensed premises are open.~~
10. ~~There shall be no illuminated or protruding signs fixed to the premises and no signs placed outside the premises.~~

Advertising

11. ~~Any unsolicited written, visual or auditory advertisement material, posters, signage or window display must not be of a sexually explicit or suggestive nature, shall not contain images or text of a sexually explicit, obscene or offensive nature and must be approved by the council in writing.~~
12. ~~Leafleting/distribution of flyers shall only be permitted as long as it does not cause public offence. The licensee shall remove any leaflets from the highways within a 100 metre radius of the distribution point. Flyers must not be distributed by and to persons under the age of 18 years of age. The licensee shall operate a flyer distribution policy which shall be approved by the council.~~

Layout of premises

13. ~~No access shall be permitted through the premises to any other adjoining or adjacent premises, except in the case of an emergency.~~
14. ~~No alterations (including temporary alterations) shall be made to the structure and installations on the premises without the prior written consent of the council. This condition does not require notice to be given in respect of routine maintenance works. Where there is any doubt the licensee should seek advice from the council.~~

Management of the premises

15. ~~The licensee, or a responsible person nominated by him/her in writing for the purpose of managing the venue ("the manager"), shall have personal responsibility for and be present on the premises whilst the premises are open to the public. Any such nomination shall be produced on demand to an authorised officer of the council or a police constable.~~
16. ~~The licensee shall ensure that any person nominated by him/her under Condition 16 above:~~
 - a) ~~has been provided with a copy of the conditions relating to the premises and is fully conversant with them; and~~
 - b) ~~is in possession of the written nomination at all times when they are in charge of and present on the premises.~~
17. ~~Where the licensee is a body corporate or an unincorporated body, any change of director, company secretary or other person responsible for the management of the body shall be notified in writing to the council within 14 days of such change. Such details as the council may require in respect of the change in personnel shall be furnished within 14 days of a request in writing from the council.~~

- ~~18. The licensee shall retain control over all parts of the premises and shall not let, licence or part with possession of any part of the premises. The council must be notified immediately in the event that any part of the premises is affected by the termination of a lease or other event affecting the licensee's control of the premises.~~
- ~~19. The licensee shall ensure that the public are not admitted to any part or parts of the premises that have not been approved by the council for the purposes of public access.~~
- ~~20. The licensee shall keep a record of all employees who are asked to work on the premises. The record shall include their full name, date of birth, current and previous addresses and any convictions recorded against that person (subject to the Rehabilitation of Offenders Act 1984).~~
- ~~21. A certified copy of the personnel record kept in accordance with Condition 21 or a record relating to a specified individual shall be produced on demand to an authorised officer of the council or the police.~~
- ~~22. No persons under the age of 18 shall be admitted to the premises.~~
- ~~23. The licensee shall operate a Challenge 25 age verification policy and customers under the age of 25 shall be required to show proof of ID. A notice to this effect in accordance with condition 7 shall be displayed on the outside of the premises.~~
- ~~24. The licence holder shall not employ any person under the age of 18 in any capacity.~~

Video recordings

- ~~25. No moving picture shall be provided on display at the licensed premises unless it is for the purposes of advertising videos on a loop system or allowing a prospective purchaser a short preview of films upon request, being no longer than 3 minutes in length.~~
- ~~26. Items sold, supplied for hire or exchange or used in any promotion/advertising must not contravene any current legislation i.e. Section 12 Video Recordings Act 1984, (as amended).~~

Vessels, stalls and vehicles

- ~~27. Vehicles must not be used for personal solicitation, touting or advertising.~~

Sex Cinemas

General

1. Unless stated otherwise, the licence hereby granted will operate for one year from the date on the licence, after which it will cease to be in effect unless an application for renewal is submitted in the manner prescribed by the council.
2. The name of the premises must be approved by the council in writing. Any change to the name of the premises must be approved by the council in writing.

Exhibition of licence

3. The licence, or a clear copy, shall be prominently displayed at all times so as to be readily and easily seen by all persons using the premises, the police, and authorised officers of the council. A copy of the conditions attached to the licence shall be kept on the premises and be available for inspection by an authorised officer of the council, or a police constable.

Hours of opening (to be tailored to individual licences)

4. The premises shall only be open to the public during the following hours:

Monday	Friday
Tuesday	Saturday
Wednesday	Sunday
Thursday	

Conduct on the premises

5. The licensee, or any other person concerned in the conduct or management of the premises, shall ensure that any personal solicitation or touting from the premises to obtain custom does not cause nuisance or annoyance to the public. Any literature used shall not contain images or text of a sexually explicit, obscene or offensive nature.

General

1. Unless stated otherwise, the licence hereby granted will operate for one year from the date on the licence, after which it will cease to be in effect unless an application for renewal is submitted in the manner prescribed by the council.
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External appearance

6. There shall be a notice displayed on each entrance or doorway to the premises which states the following:

Strictly No Admittance to Persons Under 18 Years of Age
This premises operates a Challenge 25 policy. Persons under the age of 25 will be required to show proof of age.

