



CITY OF WESTMINSTER

REGULATIONS MADE BY THE WESTMINSTER CITY COUNCIL UNDER PARAGRAPH 13(1) OF SCHEDULE 3 TO THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 AS AMENDED BY THE GREATER LONDON COUNCIL (GENERAL POWERS) ACT 1986 PRESCRIBING STANDARD CONDITIONS FOR ANNUAL LICENCES FOR SEX ESTABLISHMENTS EFFECTIVE FROM 27 JUNE 1997 (as amended on 25 October 1999)

- NOTES:**
- (i) Except where the context demands otherwise the singular includes the plural and masculine includes the feminine.
 - (ii) Nothing in these rules shall be construed as interfering with (i) the discretion of the licensee or his representative regarding the admission of any person or (ii) the need to strictly comply with all relevant statutory requirements.
 - (iii) These rules are divided into four Parts as follows:
 - Part I - General
 - Part II - General Rules relating to management conduct etc.
 - Part III - Rules in respect of fire and safety conditions.
 - Part IV - Other Safety Rules and Rules relating to sanitation and noise.
 - Part V - Rules which apply to sex shops.
 - Part VI - Rules which apply to sex encounter establishments and Sex Cinemas.
 - Part VII - Rules which apply to Sex Cinemas.
 - Part VIII - Rules which apply to Sex Cinemas, larger sex encounter premises or where there are special circumstances.
 - (iv) In these rules all references to a British Standard (BS) shall be deemed to refer to the current standard.

Disabled People

It is the policy of the Council that there should be access and facilities for disabled people at sex establishments. Licensees are therefore, encouraged in the strongest possible terms 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. To this end Council officers will be pleased to discuss and advise on the best ways to achieve this.

PART I - GENERAL

Definitions

1 In these rules, unless the context otherwise requires:

'Approval of the Council' or 'Consent of the Council' means the approval or consent of the Council in writing.

'Approved', 'accepted', or 'permitted' means approved, accepted or permitted by the Council in writing.

'Approved arrangements' means the arrangement of the premises, fittings, installations and all other things in connection therewith as approved by the Council.

'Council' means Westminster City Council.

'Escape lighting' (safety lighting) means lighting, obtained from a source independent of the general supply for the building, provided to assist the public and staff to leave the premises without the aid of normal lighting.

'Film exhibition' has the meaning described in Section 21 of the Cinemas Act 1985.

'Licensee' means the holder of a sex establishment licence.

'Non-combustible' material means material which is deemed to be non-combustible when tested in accordance with the provisions 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.

'Officer' means any person authorised in writing by the Council. (This may include officers of the London Fire and Civil Defence Authority).

'Premises' means any premises within the Council's area licensed as a sex establishment and includes all installations, fittings and things in connection therewith.

'Sex Establishment', 'Sex Cinema', 'Sex Shop', 'Sex Encounter Establishment' and 'Sex Article' shall have the meanings ascribed to them in the Third Schedule to the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Greater London Council (General Powers) Act 1986.

- Dispensation or modification of rules**
2. (a) These rules may be dispensed with or modified by the Council in any special case.
- (b) Where in these rules there is any reference to the consent of the Council being required, such consent may be given on such terms and conditions and subject to such restrictions as may be so specified.
- (c) If the licensee wishes any of the terms of the licence to be varied an application must be made to the Council.

PART II

GENERAL RULES RELATING TO MANAGEMENT, CONDUCT ETC

- 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.
- Hours of Opening and Closing**
- 4 The premises shall not, for any purpose of the licence, be opened before 0900 hours and shall not be kept open beyond 2300 hours.
- Responsibility of Licensee**
- 5 (a) The licensee shall take all reasonable precautions for the safety of the public and employees and except with the consent of the Council, shall retain control over all portions of the premises.
- (b) No poster, advertisement, photograph, sketch, synopsis or programme shall be displayed by or on behalf of the licensee at the licensed premises or at any other public place except in accordance with the Town and Country Planning (Control of Advertisements) Regulations 1992 or any Order amending or replacing the same.
- (c) The premises may not be used under the terms of the licence unless and until any necessary permission and/or consents have been obtained pursuant to the Town and Country Planning Act 1990, the London Building Acts 1930-1939 and the Building Act 1984 or any legislation amending or replacing the same.

