

# 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 Licence 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](mailto: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](mailto: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

**Question 2:**

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

- Yes  
 No

**Question 3:**

Do you keep and maintain a daily incident log?

- Yes  
 No

**If yes,** what type of information will be recorded in your log book?

**If yes,** 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)*

- |                                      |                                     |
|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Restaurant  | <input type="checkbox"/> DJ Music   |
| <input type="checkbox"/> Pub/Lounge  | <input type="checkbox"/> Live Music |
| <input type="checkbox"/> Dance Floor | <input type="checkbox"/> Karaoke    |
| <input type="checkbox"/> Nightclub   |                                     |

**Question 2:**

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

- |                                       |   |
|---------------------------------------|---|
| <input type="checkbox"/> Patio        | <input type="checkbox"/> Outdoor smoking area |
| <input type="checkbox"/> Open windows | <input type="checkbox"/> Outdoor Line-Up area |

**Question 3:**

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

# NOISE CONTROL PLAN

## II. INDOOR NOISE CONTROL OPERATIONS

### Question 4:

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

## III. OUTDOOR NOISE CONTROL OPERATIONS

### Question 5:

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?

## II. PATRON LINE-UP AREA

**Question 2:**

Will a line up area be permitted outside your business location for overflow customers?

- Yes
- No

**If yes,** describe how the Patron-Line-Up area is monitored and regulated regarding patron activity and noise.

# PATRON MANAGEMENT PLAN

## III. OCCUPANCY MANAGEMENT

**Question 3:** An 'Occupant Load Certificate' is the maximum number of people allowed in a venue at one time and is established by Edmonton Fire Rescue Services, Fire Prevention Branch.

What is the current occupant load as permitted by Edmonton Fire Services?

**Question 4:**

All staff will be made aware of the maximum occupant load (which includes all staff on-site) as permitted by fire.

Yes

No

**Question 5:**

How will you ensure the business does not exceed the maximum occupancy? What procedures are in place?

**Question 6:**

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

(a) Refusing entry to or removing from the business premises persons who appear to be intoxicated or under the influence of drugs

# PATRON MANAGEMENT PLAN

## III. OCCUPANCY MANAGEMENT

### Question 7:

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 8:

What is your designated driver policy and procedure?

# PATRON MANAGEMENT PLAN

## V. HANDLING OF ILLEGAL DRUG ACTIVITIES

### Question 9:

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

## II. SECURITY PROCEDURES

**Question 3:**

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

Yes

No

**Question 4:**

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

**Question 5:**

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 6:**

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



# SECURITY PLAN

## II. SECURITY PROCEDURES

### Question 7:

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

### Question 8:

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

Yes

No

(a) Do the cameras have recording capabilities?

Yes

No

(b) How long is the data stored for?

7 Days  14 Days  30 Days  60 Days  90+ Days

(c) Who has access to camera footage?

Name/ Position Title:

Name/ Position Title:

Name/ Position Title:

# SECURITY PLAN

## II. SECURITY PROCEDURES

**Question 9:**

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

Yes

No

(a) Do the cameras have recording capabilities?

Yes

No

(b) How long is the data stored for?

7 Days  14 Days  30 Days  60 Days  90+ Days

(c) Who has access to camera footage?

Name/ Position Title:

Name/ Position Title:

Name/ Position Title:

**Question 10:**

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

Yes

No

**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**

# CONCLUSION

## I. LIST OF ALL PRIMARY MANAGERS

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:

OWNER/PRINT NAME	DATE	SIGNATURE