

CONDITIONS

STEPS CONSISTENT WITH THE OPERATING SCHEDULE
The premise are to operate an effective CCTV system which is to be maintained in good working order and operating 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 within 12 hours from the time of the request.
A CCTV log book will be operated and completed at least once a week to record the checks made by a responsible person for any malfunctions in the hard-drive, recording, downloading and time/date recording of footage.
In the case of a breakdown or malfunction of the CCTV system, the Premises Licence Holder / Designated Premises Supervisor will ensure that the CCTV is in working order as soon as practicable and a record of the malfunction will be recorded in the CCTV log book.
A written sale of alcohol authorized log will be completed for all non Personal Licence holders employed on the premises. This log can be found in the Staff Induction training manual, records to be retained on the premises for 12 months
Staff training shall take place on the following subject matters: Challenge 25, Types of ID and how to check ID, How to refuse age restricted products Test Purchases and the penalties for failure Licensing objectives Cigarette sales Illegal cigarettes and vapes Age Verification Policy and Scheme 30 age restricted products Proxy sales The legal Rights of Trading Standards
All staff will also be trained to complete the following compliance logs 1: CCTV Log book 2: Refusal Log Book 3: Incident log Book 4: Age Verification Training Log 5: Staff Induction Training Log within 7 days of commencement of employment and a refresher exercise every six months thereafter. A written record of this training will be maintained and made available to a Police Constable and any other authorised officer for inspection on request.
The contact telephone number of Designated Premises Supervisor will be written on the cover of the Staff Induction Training Manual and made available to a Police Constable or other authorized officers at all times that alcohol is on sale.
An Incident book/register will be maintained to record: i. All incidents of crime and disorder occurring on or within the direct location directly outside the premises. ii. Details of occasions when the police have been called to the premises.
This book/register shall be made available for inspection by a Police Constable or other authorised officer on request.
All spirits displayed for sale will be stored behind the counter.
Management and staff will use their best endeavours to observe the external area of the shop and any ex-customers suspected of loitering outside the premises and with no risk to their own safety will be asked to leave the vicinity of the premises quickly and quietly.

The Management will organise for all commercial refuse to be collected between the hours of 08.00 until 20.00
Prominent, clear and legible notices must be displayed at all exits requesting that customers respect the needs of any local residents and to leave the vicinity of the premises quickly and quietly.
The premises will operate a “Challenge 25” proof of age policy and scheme. These 2 policies can be found in the Staff Induction Training book. Signage for Challenge 25 will be prominently displayed within the premises at the entrance and at the point of sale. Persons who appear to be under the age of 25 must produce proof of identity/age before being sold alcohol. It is recommended that only a passport, photo-card driving licence or a proof of age card bearing the official ‘PASS’ accreditation hologram to be accepted as proof of age.
The premises is to maintain a refusals register 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 this in the refusals book. The book must be made available to a Police Constable or other authorised officers of the Licensing Authority on request.