

18. REGULATION OF SEXUAL ENTERTAINMENT VENUES

The Director of Environment, Culture and Sport submitted a report highlighting changes to the Local Government (Miscellaneous Provisions Act 1982, which if adopted by the local authority, required Sexual Entertainment Venues to be licensed.

The following motion was moved by Councillor Swaine and seconded by Councillor Skeats and CARRIED:

Resolved:

- (1) That the amendment to Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982, as amended by Section 27 of The Policing and Crime Act 2009 to be adopted on the 1 September 2010, thereby requiring all Sexual Entertainment Venues to be licensed;
- (2) That the power to determine applications for Sexual Entertainment Licences, policy, fees, terms and conditions made under Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982, as amended, be delegated to the Licensing Applications Committee and Licensing Applications Sub-Committee 3.

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SEX ESTABLISHMENT POLICY FOR SEXUAL ENTERTAINMENT VENUES

READING BOROUGH COUNCIL

1. INTRODUCTION

- 1.1 Reading is the County Town of Berkshire. It is currently the third most diverse and one of the most cosmopolitan and dynamic communities in the South East. It lies at the heart of the Thames Valley, and is widely regarded as the 'Silicon Valley' of the UK. Over the last 10 years, Reading has also benefited from being one of the fastest growing and sustained economies in the country. Whilst the recent economic downturn had an impact, the effect was to a lesser degree than in some areas of the country. It is still home to 13 of the world's top 30 global brands, with the likes of Prudential, Microsoft and Oracle all based locally.
- 1.2 Whilst the borough of Reading covers some 4030 hectares and is also home to around 145,000 residents, the wider urban area has a population of around 275,000 with an even broader retail 'catchment area' of over 1.2m. This is a significant aspect of the Reading of today: a sub-regional capital attracting large numbers of workers, shoppers and visitors from a wide area, adding to its vitality and success. Over 13% of the population is made up from minority ethnic communities.
- 1.3 Reading has a University, which during term time, further increase the residential population by around 17,500 and a College of Further Education which increases the population during term time by a further 8,500, many of whom again contribute to Reading's economy.
- 1.4 The ongoing regeneration of the town centre and the arrival of The Oracle shopping centre, originally lifted Reading into the top ten retail destinations in the UK, and it has maintained this position until very recently. However, it is currently rated at 16 on most recent research.
- 1.5 One of the reasons that town centres like Reading are attractive to the public, is that they are areas offering an attractive, safe and vehicle-free environment with a wide variety of retail, food leisure and services on offer. The public are drawn to such areas because they know that they will have a pleasant and satisfying social experience that goes beyond just commercial activity. This is borne out by the quality and quantity of the businesses that pay significant amounts of non-domestic rates and a Business Improvement District levy to maintain and where possible improve that standard.
- 1.6 The Oracle is a large privately owned shopping complex to the south of the area. Because it is private, the quality of the pedestrian and

leisure experience can be said to be the most appealing in the town centre. When it originally opened, there were a number of large nightclub venues. However, recent years has seen a shift in the type of venue available, with a greater influence towards family entertainment, restaurants and specialised markets.

- 1.7 Whilst Reading is the largest and the County town in Berkshire, there are many other towns of substantial size, including from the east to west, Slough, Windsor, Maidenhead, Bracknell, Wokingham and Newbury, many residents of which regularly visit Reading for retail and social activities.
- 1.8 Reading's vision for the shaping of its future has been carefully considered by seeking views from its residents, local businesses and all its partners, in order to ensure a thriving and balanced environment with a sustainable economy. Social premises should be varied so as to provide diversity and choice. They should be attractive and accessible to all.
- 1.9 The intention of the local authority is to create a well-balanced mix of alcohol and entertainment venues, thereby catering for the widest possible cultural and ethnic diversity.

