

Appendix C

1. CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition. Cameras shall encompass all ingress and egress to the premises, fire exits, all areas where the public have access and any external areas. Equipment must be maintained in good working order, the system must continually record whilst the premises is open for licensable activities and during all times when customers remain at the premises. Recordings must be correctly timed and date stamped and kept in date order, numbered sequentially and kept for a period of 31 days and handed to a Police Officer/Local Authority Officer on demand. The Premises Licence Holder must ensure that at all times a Designated Premises Supervisor (DPS) or appointed member of staff is capable and competent at downloading CCTV footage in a recordable format to a Police Officer/Local Authority Officer on demand. The Recording equipment shall be kept in a secure environment under the control of the DPS or other responsible named individual. An operational daily log must be maintained, endorsed by signature, indicating the system has been checked and is compliant. In the event of any CCTV system failings the actions taken are to be recorded, and the Premises Licence holder/DPS must report the failure to the Police/Local Authority.
2. There shall be a personal licence holder on duty on the premises at all times when the premises are authorised to sell alcohol.
3. Door staff to be employed when regulated entertainment is provided at a ratio of 1 supervisor per 100 customers
4. A minimum of 2 SIA licensed door supervisors shall be on duty at the premises whilst it is open for business on a Friday, Saturday and Sunday with additional door supervisors being present when considered necessary following an appropriate risk assessment.
5. At least one SIA licensed door supervisor shall be on duty at the entrance to the premises whilst it is open for business on a Friday, Saturday and Sunday.
6. A register of door supervisors (Safer Swansea Partnership Register or like detailed bound numerical register) to be maintained at all times at the premises. Such register to include the name, registration number, contact details of the member of door staff along with the date, time on duty and time off duty. Full details of the agency supplying the staff to be endorsed and the register to be available for inspection on request by an Authorised officer.
7. Signs to be prominently displayed at the entrance to the premises, within the toilet facilities and at key strategic points within public access areas. Signs to state that drug use is unacceptable; including the use of New Psychoactive Substances (Legal Highs) and that the venue operates a drug search policy as a condition of entry reserving the right to search customers under this provision.

8. Premises to actively participate in regular initiatives to target drug misuse at the venue to include full co-operation with South Wales Police led drug itemiser and drug search operations.
9. A drug safe to be present in the premises.
10. An incident book to be maintained at the premises showing details of the date and time of all assaults, injuries, accidents, interventions by staff or ejections, as well as details of the members of staff involved, the nature of the incident and the action/outcome. The book must be kept available for inspection by the Police and authorised officers of the Local Authority.
11. Premises shall have an adequate system of counting persons in and out to ensure that customer levels in all areas do not exceed the agreed limit agreed in the venue risk assessment.
12. The premises licence holder shall, prior to the commencement of the licensable activities authorised by this licence use their best endeavours to establish a relationship with a local taxi company in order to agree collection and departure points as well as appropriate methods of working. (ie no beeping of horns)
13. There shall be "CCTV in operation" signs prominently displayed in the premises
14. At least one suitably trained first-aider shall be on duty when the public are present and if more than one suitably trained first-aider that their duties are clearly defined.
15. Substantial food and non-intoxicating beverages shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises
16. Loudspeakers shall not be located in the entrance lobby or outside the premises building
17. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and leave the area quietly
18. The licence holder shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff so as to ensure that there is no public nuisance or obstruction to the public highway
19. A direct telephone number for the manager of the premises shall be publicly available at all times the premises is open. This telephone number shall be made available to residents in the vicinity.
20. All sales of alcohol for consumption off the premises shall be in sealed containers only, and shall not be consumed on the premises.
21. External area to be regularly supervised by staff from premises when in use.
22. There shall be no self service of unmixed spirits on the premises.

- 23 Prominent signage indicating the permitted hours for the sale of alcohol shall be displayed so as to be visible before entering the premises, where alcohol is on public display and at the point of sale.
- 24 No rubbish, including bottles, shall be moved, removed or placed in outside areas between 2300 hours and 0800 hours.
- 25 A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification shall bear their photograph, date of birth and a holographic mark.
- 26 A log shall be kept detailing all refused sales of alcohol in written or electronic format. The log will include the date and time and reason for the refused sale and a means of identifying the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised officer of the Council at all times whilst the premises are open.
- 27 Notices shall be clearly displayed in the premises to emphasise to customers the prohibition on providing sales of alcohol to persons under the age of eighteen years.
- 28 Premises to keep up to date records of staff training and refresher training in respect of age related sales including proxy sales, sales to persons who are drunk and identifying and preventing drug misuse, in written or electronic format, available for inspection on request by an authorised officer.