

Proposed conditions

1. The premises shall operate and maintain a digital CCTV system which shall be in use during all times licensable activities are taking place at the premises and comply as follows:
 - a) The system shall cover all entrances and exits from the premises, in addition to covering all internal and external areas of the premises used to supply or consume alcohol.
 - b) The focus of the cameras shall be so as to enable clear identification of persons on the premises
 - c) The system will be capable of making correctly time and date stamped recordings , retaining said recordings for at least 28 days
 - d) The Data Controller shall make footage available for viewing and downloading to a Police Officer or authorised officer at any time during which licensable activities are taking place and where such a request is made in accordance with the principles of the Data Protection Act
 - e) Signage advising that CCTV is in operation will be displayed.

2. A documented Challenge 25 scheme will be the adopted Age Verification Policy. The Challenge 25 scheme will be actively promoted and advertised at the premises and suitable signs will be in place. Any person attempting to purchase alcohol who appears to be under 25 years of age shall be asked to provide acceptable identification to prove that they are 18 years of age or over. Failure to supply such identification will result in no sale or supply of alcohol to that person and the refusal shall be recorded in the dedicated Refusals Register that must be kept to record details of any refused sales.

Acceptable forms of identification shall be -

- (a) Photo Driving Licence
- (b) Passport

- (c) Ministry of Defence Identity Cards

- (d) National, including EU Identity Cards
- (e) A PASS accredited holographic proof of age card

3. A documented training scheme shall be introduced for all staff in a position to serve alcohol. The training must include, but need not be limited to: serving alcohol to young persons, persons who are drunk and allowing disorderly conduct on licensed premises, Challenge 25 and Drug Awareness. The scheme shall be made available for inspection at the request of any Police Officer, Trading Standards Officer or Local Authority Enforcement Officer.

The Designated Premises Supervisor or Premises Licence Holder shall conduct at a minimum yearly training reviews with all members of staff authorised to serve alcohol in order to reinforce this training and to promote best practice. A written record shall be kept of the content of such reviews and be available for inspection by any responsible authority upon request.

4. An incident log shall be kept to record any notable incidents occurring at the premises such as occurrences of crime and disorder, evidence or suspicion of drug related activity and any requests made for persons to leave the premises. The log should record the date and time, the nature of the incident and the person recording it, the outcome or action taken and a police log number if appropriate. Entries should be completed as soon as practicable and in any case no later than the close of business on the day of the incident. The incident log is to be kept on the premises and shall be produced to a Police Officer or authorised officer on request

