

**Food and Wine Express Proposed Conditions:**

**Annex 1 - Mandatory Conditions**

The Mandatory Conditions are attached and form part of the Operating Schedule of your licence/certificate. You must ensure that the operation of the licensed premises complies with the attached Mandatory Conditions as well as the Conditions in Annex 2 and Annex 3 (if applicable). Failure to do this can lead to prosecution or review of the licence.

**Annex 2 - Conditions consistent with the Operating Schedule**

1. There shall be no adult entertainment or services, activities or matters ancillary to the use of the premises that may give rise to concern in respect of children.
2. Signs shall be displayed at the exit to the premises stating 'You are entering a drinking control area and no alcoholic drinks are to be opened on the streets within this area.'
3. No children under the age of 14 years shall be admitted to the premises between 21:00 and 07:00 unless they are accompanied by an adult.
4. The premises must be fitted with a digital Closed Circuit Television (CCTV) system, which must conform to the following points: (1) If the CCTV equipment is inoperative or not working to the satisfaction of the Police or Licensing Authority, the premises shall not be used for licensable activities unless with prior agreement from the Police; (2) Cameras must be sited to observe the entrance doors both inside and outside, the counter areas and all alcohol displays; (3) Cameras on the entrances must capture full frame shots of the heads and shoulders of all people entering the premises i.e. capable of identification - not less than 120% of screen; (4) Cameras viewing till areas must capture frames not less than 50% of screen; (5) Cameras overlooking floor areas should be wide angled to give an overview of the premises. They must be capable of detection i.e. not less than 10% of screen; (6) Be capable of visually confirming the nature of the crime committed; (7) Provide a linked record of the date, time and place of any image; (8) Provide good quality images - colour during opening times; (9) Operate under existing light levels within and outside the premises; (10) Have the recording device located in a secure area or locked cabinet; (11) Have a monitor to review images and recorded picture quality; (12) Record images as near to real time as possible; (13) Recorded images must be of sufficient quality that persons can be identified from the recorded pictures as well as the live view; (14) Be regularly maintained to ensure continuous quality of image capture and retention; (15)

Comply with the Data Protection Act (DPA) and any applicable British Security Industry Association (BSIA) codes of practice; (16) Have signage displayed in the customer area to advise that CCTV is in operation; (17) Be operated by the correct procedures, to ensure an evidence trail is recorded and can be retrieved for evidential purposes; (18) Digital images must be kept for 31 days; (19) Checks should be frequently undertaken to ensure that the equipment performs properly and that all the cameras are operational and a log kept; (20) The medium on which the images have been recorded should not be used when it has become apparent that the quality of the images has deteriorated; (21) Access to recorded images should be restricted to those staff that need to have access in order to achieve the purposes of using the equipment; (22) All access to the medium on which the images are recorded should be documented; (23) Police will have access to images at any reasonable time; (24) The equipment must have a suitable export method, e.g. CD/DVD writer so that the police can make an evidential copy of the data they require. This data should be in the native file format, to ensure that no image quality is lost when making the copy. If this format is non-standard (i.e. manufacturer proprietary) then the manufacturer should supply the replay software to ensure that the video on the CD can be replayed by the police on a standard computer. Copies must be made available to Police on request; (25) Disclosure of the recorded images to third parties should only be made in limited and prescribed circumstances, law enforcement agencies, Prosecution agencies, relevant legal representatives and people whose images have been recorded and retained.

5. An alarm system to EU 50131 (or if existing system to BS4737) must be installed at the premises. A panic button facility must be provided at the counter.
6. A personal licence holder is to be present on the premises and supervise the sale of alcohol, throughout the permitted hours for the sale of alcohol. This person should be fluent in English in order to properly conduct the sale of alcohol and more importantly to refuse the sale if so required.
7. There must be 2 members of staff on duty at all times the premises are open.
8. All alcohol displays must be in full view of the counter area.
9. The till must be capable of prompting staff to ask for ID to ensure there are no underage sales.
10. The loading and unloading from vehicles supplying either goods or services to the front or the rear of the premises shall not take place between the hours of 20.00 and 08.00. This shall include all deliveries.
11. Staff shall actively discourage patrons from congregating in the vicinity of the premises.
12. The owner/licensee/manager must undertake routine monitoring of the refusals records.

13. Any training provided must be provided and verified by a competent person for example the designated premises supervisor.

### **Annex 3 - Conditions attached after a hearing by the Licensing Authority**

#### **CONDITIONS PROPOSED BY LICENSING AUTHORITY – NOT AGREED BY APPLICANT**

14. Prominent, clear and legible notices shall be displayed at all public exits from the premises requesting customers respect the needs of local residents and leave the premises and area quietly. These notices shall be positioned at eye level and in a location where they can be read by those leaving the premises.
15. The premises shall operate the Local Authority or similar proof of age scheme and display the relevant material.
16. A written record of refused sales shall be kept on the premises and completed when necessary or recorded electronically on the till. This record shall be made available to Police and/or the Local Authority upon request and shall be kept for at least one year from the date of the last entry.
17. All staff who make sales of alcohol shall receive induction and refresher training (at least every three months) relating to the sale of alcohol, and the times and conditions of the premises licence
18. All training relating to the sale of alcohol and times and conditions of the licence shall be documented and records kept at the premises. These records shall be made available to the Police and/or Local Authority upon request and shall be kept for at least one year.
19. Only the Premises Licence Holder or Designated Premises Supervisor shall purchase alcohol and / or tobacco stock.
20. Alcohol and tobacco stock shall only be purchased from registered wholesalers.
21. The premises licence holder and any other persons responsible for the purchase of stock shall not purchase any goods from door-to-door sellers.
22. The premises licence holder shall ensure that all receipts for goods bought are kept together in a file or folder as evidence that they have been brought into the UK through legal channels. Receipts shall show the following details: (1) Seller's name and address; (2) Seller's company details, if applicable; (3) Seller's VAT details, if applicable. Copies of these documents shall be retained for no less than 12 months and shall be made available to police or authorised officers of the council on request within five working days of the request. The most Recent three months' worth of receipts shall be kept on the premises and made available to the police or authorised officers of the council on request.

23. All tobacco products which are not on the tobacco display shall be stored in a container clearly marked 'Tobacco Stock'. This container shall be kept within the store room or behind the sales counter.

24. Tobacco products shall only be taken from the tobacco display behind the sales counter in order to make a sale.