

CONDITIONS

STEPS CONSISTENT WITH THE OPERATING SCHEDULE

An incident log shall be kept at the premises, and made available on request to any officer from a responsible authority, which will record the following:

- a. all crimes reported to the venue
- b. all ejections of patrons
- c. any complaints received concerning crime and disorder
- d. any incidents of disorder
- e. any faults in the CCTV system
- f. any visit by a relevant authority or emergency service.
- g. daily safety and security checks

The premises licence holder or nominated representative shall keep and maintain all right to work documents for all staff members. Right to work documents shall be kept at the premises and produced to authorised officers of the Council and the Metropolitan Police upon request. Right to work documents must be retained at the premises for a minimum of 12 months after employment has ceased.

A recognised member of the premises management must attend all police/council licensing forums/meetings when invited

No alcoholic goods or tobacco products will ever be purchased or taken from persons calling to the shop. All alcohol products shall be purchased from outlets registered with HMRC's Alcohol Wholesale Registration Scheme. Invoices for all purchases of tobacco and alcohol products shall be retained on the premises for 12 months and produced to any officer from a responsible authority on request. The licensee will immediately report to Trading Standards any instance of a caller to the shop attempting to sell alcohol or tobacco products.

Ultra-violet light will be available at the premises and will be used for the purpose of checking the UK Duty Stamps on spirits as soon as practicable after purchase. The premises licence holder shall notify the Council's Trading Standards team and HMRC as of any spirits that do not fluoresce under ultra-violet light and the bottles shall be removed from display and stored separately for collection by Council officers.

A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale, a description of the person who was refused service and the name of the member of staff who refused the sale. The record shall be available for inspection at the premises by any officer from a responsible authority on request.

All sales of alcohol will be in sealed containers only, to be consumed away from the premises.

Alcohol shall occupy no more than 15% of the retail space available at the premises.

A first aid box will be available at the premises at all times

All exit routes and public areas shall be kept unobstructed, shall have non-slippery and even surfaces, shall be free of trip hazards and shall be clearly signed.

The removal of rubbish to outside the premises will not take place between the hours of 2300 and 0800

The Licensee shall ensure that all staff are fully trained and made aware of the legal requirement of businesses to comply with their responsibility as regards the disposal of waste produced from the business premises. The procedure for handling and preparing for disposal of the waste shall be in writing and displayed in a prominent place where it can be referred to at all times by staff.

The Licensee shall ensure that any contract for general and recyclable waste disposal shall be appropriate in size to the amount of waste produced by the business. The Licensee shall maintain an adequate supply of waste receptacles provided by his registered waste carrier (refuse sacks or commercial waste bins) in order to ensure all refuse emanating from the business is always presented for collection by his waste carrier.

The Licensee shall instruct members of staff to make regular checks of the area immediately outside the premises and remove any litter, bottles and glasses emanating from the premises.

All training sessions are to be documented and refreshed every twelve months. All training sessions are to be documented in English. Records of training shall be kept for a minimum of one year and be made available to an officer from any responsible authority on request.