

Appendix 3 - Conditions arising from applicant's Operating Schedule**The prevention of crime and disorder****Closed-circuit television**

- a) The premises shall install and maintain a digital Closed-circuit television (CCTV) system
- b) The CCTV system shall have sufficient hard drive storage capacity to store a minimum of 31 days.
- c) The CCTV system shall be capable of obtaining clear facial recognition images and a clear head and shoulders image of every person entering or leaving the premises at each exit and entrance point.
- d) A CCTV log will be completed on a weekly basis to record all elements of the CCTV System is maintained in good working order and recordings date and time stamped.
- e) All staff shall be trained in the operation of the CCTV system to ensure rapid data retrieval & downloads of footage can be provided to the Police & the Local Authority Officer upon reasonable request in accordance with the Data Protection Act.
- f) CCTV shall be continually recording during licensable hours
- g) In the event of a failure of the CCTV system for any reason, a record of the failure will be recorded in the premises log and immediate steps will be made to rectify the problem.

Incident / Refusals Register

- a) An incident log must be kept at the premises. Log records will be retained for a period of 12 months from the date it occurred. It will be made immediately available on request to an 'authorised person' (as defined by section 13 of the Licensing Act 2003), an authorised trading standards officer or the police, and must record the following:
 - (a) All crimes reported to the premises (where relevant to the licensing objectives)
 - (b) Any incidents of disorder
- b) When the designated premises supervisor is not on duty, a contact telephone number will be available at all times.
- c) A written register of refusals will be kept including a description of the people who have been unable to provide required identification to prove their age. Such records shall be kept for a period of 12 months and will be collected by the designated premises supervisor and produced to the police or an 'authorised person' (as defined by section 13 of the licensing act 2003) or an authorised trading standards officer the local authority/council on demand.

Security, general

- a) All spirits will be stored and sold behind the counter
- b) Roller shutters are in operation at the front of the premises

General, policies

- a) The premises will have a written policy in relation to drunkenness. Premises should not admit persons who are visibly intoxicated and staff should be trained regarding responsible alcohol sales, identifying drunkenness and preventing alcohol sales to them.
- b) The premises will follow the Portman Group Code of Practice during any drinks promotions held at the premises.

The prevention of public nuisance**Notices**

- a) Prominent, clear and legible signage shall be displayed at all exits to the premises requesting the public to respect the needs of local residents and to leave the premises and the area quickly and quietly. (Quiet Notice)

Deliveries

- a) Deliveries to the premises shall be conducted in a manner that will not cause a nuisance to the occupiers of any residential properties surrounding the delivery address and deliveries shall be made at a time that will not lead to any public nuisance.

Litter

- a) The premises Licence holder/ Designated Premises Supervisor will ensure that all litter arising from people using the premises is cleared away daily.
- b) A litter log book will be kept to record the timings of all litter checks.

The Protection of children from harm**Proxy sales**

- a) Proxy signs will be on display warning adults about the law surrounding buying alcohol for children
- b) Staff will monitor the outside area to identify any potential proxy purchasing concerns.

Challenge 25

- a) The premises shall operate a Challenge 25 policy. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of the police or an 'authorised person'
- b) Prominent, clear and legible Challenge 25 signage shall also be displayed at all entrances to the premises as well as at, at least one location behind any counter advertising the scheme operated.
- c) Only a passport, photo-card driving licence, Armed Forces ID cards or a proof of age card bearing the official "PASS" accreditation hologram should be accepted as proof of age.
- d) Alcohol refusals policies will be displayed at the entrance of the premises, the point of display and the point of sale.
- e) All staff engaged in the sale of alcohol to be trained in Challenge 25. Training records shall be kept on the premises and produced to the police or an 'authorised person' (as defined by section 13 of the licensing act 2003) or an authorised trading standards officer of the local authority/council on demand.
- f) A documented training procedure will be maintained to ensure staff are fully trained in age verification, including induction and regular refresher training with signed records kept of that training;
- g) The use of till prompts in shops together with appropriate warning notices being displayed at alcohol fixtures will be kept at all times

Staff

- a) No person under the age of 18 will be employed to work at the premises