

APPENDIX D

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. Any individuals who carry out security activities at the premises must be licensed by the Security Industry Authority.
3. An incident book, bound in numerical order, shall 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.
4. Other than for off sales in sealed containers no drinks are permitted to leave the licensed and consumption area as shown on the deposited plans
5. No consumption of alcohol or other refreshments to be permitted after 23:00 hours in the external drinking area.
6. There shall be "CCTV in operation" signs prominently displayed in the premises
7. Loudspeakers shall not be located in the entrance lobby or outside the premises building.
8. All windows and external doors shall be kept closed after 21:30hrs, or at any time when regulated entertainment takes place, except for the immediate access and egress of persons.

9. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and leave the area quietly.
10. A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents in the vicinity.
11. External area to be regularly supervised by staff from premises when in use.
12. No rubbish, including bottles, shall be moved, removed or placed in outside areas between 2300 hours and 0800 hours.
13. Throughout the venue an additional soundproofing suspended ceiling made from two layers of high density acoustic board and additional specialist soundproofing quilting will be installed and maintained.
14. 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.
15. A log shall be kept detailing all refused sales of alcohol. 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.
16. 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.
17. 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.
18. Persons under the age of 16 years to be accompanied by an appropriate adult at all times.