Persons in charge of Licensed Premises

- 6
- (a) The licensee or some responsible person over 18 years of age nominated by him in writing for the purpose shall be in charge of, and upon, the licensed premises during the whole time that they are open to the public. Such written nomination shall be continuously available for inspection by a police officer or an officer authorised in writing by the Council.
 - (b) The person in charge shall not be engaged on any duties which will prevent him from exercising general supervision and he shall be assisted as necessary by suitable adult persons to ensure adequate supervision. The person in charge should be conversant with these conditions, a copy of which should be held on the premises.
 - (c) A notice showing the name of the person in charge of the premises at the time they are open under the licence shall be conspicuously exhibited in a position where it can be easily seen by customers.
 - (d) All members of staff shall be easily identifiable as such. If required by the Council in writing the licensee shall ensure that during the hours the premises are open for business every employee or person (apart from, where employed, hostesses or other companions) working in the licensed premises wears a badge of a type approved by the Council indicating his name and that he is an employee or person working in the premises.

Conduct of

- 7
- (a) The licensee 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.
 - (b) The licensee shall ensure that the public are not admitted to any part or parts of the premises other than those which have been approved by the Council.
 - (c) The licensee or any other person concerned in the conduct or management of the premises shall not seek to obtain custom by means of personal

solicitation or touting from the premises, immediately outside the premises or in the vicinity of the premises, nor allow the premises to be used by prostitutes.

Note: Soliciting includes the distribution of leaflets unless authorised by a consent under section 4 of the London Local Authorities Act 1994

(d) No person under the age of 18 shall be admitted to any part of the premises which is used as a sex establishment or be employed in the business of the sex establishment.

(e) No poster, photograph, sketch, painting or any form of advertisement or display shall be displayed by or on behalf of the licensee on, outside or within the premises in a position where it is visible to the public if the Council regards it as unsuitable for exhibition to the public. If the licensee is notified in writing that the Council objects under this rule to a poster, photograph, sketch, painting, advertisement or display such poster, photograph, sketch, painting, advertisement or display shall be removed or completely obscured from sight.

**Doorway Opening,
windows etc** **8**

(a) The entrances to the premises shall be of a material or covered with a material which will render the interior of the premises invisible to passers by.

(b) Windows and openings to the premises other than entrances shall either be obscured or with the consent of the Council shall have suspended behind them, in a position and at an altitude approved by the Council, opaque screens or blinds of a type and size approved by the Council.

**Change of
Use** **9**

No change of use of any portion of the premises from that approved by the Council shall be made until all necessary consents have been obtained from the Council. For the avoidance of doubt this includes a change from one class of sex establishment (e.g. a sex shop) to a different class of sex establishment (e.g. a sex encounter establishment).

Alterations **10** No alterations (including temporary alterations) shall be made to the premises, without the prior written consent of the Council. This condition shall not require notice to be given in respect of routine maintenance works.

Where works necessitate the premises being closed for a period of time, the premises shall not reopen for the purpose of the licence, until the licensee has been notified in writing by the Council of the satisfactory completion of the work.

PART III - RULES IN RESPECT OF FIRE AND SAFETY CONDITIONS

Maintenance **11** The approved arrangements shall be maintained at all times in good order, repair and condition.

Overcrowding **12** (a) Overcrowding shall not be permitted in any part of the premises.

(b) The licensee shall maintain a register in a form approved by the Council indicating which staff are on duty at any time whilst the premises are in use under this licence. This register shall be produced immediately on request by a police officer or an authorised officer of the Council.

NOTE: The register will be used by police officers or authorised officers of the Council to assist in deciding how many members of the public are present on the premises at any given time. It is essential, therefore, that the register is properly maintained at all times and that it is readily available for inspection. Compliance with this condition is of the utmost importance and any breach would be regarded as extremely serious.

(c) The licensee shall ensure that any accommodation limit specified on the licence is not exceeded and shall at any time whilst the premises are in use under this licence be aware of the precise number of patrons currently on the premises. This information shall immediately be divulged on request by a police officer or an authorised officer of the Council.

Maintenance of means of escape **13** (a) All exit routes shall be maintained with nonslip and even floor/step surfaces and be free of trip hazards at all times. Such exit routes shall be unobstructed and available for immediate use at all times.

