

## Appendix C

1. All staff involved in the sale of alcohol shall undertake staff training. Staff training shall be recorded and updated every 6 months. Training shall cover the requirements for ID as part of age verification, and other matters regarding the Licensing Act 2003, relevant to the staff members role in the premises
2. There shall be a suitable colour digital CCTV recording system installed at the premises. The system shall be capable of providing 28 days recording. The images recorded are to be retained for 28 days and made available to the police or other enforcement agencies upon reasonable request (within 48 hours) in line with data protection legislation. DVD/USB copies of relevant footage to be provided to the police or other enforcement agencies at no cost.
3. Minimum two staff on duty after 11 pm.
4. There shall be a regular maintenance of firefighting equipment.
5. All routes shall be kept clear.
6. Signage shall be displayed in a prominent position on the premises requesting that customers leave quietly.
7. The premises licence holder shall ensure that a 'Challenge 25' policy is adopted on the premises. Signage of the 'Challenge 25' policy shall be prominently displayed on the premises.
8. Acceptable identification accepted by the premises licence holder, DPS, or other staff members shall be a passport, photo driving licence or pass accredited identity card.
9. The licence holder shall ensure that a refusals register is kept on the premises and that this shall be immediately available upon request of an authorised officer. The register shall record any refused sale of alcohol.
10. Signage shall be prominently displayed warning customers of the legal penalties for purchasing alcohol for any person under the age of 18 years.
11. There shall be a child exploitation policy.