

### Conditions Consistent with Operating Schedule

1. An incident log shall be kept at the premises, and made available on request to an authorised officer of the Council or the Police, which will record the following:
  - all crimes reported to the venue.
  - all ejections of patrons.
  - any complaints received concerning crime and disorder.
  - any incidents of disorder.
  - any faults in the CCTV system.
  - any visit by a relevant authority or emergency service.
  
2. CCTV shall be installed, operated, and maintained at all times that the premises is open for licensable activities, so as to comply with the following criteria. The licensee will ensure that the system is checked every two weeks to ensure that the system is working properly and that the date and time are correct. A record of these checks, showing the date and time of the person checking, shall be kept and made available to police or authorised council officers on request. The police must be informed if the system will not be operating for longer than one day of business for any reason. One camera will show a close-up of the entrance to the premises, to capture a clear, full length image of anyone entering. The system will provide coverage of any exterior part of the premises accessible to the public. The system shall record in real time and recordings will be date and time stamped. Recordings will be kept for a minimum of 31 days and downloaded footage will be provided free of charge to police or authorised council officers on request, (subject to the Data Protection Act 1998) within 24 hours of any request, and at all times the premises are open for licensable activity, there will be a person on the premises who can operate the system sufficiently to allow police or authorised council officers to view footage on request.
  
3. Signage stating that CCTV is in operation at the premises will be clearly displayed at the premises.
  
4. The use of CCTV at the premises will be registered with the Information Commissioners officer (ICO)
  
5. A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record shall be available for inspection at the premises by the police or an authorised officer of the council or police at all times whilst the premises is open.
  
6. A first aid box will be available at the premises at all times.
  
7. A fire safety risk assessment will be completed as per government guidelines on an annual basis (**Regulatory Reform (Fire Safety) Order 2005**) And

## Appendix C

produced to authorised officers of the council, police, and the Fire Service upon request.

8. All exit routes and public areas shall be kept unobstructed, shall have non-slippery and even surfaces, shall be free of trip hazards and shall be clearly signed.
9. Notices will be prominently displayed in the premises requesting customers to leave quietly and respect the residential nature of the area.
10. The removal of rubbish to outside the premises will not take place between the hours of 9pm and 7am
11. The Licensee shall instruct members of staff to make regular checks of the exterior area immediately around the premises, remove any litter emanating from the premises.
12. The premises shall at all times operate a Challenge 25 policy to prevent any customers who attempt to purchase alcohol and who appear to the staff member to be under the age of 25 years without having first provided identification. Only a valid British driver's licence showing a photograph of the person, a valid passport or proof of age card showing the 'Pass' hologram are to be accepted as identification. Military ID Cards can also be accepted. Notices and/or posters advertising the Challenge 25 policy shall be placed in prominent positions at the premises.
13. All staff members engaged, or to be engaged, in selling alcohol on the premises shall receive full training pertinent to the Licensing Act, specifically in regard to Age-Restricted sales, and the refusal of sales to persons believed to be under the influence of alcohol or drugs.
14. All such training is to be fully documented and signed by not only the employee but the person delivering the training. Training records shall be kept at the premises and made available upon request to either Police Officers or an authorised officer of the council.
15. Staff employed to sell alcohol shall undergo training upon induction. This shall include, but not limited to, the premises age verification policy, dealing with refusal of sales, proxy purchasing, identifying attempts by intoxicated persons to purchase alcohol, and identifying signs of intoxication.