



## **CLACKMANNANSHIRE COUNCIL**

### **PUBLIC ENTERTAINMENT - STANDARD LICENCE CONDITIONS**

#### **The Licence**

1. The premises must not be used as a place of public entertainment for any purpose not specified in the licence.
2. The number of persons to be admitted to the premises at any one time must not exceed that specified in the licence.
3. Public entertainment should only be provided on the premises during the hours specified in the licence.
4. A copy of this licence must, at all times, be retained on the premises.
5. The copy of the licence must be produced on request to any Police Constable, Civic Licensing Standards Officer and/or Authorised Council Officer.
6. The licence will expire on the date shown on the licence. No public entertainment activity should take place on the premises after that date unless an application to renew the licence has been accepted by Clackmannanshire Council prior to that expiry date.
7. The licence must be kept on the premises in a location where it is available for inspection on request made by the Civic Licensing Standards Officer, any other officer authorised by Clackmannanshire Council, or a Police Constable.
8. The licence must not be altered, erased or defaced in any way.
9. The licence holder must notify the Council of any material change of circumstances affecting the licence. This includes any convictions affecting the licence holder, day to day manager, or any changes to the premises, or types of entertainment offered.
10. The licence holder must surrender the licence on the order of the Licensing Authority for the purpose of alteration in accordance with any decision of the Licensing Authority and on the expiry of the licence.
11. The licence holder will comply with all reasonable requests made by authorised officers of the Local Authority and/or Police Officers.

## **Safety of Premises**

12. The licence holder must ensure that the premises are at all times safe including all apparatus and equipment.
13. The use of lasers, pyrotechnics, fireworks or naked flames on the licensed premises is prohibited during public entertainment without the Licensing Authority's written permission.
14. The licence holder must ensure that the premises have a suitable and sufficient approved fire alarm system.
15. All escape routes, staircases and passageways must be kept free from obstruction and the arrangement of seating and/or tables in the premises must allow free and unobstructed access to the exits.
16. All doors and openings to/from the premises must be clearly indicated by exit signs and must be illuminated at all times while the public are on the premises
17. The licence holder must ensure that printed notices are displayed at suitable positions in the premises stating the procedures to be followed in the case of fire/other emergency evacuation.
18. The licence holder must ensure that all employees/stewards are instructed and trained regarding the use of fire fighting equipment, fire safety precautions and the procedures to follow in the event of fire/other emergency evacuation.
19. A certified copy of the approved layout and location plan of the premises will form part of the licence granted and should be kept by the licence holder at the premises. This document must be produced to any Police Officer, Fire Officer or authorised officer of the Licensing Authority on demand
20. The licence holder is responsible for ensuring that there are suitable and sufficient first aid facilities within the premises and that, where appropriate, an agreed number of suitably qualified first aiders are available throughout the event including set up and set down. Where the licence holder is unsure of the first aid provisions they should seek guidance from the Licensing Authority.
21. The licence holder must ensure that a competent person responsible for the management or daily operation of the premises is present on the premises whenever public entertainment is taking place.
22. The licence holder must ensure that at any event where stewarding is required or is in place (whether professional or volunteers) that stewards are briefed in relation to their responsibilities and roles.
23. Where stewards are appointed for any of the purposes listed below:
  - Control of access to the premises
  - The safe evacuation of the premises in the event of an emergency
  - The care and safety of any person ejected from the event
  - The care and safety of any lost children or vulnerable adults
  - General security and safety at the event

Then the licence holder will create a Stewarding Plan which must be adhered to at all times during the event.

