

Appendix 3 - Conditions arising from applicant's Operating Schedule**The prevention of crime and disorder****Alcohol, restrictions on sale**

- a) Alcohol shall not be supplied or sold at or from the premises otherwise than to persons ordering food.

Closed-circuit television

- b) The premises shall operate a closed-circuit television system (CCTV).
- c) The CCTV shall cover all public areas including entrances and exits.
- d) The CCTV shall cover all internal and external areas of the premises
- e) The CCTV shall be maintained in effective working order, and shall be in operation at all times.
- f) The CCTV shall record clear images permitting the identification of individuals.
- g) All recordings made by the CCTV system shall be retained and stored in a suitable and secure manner for a minimum of 30 days.
- h) Viewable copies of the recordings shall be made available on request to police or authorised local authority officers as soon as reasonably practicable in accordance with the Data Protection Act 1998 (or any replacement legislation).

The prevention of public nuisance**Notices**

- a) Clear legible notices are to be displayed at all exits from the premises requesting patrons to respect the needs of local residents and to leave the premises and area quietly.

The Protection of children from harm**Age verification – challenge 25**

- a) Evidence of age in the form of photographic identification (ID) shall be requested from any person appearing to those selling or supplying alcohol to be under the age of 25 and who is attempting to buy alcohol.
- b) Acceptable identification for the purpose of this condition is that issued by a government agency bearing a holographic mark with a photograph and date of birth, or the Proof of Age Standards Scheme (PASS) approved age cards.
- c) Notices shall be strategically and prominently placed at points of sale advising customers that they may be asked to provide evidence of age.
- d) A refusals book to record every instance that sales of alcohol are refused shall be maintained.
- e) The refusals book shall document the date and time a refusal of sale is made and the member of staff refusing the sale.
- f) The refusal book shall be available for inspection by the police or authorised local authority officers.

Staffing, training

- a) All staff shall be trained before they are allowed to sell any alcohol to the public.
- b) Records of staff training along with any training material used must be kept by the Designated Premises Supervisor or Premises Licence Holder.
- c) All training records shall be signed by the trainer and trainee in respect of training received.

- d) The premises licence holder shall implement a training manual and all members of staff shall be suitably trained in underage sales prevention before making any sales of alcohol.
- e) Refresher training shall be carried out every six months for all staff and documented within the training records.
- f) The training records shall be available for inspection by the police or authorised local authority officers.