

## CONDITIONS

<b>CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE</b>
<p>The Licensee to adhere to a "Challenge 25" policy where all customers who appear to be under the age of 25 and attempt to purchase alcohol or other age restricted products are asked for proof of their age.</p> <p>The Licensee to prominently display notices advising customers of the "Challenge 25" policy.</p> <p>The following proofs of age are the only ones to be accepted :</p> <ul style="list-style-type: none"> <li>• Proof of age cards bearing the "Pass" hologram symbol</li> <li>• UK Photo Driving licence</li> <li>• Passport</li> </ul>
<p>The Licensee to ensure that each member of staff authorised to sell alcohol is sufficiently capable and confident to confront and challenge under - 18s attempting to purchase alcohol.</p>
<p>Notices will be prominently displayed at the entry and point of sale stating that CCTV is in use, challenge 25 is operated and the provisions of the licensing act regarding underage and proxy purchases and sales.</p>
<p>All staff will be trained for their role on induction and at regular intervals of six months thereafter. Training will include identifying persons under 25, making a challenge, acceptable proof of age, making and recording a refusal, avoiding conflict and responsible alcohol retailing.</p>
<p>Written training records will be kept and made available to police or council officers on request.</p>
<p>The licensee to keep a register of refused sales of all age- restricted products (Refusals Book).</p>
<p>The refusals book to contain details of time and date, description of the attempting purchaser, description of the age restricted products they attempted to purchase, reason why the sale was refused and the name/signature of the sales person refusing the sale.</p>
<p>The Refusals book to be examined on a regular basis by the Licensee and date and time of each examination to be endorsed in the book.</p>
<p>The Refusals Book to be kept on the licensed premises and made available for inspection by the Licensing Officer, Trading Standards or the Police.</p>
<p>The CCTV system shall be maintained in working condition and record the premises whilst it is open to the public. Recordings to be retained for a minimum of 31 days and be made available to the Police or Officers of the Council upon request and be of evidential quality.</p>
<p>The equipment MUST have a suitable export method ie CD/DVD/USB facility so that the Police can make evidential copy of the data they require, this data should be in the native file format to ensure that no image quality is lost when making the copy. If this format is non- standard, i.e. manufacturers proprietary, then the manufacturer should supply the replay software to ensure that the video on the CD can be replayed by the Police and the Licensing Authority on a standard computer. Subject to the Data Protection act 2018, copies must be made available to the police and officers of the council upon request.</p>
<p>Cameras on the entrances must capture full frame shots of the heads and shoulders of ALL people entering the premises, i.e. capable of identification.</p>
<p>To have signs displayed in the customer area to advise that CCTV is in operation.</p>
<p>Should the CCTV become non-functional this will be reported immediately to the Licensing Authority.</p>
<p>A log will be maintained detailing maintenance and any downloads from the system.</p>
<p>Notices will be prominently displayed by the exit:</p> <ol style="list-style-type: none"> <li>a. asking customers to respect nearby residents and to leave quietly, not to loiter</li> </ol>

<p>outside the shop and not to drink in the street so as to cause a nuisance or disorder in the area.</p> <p>b. The road outside is covered by the Leicester City wide Public Spaces</p>
<p>Protection Order preventing alcohol being consumed in an anti-social manner.</p> <p>Please drink responsibly and do not disturb or annoy local residents.</p>
<p><b>CONDITIONS ATTACHED BY THE ENFORCEMENT TEAM</b></p>
<p>The licence holder will ensure a high definition, colour HD CCTV camera system is installed, operational and recording whilst the premises is open to the public. The system must permit the identification of individual(s) in all lighting conditions.</p>
<p>CCTV cameras must cover all areas that the public have access to, including the entrance, exit and forecourt area immediately outside the premises.</p>
<p>CCTV system images must be securely stored, display an accurate date/time stamp and retained for a minimum of 31 days.</p>
<p>The licence holder will ensure the premises CCTV is provided to an officer from a responsible authority in a downloadable and viewable format within fourteen days of being requested.</p>
<p>The licence holder will ensure that there is always a member of staff trained and available to download CCTV images/ footage immediately or an agreed timescale if requested by the police or the Licensing Authority.</p>
<p>An incident log shall be kept on the premises, retained for a period of 12 months from the date of the incident and made available to an officer from a responsible authority upon request. The incident log must be completed within 24 hours of the incident and record the following:</p> <ul style="list-style-type: none"> <li>• (a) All crimes reported to the premises.</li> <li>• (b) Any ejections of patrons.</li> <li>• (c) Any complaints received concerning crime, disorder and anti-social behaviour.</li> <li>• (d) Any incidents of crime, disorder and anti-social behaviour inside, associated to the premises or immediately outside the premises.</li> <li>• (e) Any faults in the CCTV system.</li> <li>• (f) Any refusal of age restricted products</li> </ul>
<p>A Challenge 25 policy will be adopted with the only acceptable proof of age identification consisting of a current passport, photo card driving licence or identification carrying a PASS logo. A training record must be kept on the premises, retained for 12 months from the date of the incident and produced to an officer from a responsible authority upon request.</p>
<p>The licence holder will ensure that spirits will be located behind the counter.</p>
<p>The licence holder will ensure that there shall be no sale of beer, cider, lager or perry in single cans or bottles of the same or smaller size to a standard can on the premises.</p>
<p>Alcohol shall only be sold when a personal licence holder is on site.</p>
<p>The licence holder shall ensure the supply of alcohol is prohibited from 23:00hrs to 07:00hrs, ensuring that all alcohol is covered by an appropriate blind and cannot be touched by customers during the hours it is not for sale.</p>
<p>The licence holder will ensure that the times when alcohol is not for sale is indicated sufficiently on store signage.</p>
<p>Bins and bottles will only be emptied between 07:00hrs and 22:00hrs.</p>
<p>The licence holder will ensure that a full fire risk assessment will be conducted and reviewed and implemented in line with Fire Safety Legislation annually.</p>
<p>There will be regular safety checks of areas such as toilets and entrances/exits and recorded in a logbook which will be kept on the premises and immediately available upon request from any authority officers.</p>

The Licence is subject to Leicester City Council's Standard Conditions for Places of Public Entertainment, published on the Licensing Authority's website [www.leicester.gov.uk/licensing](http://www.leicester.gov.uk/licensing)