

## CONDITIONS

STEPS CONSISTENT WITH THE OPERATING SCHEDULE
CCTV system installed and operational. System maintained in good working order to the satisfaction of Leicestershire Police.
CCTV covers all areas of the store including the entrance, point of sale and main alcohol displays.
CCTV must record whenever the premises is open for licensable activities.
CCTV must be capable of obtaining clear facial recognition image and a clear head and shoulders image of every person entering the premises and at the point of sale.
The recording medium i.e., discs, tapes, hard drive etc, and associated images must be retained and securely stored for a minimum period of 28 days. These images must be made available to police and other authorised officers upon request.
The premises licence holder or designated premises supervisor must provide police with contact details of at least one member of staff who are trained and familiar with the operation of the CCTV equipment so that they are able to provide copies of the recorded data upon request.
A full internal weekly check of the CCTV system will be made, and details recorded on a log sheet to ensure that the CCTV system is in good working order and that the recordings are time and date stamped.
The premises licence holder or designate premises supervisor must ensure steps are taken to rectify any fault in the CCTV system immediately and a log of those steps are made available for inspection to police or other authorised officer.
When the DPS is not on duty, there must be another authorised person who will be contactable at all times and be able to attend the premises within one hour while the supply and sale of alcohol is being undertaken, except in cases of emergency. The identity of this person will be known to all other staff engaged in the supply or sale of alcohol.
<p>incident book maintained at the premises to record details of the following:</p> <p>Any violence or anti social behaviour on or immediately outside the premises</p> <p>Any other crime or criminal activity on the premises</p> <p>Any call for police/ambulance assistance to the premises</p>
The incident log must be made available immediately on request to the police or other authorised officers. All records must be retained on the premises for 12 months from the date of the incident .
Any staff employed at the premises must be provided with training before they sell alcohol and refresher training every 6 months thereafter. Training must include information on preventing the sale of alcohol to somebody who is drunk and age restricted products.

Written record of all training carried out must be kept. These records must be stored on the premises and made available for inspection to police or another authorised officer upon request.
Prominent clear and legible signage must be displayed at the exits to the premises requesting the public to respect the needs of local residents and businesses and to leave the premises and the area quickly and quietly.
The premises must maintain a refusals logbook to record the details of all refusals of the sale of alcohol to persons suspected of being under the age of 18, appear to be drunk or suspected proxy sales.
The Premises licence holder or designated premises supervisor must ensure that litter arising from people using the premises is cleared away on a regular basis.
The premises licence holder, designated premises supervisor or nominated representative must regularly monitor the entries in the log, sign and date when checked. The book must be made available to police or another authorised officer upon request.
Any person authorised to sell alcohol must be provided with training before they sell alcohol, and refresher training every 6 months thereafter. Training will include information on how to prevent underage sales, acceptable forms of ID, basic conflict management and age restricted products.