2 THE PRESENT

- 2.1 The Local Government (Miscellaneous Provisions Act 1982 ("the Act") introduced a licensing scheme to control sex establishments, that is to say, sex shops and sex cinemas.
- 2.2 Section 27 of the Policing and crime Act 2009 amends Schedule 3 to the Local Government (Miscellaneous Provisions) 1982. It introduces the new concept of "Sexual Entertainment Venue" and allows the Licensing Authority to licence such venues, where "relevant entertainment" is provided;
 - (a) before a live audience; and
 - (b) for the financial gain of the organiser or the entertainer.
- 2.3 Relevant entertainment means, "any live performance or any live display of nudity", provided solely or principally for the purpose of stimulating any member of the audience.
- 2.4 Reading Borough Council has adopted the Act, and at present, there are two sex shops in the borough. One is located on Southampton Street, and one is located on Oxford Road. At present there are no licensed Sexual Entertainment Venues; however there is one premise that operates as a lap dancing club, which is located in the town centre on St Mary Butts. This premise will require a Sex Establishment Licence under the change made to the Local Government (Miscellaneous Provisions) Act 1982 in 2010.

- 2.5 A number of establishments that hold events, which involve full or partial nudity less frequently than once a month, may not require a Sex Establishment licence or may be except from the requirements to obtain a Sex Establishment Licence. Applicants are advised to contact the local authority for details.
- 2.6 The Act imposes a duty on a local authority to refuse a licence by reference to, amongst other things, the criminal convictions of applicants. It also empowers a local authority to refuse to grant or renew a licence by reference to the number of Sex Establishments, which the local authority considers appropriate for the locality of the premises, subject of the application and the character of the locality.
- 2.7 This document outlines a policy, which will guide the Council when considering applications for licences, bearing in mind the spirit and intent of the Act and case law decided since it was passed. The Council shall not follow this policy inflexibly but shall take all relevant factors into consideration in determining an application. Each case shall be decided on its merits.

3. **APPLICANTS**

Individuals, limited companies and firms may apply for licences.

4. **DURATION OF LICENCES**

Licences are generally issued on an annual basis but can be issued for a shorter term if deemed appropriate.

5. **CRIME AND DISORDER**

Under the Crime and Disorder Act 1998, local authorities must have regard to the likely effect of the exercise of their functions, and do all that they can to prevent, crime and disorder in their area. This policy will have regard to the likely impact of such licences on related crime and disorder in the borough.

6. **HUMAN RIGHTS**

The Human Rights Act 1998, incorporates the European Convention on Human Rights, and makes it unlawful for a local authority to act in a way which is incompatible with a Convention right. The Council will have particular regard to the following relevant provisions of the European Convention on Human Rights: -

- (i) Article 6, in relation to the 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;~~
- (ii) Article 8, in that everyone has the right to respect for his home and private life, including, for example, the right to a “good night sleep”;

- (iii) Article 1 of the first protocol, that every person is entitled to the peaceful enjoyment of his or her possessions. It should be noted that the Courts have held that a licence is a person's possession.

7. DISABILITY DISCRIMINATION

7.1 The Disability Discrimination Act 1995, introduced measures to tackle discrimination encountered by disabled people in the areas of employment, access to goods, facilities and services and the management, buying or renting of land or property. For service providers, such as licensees: -

- (i) with effect from December 1996, it has been unlawful to treat disabled people less favourably than other people for a reason related to their disability;
- (ii) with effect from October 1999, they have had to make reasonable adjustments for disabled people, such as providing extra help to make changes to the way they provide their services;
- (iii) with effect from 2004, they have had to make reasonable adjustments to the physical features of the premises to overcome physical barriers to access.

7.2 This policy will have regard to the likely impact of licensing of sex establishment on disability discrimination particularly when considering the operation and management of the premises.

8. IMPACT

8.1 In considering applications for the grant of new licences or variation of conditions, the Council will assess the likelihood of a grant causing adverse impacts, particularly on local residents. The Council will take the following general matters into account: -

- (i) type of activity;
- (ii) duration of proposed licence;
- (iii) proposed hours of operation;
- (iv) layout and condition of the premises;
- (v) the use to which premises in the vicinity are put;
- (vi) the character of the locality in which the premises are situated.

8.2 In considering all applications for the grant of new licences or applications for variation of conditions the Council will take into account the potential impacts of the licensed activity on:-

- (i) crime and disorder;
- (ii) cumulative impact of licensed premises in the area, including hours of operation;

- (iii) the character of the locality in which the premises is situated;
- (iv) public Safety;
- (v) prevention of Public Nuisance.

8.3 Where an application is made to renew a licence for the same activity, hours of operation and conditions as previously licensed the Council shall give due weight to the fact that the licence was granted in the previous year and for a number of years before that as appropriate. However, the Council will take into account: -

- (i) levels of recorded crime and disorder in area;
- (ii) evidence of past demonstrable adverse impacts from the activity on the safety and amenity of local residents;
- (iii) whether appropriate measures have been agreed and put into effect by the applicant to mitigate any adverse impacts.