(b) All exit doors shall be available for immediate

use, without use of a key or similar fastening, the whole time the public are in the premises. Only fastenings that have been approved by the Council in writing may be provided on such doors.

- (c) All fire doors shall be maintained effectively self-closing, and not wedged open.
- (d) Any removable security fastenings approved by the Council shall be removed from the doors prior to opening to the public. All such fastenings shall be kept in a position approved by the Council during the whole time the premises are in use.

**Curtains,
decorations etc**

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- (a) Where approval is given for curtains to be used, the curtains shall where necessary be periodically resprayed to maintain their fire resistance. Curtains shall be arranged so as not to obstruct EXIT notices and/or fire extinguishers or other fire fighting equipment.
- (b) Curtains where permitted across doors shall be in two halves, on a free running rail to enable them to be parted easily. Such curtains shall have a clearance of at least 75mm between the bottom of the curtain and the floor.

Fire Alarms

15

Any fire alarm system shall be checked monthly to ensure it is fully operational. In addition any system shall be serviced yearly by a qualified engineer and all results recorded in a log book to be retained on the premises.

**Fire Fighting
Equipment**

16

- (a) All fire extinguishers and fire fighting equipment shall be checked yearly by a competent person and the test date recorded on the equipment, or in the case of hose reels and sprinkler systems the test results shall be recorded in a log book retained on the premises.
- (b) Any extinguisher discharged shall be replaced or recharged immediately.

Outbreaks of Fire

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

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| Cleansing of Ventilation Ductwork | 18 | <ul style="list-style-type: none"> (a) Filters within kitchens, serveries and grill extract systems shall be cleaned daily. The associated extract ductwork shall be thoroughly cleaned and degreased at regular intervals. (b) The ventilation system(s) shall be maintained in a clean condition and full working order. |
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PART IV - OTHER SAFETY RULES AND RULES RELATING TO SANITATION AND NOISE

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|--------------------------------|-----------|--|
| Sanitation | 19 | <p>The licensee shall ensure that adequate sanitary accommodation is available in the premises for the free use of both staff and members of the public and in particular shall:</p> <ul style="list-style-type: none"> (a) maintain each sanitary convenience in clean and efficient order; (b) ensure that any room which contains a sanitary convenience is suitably and sufficiently lighted and ventilated and is kept clean. (c) ensure that in the sanitary accommodation provided there are installed and maintained suitable and sufficient wash-hand basins and that each basin is provided with an adequate supply of hot and cold water or of hot water at a suitably controlled temperature: together with an adequate supply of soap and suitable hand drying facilities. (d) the premises are so constructed with the adequate provision of efficient drains, suitable wall, floor and ceiling finishes etc. so that satisfactory sanitation can be maintained. |
| Lighting | 20 | <p>All lighting (including escape lighting) shall be maintained in full working order.</p> |
| Electrical Installation | 21 | <p>The electrical installation for the premises and any equipment used therein shall be maintained in a safe working condition as prescribed by the Electricity at Work Regulations 1989, and the current edition of the Regulations for electrical installations issued by the Institute of Electrical Engineers.</p> |
| Electrical Certificates | 22 | <p>Unless the Council decide otherwise an inspection certificate, as prescribed in the current edition of the Regulations for electrical installations issued by the Institution of Electrical Engineers, for the electrical installation associated with the sex establishment shall be submitted to the Council at least once every five</p> |

years or such other time specified on the certificate. The certificate shall be signed by a qualified engineer.