- 7. ~~The external appearance of the premises must be approved by the council in writing.~~
- 8. ~~Any change to the external appearance of the premises must be approved by the council. The operator must inform the Council of any proposed change in writing and provide a drawing of the existing and proposed street elevation. This must be approved by the council before work is undertaken.~~
- 9. ~~The frontage of the licensed premises shall be of such a nature that the interior of the licensed premises shall not be visible from outside and the contents of the licensed premises shall not be visible when the doors of the licensed premises are open.~~
- 10. ~~There shall be no illuminated or protruding signs fixed to the premises and no signs placed outside the premises.~~

Advertising

11. ~~Any unsolicited written, visual or auditory advertisement material, posters, signage or window display must not be of a sexually explicit or suggestive nature, shall not contain images or text of a sexually explicit, obscene or offensive nature and must be approved by the council in writing.~~

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~~12. Leafleting/distribution of flyers shall only be permitted as long as it does not cause public offence. The licensee shall remove any leaflets from the highways within a 100 metre radius of the distribution point. Flyers must not be distributed by and to persons under the age of 18 years of age. The licensee shall operate a flyer distribution policy which shall be approved by the council.~~

Layout of premises

~~13. No access shall be permitted through the premises to any other adjoining or adjacent premises, except in the case of an emergency.~~

~~14. No alterations (including temporary alterations) shall be made to the structure and installations on the premises without the prior written consent of the council. This condition does not require notice to be given in respect of routine maintenance works. Where there is any doubt the licensee should seek advice from the council.~~

7. The external appearance of the premises must be approved by the council in writing.

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15. ~~The licensee, or a responsible person nominated by him/her for the purpose of managing the venue ("the manager"), shall have personal responsibility for and be present on the premises whilst the premises are open to the public. Any such nomination shall be produced on demand to an authorised officer of the council or a police constable.~~
16. ~~The licensee holder shall ensure that any person nominated by him/her under Condition 16:
a) has been provided with a copy of the conditions relating to the premises and is fully conversant with them; and
b) is in possession of the written nomination at all times when they are in charge of and present on the premises.~~
17. ~~Where the licensee is a body corporate or an unincorporated body, any change of director, company secretary or other person responsible for the management of the body shall be notified in writing to the council within 14 days of such change. Such details as the council may require in respect of the change in personnel shall be furnished within 14 days of a request in writing from the council.~~
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20. ~~The licensee shall keep a record of all employees who are asked to work on the premises which shall include their full name, date of birth, current and previous addresses and any convictions recorded against that person (subject to the Rehabilitation of Offenders Act 1984).~~
21. ~~A certified copy of the full personnel record kept in accordance with Condition 21 or a record relating to a specified individual shall be produced on demand to an authorised officer of the council or a police constable.~~
22. ~~No persons under the age of 18 shall be admitted to the premises.~~
23. ~~The licensee shall operate a Challenge 25 age verification policy and customers under the age of 25 shall be required to show proof of ID. A notice to this effect in accordance with condition 7 shall be displayed on the outside of the premises.~~
24. ~~The licence holder shall not employ any person under the age of 18 in any capacity.~~

Vessels, stalls and vehicles

25. ~~Vehicles must not be used for personal solicitation, touting or advertising.~~

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Management of the premises

15. The licensee, or a responsible person nominated by him/her for the purpose of managing the venue ("the manager"), shall have personal responsibility for and be present on the premises whilst the premises are open to the public. Any such nomination shall be produced on demand to an authorised officer of the council or a police constable.
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Vessels, stalls and vehicles

25. Vehicles must not be used for personal solicitation, touting or advertising.

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Appendix 3 ~~Contact~~ Contacts details

~~Licensing Guildford Borough Council~~

~~Millmead House
Millmead
Guildford
Surrey
GU2 4BB~~

~~T: 01483 505050~~

~~Licensing@guildford.gov.uk~~

~~Application form, plan, fee, policies, notices
and declaration~~

~~Surrey Police~~

~~Licensing Unit
Guildford Police Station
Margaret Road
Guildford, Surrey~~

~~T: 01483 639473~~

~~Application form, plan, policies, notices and
declaration~~

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Licensing

[Guildford Borough Council](#)
[Millmead House](#)
[Millmead](#)
[Guildford](#)
[Surrey](#)
[GU2 4BB](#)

[T: 01483 505050](#)

[Email: licensing@guildford.gov.uk](mailto:licensing@guildford.gov.uk)

[Application form, plan, fee, policies, notices and declaration](#)

Surrey Police

[Licensing Unit](#)
[Guildford Police Station](#)
[Margaret Road](#)
[Guildford, Surrey](#)
[GU1 9PE](#)

[T: 01483 639473](#)

[Application form, plan, policies, notices and declaration](#)

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Standard conditions means any terms, conditions or restrictions which the Council has prescribed as conditions subject to which all licences under the Act are in general to be granted, renewed or transferred.

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The Act means the Local Government (Miscellaneous Provisions) Act 1982.

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Unsolicited (in relation to advertising) means any material that is unasked for, not looked for or unsought, i.e. newspaper advertising, flyers, posters, radio advertisements, television advertising, advertising hoardings etc.

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Vehicle means a vehicle intended or adapted for use on roads.

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