9. LOCATION

9.1 Licences will only be granted in predominately commercial areas and the Council is mindful of its power to determine that no sex establishment should be located in a particular locality. In accordance with case law, the Council shall decide a locality as a matter of fact to be determined by the particular circumstances of each case and not by drawing boundaries on a map. The table below is not exhaustive and we would consider representations from applicants as to why our view should be changed about a particular locality.

locality	Number of Sex Entertainment Venues (SEV)	Reason
Reading Town Centre (Appendix I)	Two	Varied Night time economy, Entertainment area, SEV would be appropriate in this area.
Caversham (North of the river Thames)	None	The whole area is mainly residential, with limited commercial or retail areas
Portman Road industrial Estate	One	Very Limited residential properties mainly small industrial units.
Wensley Road, Southcote Road	None	These areas are residential, with limited commercial or retail areas
Whitley Wood residential areas	None	The whole area is residential, with limited commercial or retail areas
Craddock Road and Acre Road Industrial areas	One	Very Limited residential properties mainly mixed

		industrial.
South East Reading (e.g. Orts Road, Kendrick Road and Palmer Park area)	None	The whole area is residential, with limited commercial or retail areas
Tilehurst Area (e.g. Tilehurst road, Oxford Road, Norcut Road School road)	None	The whole area is residential, with limited commercial or retail areas

10. FITNESS OF APPLICANT POLICIES

An applicant must be a fit and proper person to hold a licence. In determining suitability for a new licence or a transfer the Council will in most cases take into account:-

- (i) previous knowledge and experience of the applicant;
- (ii) any evidence of the operation of any existing or previous licence held by the applicant, including any licence held in any other borough;
- (iii) and any report about the applicant and management of the premises received from statutory objectors.

11. SUITABILITY POLICY

All licensees are required to ensure that the premises: -

- (i) comply with all health and safety law;
- (ii) are not a source of nuisance to residents in the vicinity.

12. PROPOSED OPERATION AND MANAGEMENT POLICIES

12.1 The Council requires all licensees to ensure that they and their employees comply with all relevant licence conditions and health and safety regulations.

12.2 In terms of management of licensed premises, the Council strongly encourages where possible and appropriate, will require that licensees: -

- (i) work with statutory agencies such as the Police, and the Council in order to create and maintain a safe environment; both within licensed premises and in the environs around them;
- (ii) particularly those whose premises are located in areas with the highest levels of recorded crime, develop crime prevention strategies in consultation with the Police and the Council.

12.3 In terms of the management of licensed premises, the Council strongly encourages and where possible and appropriate will require all licensees to develop strategies and procedures to increase access for disabled people to the premises.

12.4 In terms of the employment of staff in licensed premises, the Council requires that all relevant staff be appropriately trained in areas such as health and safety, first aid, and fire precautions.

13. PUBLIC CONSULTATION

The Council will normally consult local residents in relations to applications for grant, renewal or variation of the terms or conditions of a licence. The nature and extent of consultation will depend on the history of a particular premises and the perceived likelihood of problems occurring and objections being received.

14. LEGAL CONSULTATIONS

Applicants are required to give public notice of the application by publishing an advertisement in a local newspaper circulating in the area where the premises are situated and to display a similar notice on or near the premises for 21 days beginning with the date of the application.

15. CONSULTATION WITH STATUTORY AGENCIES AND OTHER ORGANISATION

In most cases the Council will consult with all relevant services within the Council and the Fire Authority to ensure that all relevant information is available when considering an application.
(Planning see item 1)

16. CONSULTATION WITH WARD COUNCILLORS

Relevant Ward Councillors will be notified in writing of all applications for grant, renewals and transfer of licences and the variation of conditions within their Ward, and also those on or near the Ward boundary.

16.1 In considering any application for the grant, renewal or transfer of a licence the Council is also obliged to have regard to any observations submitted by the Chief Constable of police and any objections received from members of the public in response to public advertisement of the application.

17. OTHER POLICIES

The Council may identify and apply other requirements from time to time, subject to consultation and proper notice.

