

Appendix C

1. A log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of 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.
2. The premises to keep up to date records of staff training and refresher training in respect of age-related sales including proxy 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.
3. An incident recoding book, bound in numerical order shall be maintained at the premises showing details of the date and time of all assaults, injuries, accidents 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 authorized officers of the Licensing Authority
4. Other than for off sales in sealed containers no drinks are permitted to leave the licensed area as shown on the deposited plans.
5. Notices shall predominantly displayed at all exists requesting patrons to respect the needs of local residents and leave the area quietly.
6. Notices shall be predominantly displayed in all areas used for smoking requesting patrons to respect the needs of the local residents and use the area quietly.
7. External area to be regularly supervised by staff from premises when in use.
8. No rubbish, including bottles, shall be moved, removed or placed in outside areas between 2300 hours and 0800 hours.
9. 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.