

CONTROL PLANS: ALCOHOL SALES/MINORS PROHIBITED

For use in conjunction with new or renewal application(s) for a Business Licence with the category of Alcohol Sales/Minors Prohibited. Business License Bylaw 13138.

Please complete the following control plans by fully addressing each question in writing within this original document. Upon completion of these control plans, please submit the original document and all other application documentation to Business Licensing email: businesslicenceapplications@edmonton.ca

The contents of the plans you submit will be reviewed by members of the Public Safety Compliance Team (PSCT) to ensure the business promotes a safe environment for all. The PSCT may arrange to meet with ownership prior to the approval of the Control Plans. It is a deemed condition of every Licence for Alcohol Sales/Minors Prohibited that the Licensee must comply with an approved noise control plan, security plan and medical/safety plan.

Owners or Managers must notify the City of Edmonton immediately of any circumstances that require changes to the enclosed control plans. Please email: businesslicenceapplications@edmonton.ca or call: **780-442-5054**.

APPLICATION REQUIREMENTS

The following documents are required for all **new licences** and **renewals**:

- Corporate Registry Search (CORES) document less than 90 days old obtained from any provincial registry office in Alberta which displays the legal entity (company) name and lists the owners/partners/directors/officers
- Police information check (PIC) issued by Edmonton Police Service (EPS) less than 90 days old for all owners/partners/directors/officers
- Police information check issued by Edmonton Police Service (EPS) less than 90 days old for all Primary Managers of the establishment
- Control plans – Safety, Noise Control, Patron Management and Security

BUSINESS LICENCE INFORMATION

Business Licence name or number:

Business Address:

Contacts phone number(s):

SAFETY PLAN

Question 1:

Does the business have a current Policy & Procedure manual that is kept on site at the business as a resource for management and staff?

Yes

No

If yes, check all topics included in the Policy & Procedure Manual:

Emergency Procedures

Injury Prevention & Safety Policies

Code of Conduct

Occupancy Management

Ejection Procedures

Evacuation Procedures

Medical Emergency Procedures

Security Procedures

Disorderly/Intoxicated Patrons

Other

Question 2:

Are all staff trained in the emergency policies and procedures that are outlined in the above manual?

Yes

No

Question 3: All venues are required to keep and maintain a daily Incident Log book.

What type of information will be recorded in your log book? Please describe below:

Who will be responsible for maintaining the Incident Log book and ensuring that all incidents are reported?

NOISE CONTROL PLAN

I. Venue

Question 1:

What kind of establishment will be operating out of your location? (Check all that apply)

Restaurant

Pub/Lounge

Dance Floor

Nightclub

DJ Music

Live Music

Karaoke

Question 2:

What properties are located near your establishment? (Check all that apply)

Residential

Commercial

Industrial

Park/Green space

Question 3:

What areas within your establishment will be sources of noise? (Check all that apply)

Patio

Open windows

Outdoor smoking area

Outdoor Line-Up area

Control Plans: Alcohol Sales/Minors Prohibited | 6.18

page 2 of 12

This information is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (Alberta) (FOIP Act) for the purposes of enforcing the City of Edmonton's Business License Bylaw, Bylaw 13138 (the Bylaw) and for assessing whether you meet the requirements to hold a particular type of business license under the Bylaw. This information will be collected, used and disclosed in accordance with the FOIP Act. In particular, personal information submitted may be disclosed to appropriate business areas within the City of Edmonton to assess or ensure compliance with the Bylaw. Information may also be disclosed to external agencies and regulatory authorities in accordance with the notification and consultation provisions found under the Bylaw. If you have any questions about the collection, use or disclosure of this information, please contact the Licensing and Policy Clerk, 5th Floor Edmonton Tower 10111-104 Avenue Edmonton AB, 780-496-5244.

NOISE CONTROL PLAN

II. INDOOR NOISE CONTROL OPERATIONS

Question 4:

Describe the sound system inside venue; including number of speakers, type of speakers and location of speakers.

Question 5:

How will sound be managed inside venue? Who will be responsible?

III. OUTDOOR NOISE CONTROL OPERATIONS

Question 6:

Is there a patio at the business location?

Yes

No

If yes, what are the seasons and hours of operation of the patio?

If yes, are there outdoor speakers? Please indicate how many and the location.

If yes, How will noise be managed outside the venue and who is responsible to ensure that noise from the venue does not disrupt surrounding properties?

PATRON MANAGEMENT PLAN

I. SMOKING AREA

Question 1:

Is there a designated smoking area/pit outside the business?

Yes

No

If yes, How will the smoking area be managed? Who will be responsible for managing this area?

If yes, Will the smoking area/pit be monitored by staff to prevent beverages and glassware from entering the unlicensed smoking area?

Yes

No

If no, what are your prevention plans for beverages and glassware not entering the unlicensed smoking area?