18. PLANNING

18.1 The Authority recognises that licensing applications should not be seen as a re-run of the planning application process and that there should be a clear separation of the planning and licensing regimes to

avoid duplication and inefficiency. However, the Authority will normally expect applicants to demonstrate that, *their proposed use of the premises is lawful in planning terms*, including complying with any conditions that may be imposed upon a planning consent, prior to applications under this Act being submitted. Nevertheless, the Council recognises that it is legally permissible for applications for licences to be made before any relevant planning permission has been sought or granted by the planning authority.

- 18.2 As outlined at paragraph 13.67 of the Consolidated Guidance issued under Section 182 of the Licensing Act 2003 (March 2010 version), there are also circumstances when as a condition of planning permission; a terminal hour has been set for the use of premises for commercial purposes. Where these hours are different to the licensing hours, the applicant **MUST** observe the earlier closing time. Premises operating in breach of their planning permission would be liable to prosecution under planning law.
- 18.3 Where a licence application is to be determined by the Licensing Applications Sub Committee, the Sub Committee in such cases will normally impose a condition to the effect that the licence will **not** become effective, until the relevant planning consent has been obtained.
- 18.4 Reading Borough Council is preparing its Local Development Framework. To date, it has adopted two documents and is working on a further document. The planning policy framework also currently relies on a number of saved policies from the Reading Borough Local Plan that was adopted in 1998.
- 18.5 The Local Development Framework consists of a number of documents, which are reviewed and modified to take account of ever changing demands. Currently these are:
- (a) Core Strategy (adopted Jan 2008) - sets out the spatial vision and strategic objectives, a spatial strategy and core policies related to the implementation of the strategy. (See web link below).

<http://www.reading.gov.uk/environmentandplanning/planning/localplanningpolicy/localdevelopmentframework/General.asp?id=SX9452-A782EBD9>
 - (b) Reading Central Area Action Plan (Adopted Jan 2009) - policies and proposals for the central area of Reading. (See web link below).

<http://www.reading.gov.uk/environmentandplanning/planning/localplanningpolicy/localdevelopmentframework/General.asp?id=SX9452-A782E4B3>
 - (c) (c) Sites and Detailed Policies Document - a pre-submission

draft was published for consultation during February 2010. It is likely that further consultation will be undertaken early in 2011 and the programme envisages adoption of the document towards the end of 2011/early 2012. This document includes specific site allocations for the Borough outside the Central Area and detailed policies to be used for determining planning applications. (See web link below).

<http://www.reading.gov.uk/environmentandplanning/planning/localplanningpolicy/localdevelopmentframework/General.asp?id=5X9542-A7849023>

18.6 Until the Sites and Detailed Policies Document is adopted, various policies in the Reading Borough Local Plan have been saved and will remain part of the development plan. (See web link below). These include the following policies that are relevant to licensed premises:

- RET 3A: District and Major Local Shopping Centres (LP)
- RET 3B: Other Local Shopping Centres (LP)
- RET 5: Retail and Catering Users in Residential Areas (LP)
- RET 7: Petrol Filling Stations and Other Vehicle Related Uses (LP)

<http://www.reading.gov.uk/environmentplanning/planning/localplanningpolicy/General.asp?id=5X9453-A782A894>

18.7 These main Local Development Documents (LDD's) are used in conjunction with national planning policy statements. Also, at the local level, there are a number of site-specific developments, briefs and supplementary planning and guidance documents, which are relevant to various parts of the Borough.

18.8 The LDD's will seek to strengthen existing district and local centres. Whilst no definitive extensions to these centres have been agreed from a planning perspective, licensed premises in these areas will play an important role as part of this objective and within the role of the 24-hour economy in Reading. Planning permission for A3 (or similar) uses are therefore likely to be restricted within these areas rather than within other predominantly residential areas.

18.9 The Reading Central Area Action Plan identifies in more detail issues relating to licensed premises, the 24-hour economy and the general organisation of retailing within the town centre.

18.10 The key issues surrounding the determination of planning permission for A3 type uses are likely to remain as follows:

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- (a) Impact on residential amenity through noise, odour, disturbance, litter, etc.

- (b)** Impact on the viability of the Town Centre, defined district and local centres including the need to maintain reasonable levels of retail (A1) uses.
- (c)** Potential S106 contributions towards CCTV and City Safe.
- (d)** Each planning application will continue to be considered on its own merits.



