

CONDITIONS

STEPS CONSISTENT WITH THE OPERATING SCHEDULE

The premises are to operate an effective CCTV system which is to be maintained in good working order at all times the premises is open for business.

The recording medium (e.g. disks / tapes / hard drive, etc.) and associated images are to be retained and securely stored for a minimum period of 31 days and are to be made available to the police / authorised officers of the Licensing Authority upon request.

The premises licence holder or designated premises supervisor is to provide the police with the contact details of at least one other member of staff (or other person(s)) who is trained and familiar with the operation of the equipment so that, at the expense of the premises licence holder, they are able to check that the equipment is operating properly and that they are able to provide copies of recorded data upon request and at their own expense within no more than 12 hours from the time of the request.

The premises licence holder / Designated Premises Supervisor must notify the licensing office or the Police in the event of CCTV breakdown as soon as is reasonably practicable and in any event within 24 hours.

There will be a minimum of 2 external CCTV cameras working at all times the premises is open for business.

A written delegation of authority record will be kept at the premises whereby non personal licence holders are authorised to make sales on behalf of a personal licence holder.

Staff training shall take place on the Licensing Act and Licensing objectives upon commencement of employment and every six months thereafter, a written record of this training is to be maintained and made available to the police and any authorised officer of the Council for inspection on request.

An incident log must be kept at the premises. Log records will be retained for a period of 12 months from the date it occurred.

The Incident register will be made immediately available on request to an 'authorised person' (as defined by section 13 of the Licensing Act 2003), an authorised trading standards officer or the police, and must record the following;

- (a) All crimes reported to the premises (where relevant to the licensing objectives).
- (b) Any incidents of disorder involving the premises or its customers.
- (c) Incident records shall include the date, time, and location of the incident; nature of the incident; personal details and contact information for all people involved including any witnesses where available, Personal Licence numbers, any crime number and details of police officers attending.
- (d) A note of the action taken, and where relevant a note of the actions to prevent any recurrence should also be included.
- (e) Incident and accident records shall be kept in a bound register with consecutively numbered pages.
- (f) A register shall be maintained at the licensed premises showing the name, licence number and contact details including telephone number, for the designated premises supervisor and personal licence holders responsible for authorising alcohol sales.
- (g) This register shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the Premises Licence holder or nominated person for a period of 12 months from the date of the last entry.
- (h) This book/register shall be made available for inspection by a police officer or other authorised officer on request.

All spirits will be displayed behind the counter.

A list of persons authorised to sell alcohol shall be kept on site and made available for inspection at the request of Local Authority Officers and Police

Roller shutters have been installed at the front, security bars have been fitted on the windows and security door at the rear of the premises.

No Sale of Cans of Lagers, Ciders or Beers over 6.5% ABV will be sold from the premises at any time.

Management and staff are to use their best endeavours to prevent any groups of 3 persons or more persons loitering outside the premises.

Prominent, clear and legible notices must be displayed at all exits requesting that customers respect the needs of local residents and to leave the premises and area quietly.

No deliveries to or from the premises between the hours of 21:00-08:00 where it may likely cause disturbance to local residents.

Publicity materials notifying customers of the operation of the "Challenge 25" scheme shall be displayed at the premises.

The premises will operate a "Challenge 25" proof of age policy, and signage to this effect is to be prominently displayed within the premises. Persons who appear to be under the age of 25 must produce for thorough scrutiny by staff, proof of identity/age before being sold/supplied alcohol. Only a passport or photo-card driving licence or a proof of age card bearing the official 'PASS' accreditation hologram should be accepted as proof of age.

The premises is to maintain a refusals to record the details of incidents / descriptions of individuals whenever a member of staff has refused to sell alcohol to a person suspected of being under the age of 18 and record the circumstances of any incident, the time and date and the reason for refusal. The book must be made available to the police / authorised officers of the Licensing Authority on request.

Staff will monitor the outside area via the CCTV system to identify any potential proxy purchasing concerns.