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| Escape Lighting | 23 | The escape lighting installation shall be tested every six months by a qualified engineer and a certificate for each test submitted to the Council. |
| Heating | 24 | <p>(a) The heating system and/or appliances used within the premises shall be fully maintained in good working order for use when required. Any guards required by the Council shall be securely held in position.</p> <p>(b) Portable heating appliances shall not be used without the Council's written consent.</p> <p>(c) No alterations/additions to the approved heating system shall be made without the written consent of the Council.</p> |
| Electrical, Gas and Mechanical Ventilation Systems | 25 | No alterations shall be made to any part of the electrical, gas or mechanical ventilation systems without the written consent of the Council. |
| Gas and Electricity Meters | 26 | <p>(a) Gas and electricity/mains intake enclosures shall not be used for any other purpose (e.g. storage).</p> <p>(b) Where meters are not in an enclosure the meters shall not be obstructed and shall be available for immediate access.</p> |
| Paraffin and Mineral Oil | 27 | Paraffin or other mineral oil shall not be used in any lamp, stove or other appliance in premises except with the prior written consent of the Council. |
| Noise and Vibration | 28 | <p>(a) The licensee shall ensure that no noise shall emanate from the licensed premises or vibration be transmitted through the structure of the licensed premises which gives rise to a nuisance to the occupiers of premises in the vicinity of the licensed premises.</p> <p>(b) Without prejudice to the generality of this condition the licensee shall ensure that no form of loudspeaker or sound amplification equipment is sited on or near the exterior of the licensed premises or in or near any foyer, doorway, window or opening to those premises.</p> |

NOTE: The licensee must ensure that appropriate measures are taken to prevent any nuisance which may be caused by the operation or use of ventilation or other equipment.

PART V

CONDITIONS APPLYING TO SEX SHOPS

Goods available in Sex Establishments	29	All sex articles and other things displayed for sale, hire, exchange or loan within a sex shop shall be clearly marked to show to persons who are inside the sex shop the respective prices being charged.
	30	All printed matter offered for sale, hire, exchange or loan shall be available for inspection prior to purchase and a notice to this effect is to be prominently displayed within the sex establishment.
	31	No film or video shall be exhibited, sold or supplied unless it has been passed by the British Board of Film Classification or such other authority performing a similar scrutinising function as may be notified to the licensee by the Council, and bears a certificate to that effect and is a reproduction authorised by the owner of the copyright of the film or video film so certified.

PART VI

CONDITIONS APPLYING TO SEX ENCOUNTER ESTABLISHMENTS AND SEX CINEMAS

Display of Tariff of Charges	32	(a) There shall be prominently and legibly displayed a comprehensive tariff of all charges and prices which shall be illuminated and placed in such a position that it can easily and conveniently be read by persons before entering the premises. No employee shall stand in such a position as to obscure the notice.
		(b) Where a charge is to be made for the company of a hostess or other companion this shall be identified on the tariff of charges to the satisfaction of the Council.
		(c) No order shall be accepted unless the customer has been provided with a copy of the said tariff and has been given sufficient time and opportunity to read it.
		(d) No charge shall be made to the customer for any drink provided for the hostess or companion unless that customer has specifically ordered it having first been made aware of the cost.

- Seating **33**
- (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 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 Council officers on request.
- Standing and Sitting in Gangways** **34**
- (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; and subject to the conditions specified in such approval.
- Wheelchairs** **35**
- 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:** In addition to the duties imposed by the Disability Discrimination Act 1995, 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.
- Special Risks and Special Effects** **36**
- Any activity which involves special risks, (e.g. use of firearms), and 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 or used with the Council's prior consent in writing. At least seven days' notice shall be given for an application for consent under this rule. Full details of what is proposed shall be given including the date and time of any proposed rehearsal.

PART VII

22/02/01

CONDITIONS APPLYING TO SEX CINEMAS

Minimum lighting	37	<p>The level of normal lighting in the auditorium shall be as great as possible consistent with the effective presentation or exhibition of the pictures.</p> <p>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 edition of British Standard Code of Practice C.P.1007. Maintained Lighting for Cinemas published by the British Standards Institution.</p>												
Film categories	38	<p>The categories U, PG, 12, 15 and 18 have the following effect:-</p> <table><tr><td>U</td><td>Universal - suitable for all</td></tr><tr><td>PG</td><td>Parental Guidance. Some scenes may be unsuitable for young children.</td></tr><tr><td>12</td><td>Passed only for persons of 12 years and over.</td></tr><tr><td>15</td><td>Passed only for persons of 15 years and over.</td></tr><tr><td>18</td><td>Passed only for persons of 18 years and over.</td></tr><tr><td>Restricted (18)</td><td>Passed only for persons of 18 or over who are members (or their guests) of a properly constituted club.</td></tr></table> <p>The addition of (Westminster) after the category means that the film has been passed by the Council for exhibition in Westminster in the category shown.</p>	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.
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.													

