

## Conditions

1. The premises shall operate and maintain a digital CCTV system which shall be in use whenever the premises are open.
  - a) The system shall cover all entrances and exits from the premises, in addition to providing recordings from all internal and external areas of the premises used to supply or consume licensed products.
  - b) The focus of the camera(s) shall be to enable clear identification of persons on the premises
  - c) The recordings shall be correctly time and date stamped and shall be retained for a minimum of 28 days.
  - d) The Data Controller shall make footage available for viewing and downloading to a Police Officer whenever such a request is made in accordance with the principles of the Data Protection Act or any subsequent or alternative legislation.
  - e) Signage advising that CCTV is in operation shall be displayed.
  
2. All staff in a position to sell, serve or deliver alcohol shall receive training. The training shall include but need not be limited to serving alcohol to young persons, serving alcohol to persons who are drunk, allowing disorderly conduct on licensed premises, Challenge 25, and Drug Awareness.

The Designated Premises Supervisor (DPS) or Premises Licence Holder (PLH) shall conduct annual training reviews with all members of staff authorised to sell, serve, or deliver alcohol. The purpose of the training is to ensure that all staff have an up to date understanding of what their role and responsibilities are whilst working in a Licensed Premises and to promote best practice. A written record shall be kept of the content of such training. The training records shall be available for inspection by a Police Officer upon request. There shall be a written Authority to Sell, to identify staff members authorised by the DPS to supply alcohol.
  
3. A documented Challenge 25 Scheme with an Age Verification Policy shall be operated at the premise. The Challenge 25 Scheme will be actively promoted and advertised, and suitable signage will be in place. Any person purchasing 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 older. 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 Premises Logbook.

Acceptable forms of identification: -

  - (a) Photo driving licence
  - (b) Passport
  - (c) National Identity Cards (including EU)
  - (d) A PASS accredited holographic proof of age card
  
- a) A premises logbook shall be maintained and retained at the premises and will be used to record the time, date, and comprehensive details of: -
  - a. Any incident of crime & disorder – detailing the nature of the incident and the person recording it, the outcome or action taken and a Police log number if appropriate.
  - b. Any challenge made regarding the sale of alcohol including whether the sale went ahead or not & why, description of person and name of staff member completing the challenge.

- c. Any proactive steps taken by the premises to ensure premises complies with the Licensing Objectives (examples could include but are not limited to turned down music after a certain hour, closed windows, cleaned up broken glass, asked customer to leave the premises etc.)

Entries should be completed as soon as possible, and in all cases, no later than the close of business on the day of the incident.

The written record shall be available for inspection by a Police Officer on request.

4. The DPS or PLH will undertake a written general risk assessment to consider whether Door Supervisors are required at the premises in order to promote the licensing objectives. This assessment shall consider any local or national events (Bank holidays, seasonal demand, freshers' week etc.), sporting events and any other days which the DPS or PLH expects the venue to be busy or to open beyond 2100. Whenever a risk assessment identifies that door supervisors are required, an appropriate number of door supervisors will be utilised in accordance with said risk assessment. The written risk assessment is to be retained for one year and made available for inspection by a Police Officer upon request.
5. Any sales of alcohol made for consumption off the premise will be made in a sealed container.
6. The DPS or in their absence a nominated staff member shall undertake inspection of toilets regularly, with a minimum of one per hour completed whenever any licensable activities are taking place. Inspections shall be recorded and made available to a Police Officer upon request.