Question 2:

Do you sell or provide hookah/shisha?

Yes

No

If yes, all required permits need to be obtained for the ventilation and operation of an establishment where hookah and/or shisha is consumed. Please affirm the following:

All ventilation required for an establishment where hookah and/or shisha are consumed must be operational and turned on during all business hours.

Initial box as affirmation

PATRON MANAGEMENT PLAN

III. OCCUPANCY MANAGEMENT

Question 8:

Provide a description on how the business will address each of the following situations and who will be responsible to ensure compliance.

(b) Removing persons whose behavior becomes quarrelsome, riotous or disorderly

(c) Removing persons who are involved in illegal activities such as drug possession or trafficking

(d) Refusing entry to persons who have been removed from the premises repeatedly.

(e) Preventing the entry of persons identified as gang members by Edmonton Police Service from entering business.

Question 9:

What is your designated driver policy and procedure?

PATRON MANAGEMENT PLAN

V. HANDLING OF ILLEGAL DRUG ACTIVITIES

Question 10:

What is your business' policy and procedure for the reporting of illegal drug activities on the premises and the disposal of illegal drugs?

SECURITY PLAN

I. STAFF CONDUCT AND DRESS CODE POLICIES

Question 1:

Do you have onsite security staff or door staff?

Yes

No

If yes, what days and hours is security onsite?

Question 2:

All security staff must be in clearly identifiable and visible uniforms to help identify security staff to patrons and peace officers. Describe uniforms or dress code used for all security staff.

SECURITY PLAN

I. STAFF CONDUCT AND DRESS CODE POLICIES

Question 3:

Will your security staff have protective clothing (special gloves or vests)?

Yes

No

If yes, describe what types of uniform and/or equipment are provided

II. SECURITY PROCEDURES

Question 4:

Do you conduct pat-down searches for entry and re-entry of patrons?

Yes

No

If yes, please describe or attach the policy and procedure in place regarding pat-downs.

Question 5:

Who is responsible for ensuring that the policy and procedure for pat-down searches is implemented?

Question 6:

Who will be trained in conducting pat-down searches and the associated policy and procedures?

SECURITY PLAN

II. SECURITY PROCEDURES

Question 7:

Do you have metal detectors in place at points of entry and re-entry?

- Yes
- No

If yes, describe or attach the policy and procedures in place regarding the use of metal detectors.

Question 8:

What items are prohibited? What items will be reported to Edmonton Police Service?

Question 9:

Do you have a patron scanning system?

- Yes
- No

If yes, describe the kind of system you have and how it will be used.

If yes, state when it will be used and who will be scanned into the system

SECURITY PLAN

II. SECURITY PROCEDURES

Question 10:

Does the business have security or surveillance cameras installed on the **inside** of the premises?

- Yes
 No

(a) **If yes**, indicate the number of security cameras

(b) Do the cameras have recording capabilities?

- Yes
 No

(c) How long is the data stored for?

- 7 Days 14 Days 30 Days 60 Days 90+ Days

(d) Who has access to camera footage?

Name/ Position Title:

Name/ Position Title:

Name/ Position Title:

Question 11:

Does the business have security or surveillance cameras installed on the **outside** of the premises?

- Yes
 No

(a) **If yes**, indicate the number of security cameras

(b) Do the cameras have recording capabilities?

- Yes
 No

(c) How long is the data stored for?

- 7 Days 14 Days 30 Days 60 Days 90+ Days

(d) Who has access to camera footage?

Name/ Position Title:

Name/ Position Title:

Name/ Position Title:

SECURITY PLAN

II. SECURITY PROCEDURES

Question 12:

What procedures are in place for preserving a crime scene at the business?

PLEASE AFFIRM THE FOLLOWING:

In the event of a crime at the business location, the crime scene will be preserved and immediately made accessible to Edmonton Police Services for investigation.

Initial box as affirmation

Ownership and/or staff will contact Edmonton Police Service regarding found and confiscated weapons.

Initial box as affirmation

All found/confiscated weapons will be held in a secure location until retrieved by Edmonton Police Services.

Initial box as affirmation

CONCLUSION

I. LIST OF ALL PRIMARY MANAGERS

A primary manager is someone in care and control of the business during their shift and who would be expected to lead the procedures outlined in the control plans if required. Primary managers can include, for example, bartenders, servers, or security staff.

LAST NAME	FIRST NAME	DATE POLICE INFORMATION CHECK SUBMITTED

II. APPLICANT DECLARATION – TO BE COMPLETED WITH MUNICIPAL ENFORCEMENT OFFICER (MEO)

CONTROL PLAN REVIEWED & APPROVED BY:

MEO/PRINT NAME	DATE	SIGNATURE

CONTROL PLAN REVIEWED & AGREED UPON BY OWNER:

OWNER/PRINT NAME	DATE	SIGNATURE