Exhibition of films	39	<p>No film shall be exhibited at the premises unless:</p> <p>(a) it is a current news-reel; or</p> <p>(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</p> <p>(c) it has been passed by the Council as a U, PG, 12, 15, 18 (Westminster) or RESTRICTED (18) (Westminster) film.</p>
RESTRICTED (18) films - Council's consent	40	Films in the RESTRICTED (18) category may be shown at the premises only with the Council's prior written consent and in accordance with the terms of any such consent.
Unclassified films	41	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 39 or 40 above. Such a film may only be exhibited if the Council's prior written consent has been obtained and in accordance with the terms of any such consent.
Age Restriction Notice	42	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.
Category notices	43	<p>Immediately before each exhibition at the premises of a film (other than a current news-reel) 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:-</p> <p>(a) For a film passed by the British Board of Film Classification - a reproduction of the certificate of the Board or, as regards a trailer advertising a film, of the statement approved by the Board;</p> <p>(b) For a film passed by the Council - a notice</p>

in the following form without the addition of any other words:-

WESTMINSTER CITY COUNCIL
(Here insert title of film)
has been passed by the Westminster City Council (+here insert the definition of category and the category assigned).

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

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

Objection to Exhibition of a film	44	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 in Great Britain on grounds of colour, race or ethnic or national origins, sexual orientation or sex; or (d) to promote sexual humiliation or degradation of or violence towards women. (2) the effect of which is, if taken as a whole, such as to tend to deprave and corrupt persons who are likely to see it; or (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.
Posters, Advertisements, etc.	45	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	46	No flammable films may be upon the premises without the prior consent of the Council in writing.

Section C - Rule relating to television exhibitions

Entertainments Unsuitable for some Audiences	47	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.
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Section D - Restricted 18 Category

Additional Conditions for 'Club' Cinemas (Showing Films in the Restricted 18 Classification)	48	(i) 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 written consent has first been obtained.
		(ii) 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 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).
		(iii) 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.
		(iv) Tickets shall in no circumstances be sold to persons other than members
		(v) No persons under 18 years of age shall be employed in any capacity at licensed premises which are operating as cinema clubs.

- (vi) Subject to prior written consent by the Council, a subscription may entitle the club member to attend other clubs under the same management.
- (vii) Membership rules for these club cinemas shall include the matters set out in Appendix A, 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 VIII

RULES WHICH APPLY TO SEX CINEMAS, LARGER* SEX ENCOUNTER PREMISES WHERE THERE ARE SPECIAL CIRCUMSTANCES

* Larger premises will usually be taken to mean premises having a maximum accommodation limit in excess of 300 persons

**Attendants -
Numbers in
Cinemas**

- 49** (a) In the case of cinemas which are **not equipped** with a staff alerting system the number of attendants 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 an attendant 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 attendants shall be the following scale:

PERSONS PRESENT	ATTENDANTS ON DUTY	STAFF ON CALL IN AN EMERGENCY
Up to 250	1	0
251 to 500	1	1
501 to 750	1	2
751 to 1000	2	3
1001 to 1500	3	3
1501 to 2000	3	4

- (c) Attendants 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) A member of staff is not "on call" if:
 - (a) they are the licensee or the person nominated for the time being to be in charge of the premises.
 - (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.

**Attendants -
Numbers in
Other Premises**

50

Unless the Council otherwise requires or agrees in writing in any case:

- (a) there shall be a minimum of two attendants 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 thereafter one additional attendant shall be on duty for each additional 250 persons or part thereof present on that floor or tier;
- (b) if an auditorium has only one floor or tier and seats 250 persons or less the number of attendants on duty in that auditorium shall be not less than one.

NOTE: Only one attendant 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 and for the avoidance of doubt in the case of an auditorium which has only one floor or tier and which seats 250 persons or less there shall be not less than one attendant on duty in that auditorium.

MEMBERSHIP RULES FOR CLUB CINEMAS

The membership rules for club cinemas where restricted 18 films are to be shown should include the following:

- (a) The club rules must be submitted to the Council 14 days before the club commences operations 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 the restricted (18) 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) New 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 changes 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 there under.
- (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) Neither membership tickets nor guest tickets shall 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 licensed proprietors will reserve the right to refuse admission to any person.

- (m) Proof of identify, 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.