Licence for a Sex Establishment Ref: 111655
Local Government (Miscellaneous Provisions) Act 1982

This Licence is renewed:

To:
LGL Entertainment Ltd

Of:
2 Goswell Hill, Windsor, SL4 1RH

to use the premises situated at:

Black Diamond
108 Friar Street, Reading, RG1 1EP

Permitted hours of trade:

Monday	from 2100hrs until 0300hrs
Tuesday	from 2100hrs until 0300hrs
Wednesday	from 2100hrs until 0300hrs
Thursday	from 2100hrs until 0300hrs
Friday	from 2100hrs until 0300hrs
Saturday	from 2100hrs until 0300hrs
Sunday	from 2100hrs until 0300hrs

An additional hour to be added on the morning of British Summertime

For the purpose of a sex establishment as defined in schedule 3 of the above Act. This Licence is renewed subject to the conditions made by this authority relating to the Licence, a copy of which is attached.

A copy of this Licence and the conditions made by the Authority must be displayed inside the premises such that it can be easily read by customers. Failure to do so is an offence.

This LICENCE is effective from: **05/12/2018**

This LICENCE expires on: **04/12/2019**

Date Issued: **22 November 2018**

Signed on behalf of the issuing licensing authority

Giorgio Framalico
 Head of Planning, Development and Regulatory Services

158. 18. 1904.



Local Government (Miscellaneous Provisions) Act 1982

**APPLICATION FOR A GRANT/RENEWAL/TRANSFER/VARIATION *
OF A LICENCE FOR SEX ESTABLISHMENT**

as defined in Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982

To: Licensing Team, Reading Borough Council, Civic Centre, Bridge Street, Reading, RG1 2LU

We*, the undersigned, apply for the above licence as per details set out below:-

1. If application is made on behalf of an individual, please state:

Full name
 Permanent address
 Age Date of birth Place of birth

2. If application is made on behalf on a corporate or incorporated body, please state:

Full name of body LGL ENTERTAINMENT LTD
 Address of principal office 2 GODWELL HILL, WINDSOR, SL4 1RH

Give full names and private addresses of all directors or other persons responsible for management of the establishment;

Name SIMON ANTHONY EDWARD BAFFIELD (RESPONSIBLE PERSON)

Age 46 Date of birth .. Place of birth LONDON

Address

Name LARA GEORGIA CINES (DIRECTOR)

Age 33 Date of birth .. Place of birth STOKEN

Address

Name

Age Date of birth Place of birth

Address

Name

Age Date of birth Place of birth

Address

Name

Age Date of birth Place of birth

Address

3. Have you any convictions recorded against you, or if a body corporate or unincorporated body, that body or any of its directors or other persons responsible for its management? If so, please state: NO

(If a renewal, since you last applied for a licence)

Date of conviction	Offence	Sentence (including suspended sentence)
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N/A

- (a) All convictions must be disclosed.
- (b) Spent convictions, as defined overleaf, should not be included.

10/01/2013

41 37 4180999A

- 4. Have you been resident in the United Kingdom throughout a period of six months immediately preceding the date of this application? Yes No *
- 5. If the application is made on behalf of a body corporate, is that body incorporated in the United Kingdom? Yes No *

6. Full address of premises desired to be used as a sex establishment Yes No *
 108... FRIAR STREET... READING... READING... IER... BACK DIAMOND

If this application relates to a vehicle/stall, give description and state, where it is to be used as a sex establishment
 N/A

7. During which hours do you wish to trade? 21.00 hours until 05.00 hours

8. On which days do you wish to trade? Monday To Sunday INCLUSIVE

- 9. Are the premises to be used as a sex shop? ~~Yes~~ / No *
- Are the premises to be used as a sex cinema? ~~Yes~~ / No *
- Are the premises to be used as a sex encounter establishment? Yes / ~~No~~

10. Are you (or, if a corporate or unincorporate body, that body) disqualified from holding a licence for a sex establishment? NO

Have you ever been refused a licence for a sex establishment? ~~Yes~~ / No *
 If yes, please give details

11. ~~I~~We * declare that ~~I~~We * have checked the information given on this application form and to the best of my/our knowledge and belief it is correct.

12. ~~I~~We * attach herewith my/our * cheque for £10.00 being payment of the application fee.
 Date 18.6.19 Signature [Signature]

Notes:

- (1) A copy of any application for a licence must be sent to the Chief Officer of Police for the area, not later than seven days after the date of the application.
- (2) Any person who, in connection with this application, makes a false statement which he knows to be false in any material respect or which he does not believe to be true, shall be guilty of an offence and shall be liable on summary conviction to a fine not exceeding £10,000.