## General

24. The licence holder must not permit the giving of any live animal as a prize or reward on the premises.
25. No Alcohol can be sold or consumed on the premises without the written permission of the Council, except when sold or supplied under the authority of a premises licence or occasional licence granted under the Licensing Scotland Act, 2005- For advice and guidance about the sale or supply of alcohol at events contact the Council's Licensing Standards Officer
26. The licence holder must supply to the Council at least 42 days before any entertainment involving live animals, full details of the animals, their handler and the performance and allow any authorised Council officer including any Veterinary Officer, to inspect at the licence holder's expense the animals, their accommodation, the place where they will perform and any vehicles used to transport them, to ensure that satisfactory arrangements have been made for the animal's welfare.
27. At least 42 days prior to the start of an event which meets any of the criteria listed below, the licence holder must notify the Council in writing of the proposed event. Those event types are any event which:
  - Is likely to attract an attendance of 100 persons or more.
  - Involves the uses or presence of any type of temporary inflatable structure that is used for recreational purposes
  - Alcohol is likely to be consumed
  - Involves live animals
  - Involves motorised vehicles, including electronic vehicles
  - Involves external catering arrangements
  - Involves the use of lasers, pyrotechnics, fireworks, naked flames, dangerous implements or dangerous activities.

Notification of any events must be made using the form at Appendix A which must be completed in full. The completed form can be submitted by:

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

Post to:

Licensing

Clackmannanshire Council

Kilncraigs

Greenside Street,

Alloa, FK10 1EB

Or via any other agreed method

## Bouncy castles: safety advice

These simple precautions can help you avoid serious accidents, whether you supply bouncy castles and inflatables, or you are hiring one for your event.

### **Buying or hiring**

If you're buying or hiring an inflatable for private or public use you should make sure it has either a numbered PIPA tag or an ADiPs declaration of compliance (DoC).

It should also have:

- written documentation from a competent inspection body to show it complies with British Standard BS EN 14960
- instructions on how to operate it safely

You can check that safety tests have been carried out and to find out what to do if the equipment has no tag on the [PIPA website](#) or no DoC on the [ADiPs website](#)

### **Before anyone uses it**

When it's inflated and before you use it, carry out safety checks, which include the following:

- when using it outside, all the anchor points must be used, with metal ground stakes at least 380 mm long and 16 mm wide, with a rounded top. They should have a welded metal 'O' or 'D' ring fitted to the end
- all inflatables must have at least 6 anchor points. The operator manual will tell you how many there should be – make sure they are all still in place and have not been removed
- if ground stakes cannot be used because of the surface (eg tarmac) then use ballast weighing at least 163 kg with suitable fixings to attach the guy ropes. The inflatable should be tightly secured to the ground so that the wind cannot get under it and lift it up
- if an inflatable is being used indoors, the operator's manual will tell you what anchorage is needed to maintain the shape of the device and prevent overturn
- no inflatable should be used in winds above 24 mph, which is Force 5 on the Beaufort Scale (small trees in leaf begin to sway)
- some inflatables may have a lower maximum wind speed for operation. Always check the manufacturer's operating manual to confirm the maximum wind speed for the safe operation of the inflatable
- use an anemometer to measure the wind speed at regular intervals. If one of these is not available, the inflatable should not be operated
- there are no holes or rips
- all other equipment is safe, including the blower

### **Safe use and supervision**

The operator should follow the instructions, including making sure:

- users are always supervised
- the number of users does not exceed the limit given in the instructions
- people can get on and off safely, with mats at the entrance
- they regularly check anchor points are still secure
- they use an anemometer to measure wind conditions at regular intervals
- it's safely deflated if the weather becomes unsuitable

## Public Entertainment Licence Notification Form (Appendix A)

Please ensure that this form is completed if there is an event planned which includes any of the following:

- It is likely to attract an attendance of 100 persons or more.
- Involves the uses or presence of any type of temporary inflatable structure that is used for recreational purposes
- Alcohol is likely to be consumed
- Involves live animals
- Involves motorised vehicles, including electronic vehicles
- Involves external catering arrangements
- Involves the use of lasers, pyrotechnics, fireworks or naked flames

Which requirement for notification has been met?	
Brief Description of Event:	
Capacity:	

I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.

Signature of Licence Holder:	
Name:	
Date:	

This notification form must be submitted by:

- Email to: [licensing@clacks.gov.uk](mailto:licensing@clacks.gov.uk)
- Post to: Licensing, Clackmannanshire Council, Kilncraigs, Greenside Street, Alloa, FK10 1EB
- Or via any other agreed method
- no less than 42 days prior to the beginning of the proposed event.