*Delete as appropriate.

Dated: 26 November 2018

BLACK DIAMOND

**108 FRIAR STREET
READING RG1 1EP**

OPERATING POLICIES

DANCER CONDUCT

1. Dancers may never give out any personal information, including telephone numbers, or contact details away from the Club. Dancers may provide a customer with the days and the shifts they or other dancers work at the club.
2. Dancers may never accept telephone numbers, address or any other contact information from any customer, except in the form of a business card. Before leaving the premises, dancers must permanently surrender such cards to a member of management (without copying any information).
3. Dancers are never to be in the company of a customer except in designated dance areas.
4. Dancers must never perform a nude dance except in the designated dance areas.

During the performance:

- a. Customers must be seated in an upright position against the back of the booth with their hands by their sides before a dancer can commence a table dance. Customers must remain so seated during the entire dance. A minimum distance of 50cm is to be maintained during the performance.
 - b. There must be no physical contact between dancers and customers except for the placing of money or tokens into the hands of the dancer at the beginning or conclusion of the performance.
 - c. When dancing on stage, there is to be no physical contact between dancers on stage and the audience.
 - d. Dancers must not sit on or straddle the customer.
 - e. Dancers must retain one shod foot on the floor at all times and not place their feet on the booth seat.
 - f. Dancers may not use language of an inappropriate, suggestive or sexually graphic nature at any time.
 - g. Dancers shall immediately dress at the conclusion of the performance before leaving the designated area.
5. Customers are not permitted to dance at any time. Customers must remain appropriately clothed at all times. Neither customer or dancer may remove any of the customers clothing during a performance.
 6. If a customer attempts to touch, or speak to a dancer inappropriately, the dancer must immediately stop the performance and explain the relevant rules. If necessary, ask for assistance from and cooperate with a floor supervisor, who will take appropriate action, which may include escorting the customer out of the Club.
 7. Dancers are never to engage an act of **prostitution** (the receiving of gratuities or payments for any form of sexual favour or offer as such).
 8. Dancers may not accept a customer's offer of payment in return for sexual favours (**solicitation**).
 9. Dancers must not engage in communications that could be deemed as acts of prostitution or solicitation, even if the dancer has no intention of carrying out the act.
 10. Dancers are never to intentionally meet any customers outside of the club.

11. Dancers are never to agree to meet a customer outside the club.
12. Dancers must never engage in any unlawful activity within the club.
13. Dancers may never leave the premises during a shift, except in the case of an emergency and then only with the express permission of the duty manager. In that event, dancers must sign out before leaving the premises. If a dancer leaves early, for any reason, the dancer will not be re-admitted during that shift.
14. Dancers will either leave at the end of a shift in a nominated taxi, or a member of security will make every effort to ensure they are escorted to their car or off the premises if requested.
15. At the end of the shift, dancers must not leave the premises until they have been cleared to leave by the manager.
16. No Dancers can perform if they are intoxicated.
17. Dancers must never consume, possess or be under the influence of any unlawful drug or substance.
18. Dancers are never to invite or knowingly permit dancer's spouse, boyfriend, girlfriend nor anyone else with whom dancers are romantically involved to enter the Club.
19. Dancers are required from time to time to participate in promotional activities and offers as designated by the Club manager:
20. Dancers are required from time to time to participate in stage and podium performances as designated by Club staff
21. For the purposes of safety and standards, the Club may employ the use of closed circuit cameras and radio communications throughout the premises.
22. Any dancer found to be in violation of any of these rules, without exception, will be subject to the disciplinary procedure.
23. **Dancers shall receive training upon the four licensing objectives with specific regard to the Identification and signs of intoxication and drug usage to enable them to make informed decisions to report incidents and customers to the staff and Managers.**

GENERAL HOUSE RULES

1. **For smokers, you must be seen to wash your hands afterwards and freshen up. When you go out to smoke you must wear a knee length coat outside. All dancers must inform the floor supervisor or duty manager before going out to smoke.**
2. You must enter and exit via the correct entrance to the stage for all stage shows and must re dress before interacting with customers.
3. Themed nights will change each month and sufficient notice will be given prior to these nights. Please read all posters in the changing room, as all dancers must take part in these events.
4. All dancers must try to work a minimum of 3 shifts per week and this will include one weekend night. You must book your shifts a week in advance. You cannot just turn up to work; if you do you will be charged a specified additional house fee on arrival. 24 hours' notice needs to be given when cancelling a shift. If no notice has been given, you will be charged double the house fee when you next work.
5. All holiday must be confirmed with Management in advance before booking.
6. Dancers must sign in before entering the changing room; and pay house fee on arrival. House fees will change throughout the year but sufficient notice will be given prior to the change.
7. No mobile phones on the floor, no chewing gum. If you are caught you will be fined £50.
8. All dancers must declare any money on them prior to the start of a shift to management. Any money found in dancers possession not accounted for will be confiscated.
9. Dancers must also obey at all times the additional house rules. These are subject to change at any time and post in designated area.

GUIDELINES FOR SAFE OPERATION

1. No Person under 18 shall be permitted and a Challenge 25 policy will be in force only accepting government approved photo ID.
2. No person under 18 will be permitted to work at the premises.
3. No solicitation or prostitution is permitted in the premises.
4. The premises will be subject to the presence of a Duty Management including staff and door supervisors at all times during operation. This includes the regular inspections of public toilet areas.
5. All windows and openings will be blocked from public view from the external areas of the premises
6. The SE Licence will be clearly on display available for inspection at all times during operations.
7. CCTV will be installed and in operation during the hours of operations as agreed with local Police. Prominent signs will remind customers of the use of CCTV
8. Performers may not stand in the lobby area nor may it be permitted for them to be visible in any way from the public highway.
9. The duty manager will be named on a sign for each shift.
10. All dancers will be subject to the code of conduct (as detailed in separate section). This will include details of a disciplinary procedure to deal with breaches in the code of conduct.
11. All managers, staff and security staff must sign to acknowledge understanding of the 'Code of Conduct for Dancers'. Any breaches should be reported to the Duty Manager immediately.
12. Duty Manager will check documents regarding proof of age and eligibility to work in the UK and retain photocopies in employment files signing and dating each copy, Employment files to include full facial photograph of all dancers, proof of ID e.g. Passport or driving licence, proof of residence and eligibility to work in the UK.
13. Employment files to be retained for 6 months after the employment ends and to be made available to Police and relevant authorities upon demand.
14. **The Duty Manager shall not permit any dancer to perform if they are intoxicated through alcohol or drugs.**
15. ~~The license holder must retain an incident log (Points A-C) and a separate log for (Points D-E) at the premises to record any of the following:~~
 - a. Ejections from the premises.
 - b. Breaches of Dance Code of Conduct
 - c. Incidents of Crime and Disorder

- d. Inappropriate customer behaviour
- e. Any complaint made by public, customer or dancer

- f. Any disciplinary action taken against dancers this log must include the date; details of staff involved and operational shift when SE licence is in use which will be displayed in the reception area to assist police or council officers inspecting the premises.
16. The duty manager will ensure that the premises operates in accordance with any specific conditions outlined by the SE licence.
 17. Management, security and staff will be asked to sign a declaration statement that they fully understand the dancers and customers codes of conduct and they will actively promote them by informing management of any breaches that they see.
 18. The duty manager will ensure that the appropriate levels of SIA approved door supervisors are present (for the purpose of monitoring the premises).
 19. The duty manager and SIA door staff will actively monitor the licensed area to ensure conditions of the SE licence are upheld and the Dancer and Customer codes of conduct are complied with.
 20. Signs in the entry area will display the customer code of conduct on entering the premises and all patrons will be informed of the code.
 21. Any customer found to be breaching the code of conduct may be safely ejected from the premises and recorded in an incident register.
 22. As a part of the inspection process, all dancers shall be asked to sign a code of conduct which they will be held responsible to adhere to. Any breaches of the code will result in disciplinary procedures.
 23. The dancer's code of conduct will be displayed in the entrance area and customers arriving will be directed to review it.
 - 24. The licence holder or a member of management will on the next working day after trading inspect the incident log to ensure the quality of the record, and that any action required has been carried out.**
 25. The incident log must be available at all times for Police or the local authority to inspect.
 26. The Duty Manager will ensure that all performers/dancers complete the register of attendance for each shift. This register must be available for inspection by the police and the local authority.
 27. Management, Staff and Dancers and Security will be trained and made aware of all conditions set out within the SEV licence.
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CUSTOMER CODE OF CONDUCT

1. Customers should be aware that CCTV is in force throughout the premises during operational hours. This may be reviewed by police and the local authority at any time in line with our statutory obligations.
2. Management reserves the right of admission to the venue.
3. Customers may not touch dancers during a performance.
4. Customers may not make lewd or offensive remarks to dancers.
5. Customers may not harass or intimidate dancers.
6. Customers may not ask dancers to perform any sexual favour.
7. No photography or videoing to be permitted on the premises this includes the use of mobile phones this is restricted to the lobby area only.
8. Any customer failing to adhere to the above will be refused access to the venue, service of alcohol and exclusion from the premises.

OPERATIONAL STATEMENT

1. The venue will typically open around 9pm.
 2. Dancers will arrive early to avoid contact with customers outside the venue.
 3. A member of management will greet the dancers and mark them on the attendance sheet.
 4. Dancers will get changed into their work clothes.
 5. Door supervisors will greet and judge patrons to see if they are suitable to enter the premises.
 6. It is anticipated that the venue will not have more than approximately 65 patrons Thursday - Saturday and 20-30 Sunday - Wednesday.
 7. The target clientele will be gentlemen and ladies of 25 +.
 8. Patrons will be explained the general rules of the club.
 9. Patrons entering the venue will pay an entrance fee between £15 - £20. Patrons will meet a waitress on entrance and will be escorted to a table.
 10. Dancers can approach patrons once they have a drink to converse and sell private dances starting at £20 for a 3 minute dance and can go up to £400/£500 for an hour.
 11. Dances will take place in one of the private booths, VIP suites or public dance areas.
 12. There will be a continuous stage show throughout the night. Dancers will take it in turns to dance on the stage.
 13. The venue will typically shut at 4am.
 14. Door staff will usher patrons out of the venue and into cabs.
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WELFARE POLICY

1. When first starting all dancers will receive an induction to the club which will include:

- A full tour of the building.

- Awareness of fire exits and procedure.

- Dance policy, stage and podium requirements explained.

- Code of conduct fully explained.

- How and when they are paid.

- When they can take breaks.

- Who their point of contact is, should they have any personal or work related problems.

2. Member of management will always be available each shift to listen to any personal or work related problems dancers may have
3. Management will take immediate action should a dancer raise concern over inappropriate behaviour by a customer. This could include a warning or the customer being excluded from the premises.
4. Full dressing room facilities with lockers will be made available.
5. Dancers will be allowed soft drinks free of charge.
6. Door supervision and management ensure the customer code of conduct is adhered and the dancer's safety and welfare is paramount.
7. A first Aider will always be on site during trading hours.

SECURITY

- Gateway Security Services (UK) Ltd T/a Gateway Security Services will be providing the security at Black Diamond, Reading.
 - The company has extensive experience supplying door supervisors within the licensed leisure industry.
 - The company is fully insured to the sum of £10m pounds.
 - Other accreditations and memberships held by Gateway Security Services
 - Gateway Security Services always work closely with the local authorities and relevant authorities. They have experience providing security to lap dancing venues having worked with a venue in Guildford. The management have in excess of 30 years' experience in the security industry.
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EJECTION POLICIES

Cooperative Patrons

Most non-violent ejections are due to unsuitable behaviour or intoxication. In these circumstances, door supervisors will ask the patrons politely to leave the venue.

They will escort the customers to the nearest fire exit. Door supervisors will immediately record any ejections in the incident log.

Non-cooperative Patrons

If a customer refuses to leave the venue, a door supervisor may use reasonable and necessary force; this will be the last resort. 'Reasonable and necessary' equals the amount of force needed to overcome resistance according to a person's physical condition, build and perceived threat.

Reasonable force may be used to eject the customer out of the nearest fire exit. The door supervisors will come back into the venue and immediately record the incident in the log book.

Drug and Violence Policy

Black Diamond will operate a zero tolerance on all drugs and violence related offences.

Those committing serious drug and violent offences will receive a life time ban from the club.

A full drugs policy will be written up in accordance to the inclusive and preventative policies Reading Police have in place.

Search Policy

Random searches will be conducted on patrons entering the premises

All bags will be searched.

Random searches will be carried out on dancers and staff.