

Conditions Arisen through Application

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.

CONDITIONS SOUGHT BY LICENSING AUTHORITY & AGREED BY APPLICANT

2. All staff 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.
3. All training relating to the sale of alcohol and the times and conditions of the premises 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.
4. A 'Think 25' proof of age scheme shall be operated and relevant material shall be displayed at the premises.
5. A written record of refused sales shall be kept on the premises and completed when necessary. This record shall contain the date and time of the refusal, a description of the customer, the name of the staff member who refused the sale, and the reason the sale was refused. 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.
6. The Designated Premises Supervisor shall regularly check the refusals book to ensure it is being consistently used by all staff.
7. Prominent, clear and legible notices shall be displayed at all public exits from premises advising customers that alcohol cannot be removed from the licensed area. These notices shall be positioned at eye level and in a location where those leaving the premises can read them.

CONDITIONS SOUGHT BY LICENSING AUTHORITY & AGREED BY APPLICANT

- 8. A digital CCTV system must be installed in the premises complying with the following criteria:**
- (1) Cameras must be sited to observe the entrance and exit doors both inside and outside, the alcohol displays, and floor areas.**
 - (2) 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.**
 - (3) Cameras overlooking floor areas should be wide angled to give an overview of the premises.**
 - (4) Provide a linked record of the date, time, and place of any image.**
 - (5) Provide good quality images.**
 - (6) Operate under existing light levels within and outside the premises.**
 - (7) Have the recording device located in a secure area or locked cabinet.**
 - (8) Have a monitor to review images and recorded picture quality.**
 - (9) Be regularly maintained to ensure continuous quality of image capture and retention.**
 - (10) Have signage displayed in the customer area to advise that CCTV is in operation.**
 - (11) Digital images must be kept for 31 days.**
 - (12) Police or authorised local authority employees will have access to images at any reasonable time.**
 - (13) All staff engaged in the sale/supply of alcohol shall be trained to operate the CCTV system and download images/footage upon request by Police or authorised local authority employees.**
 - (14) 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. Immediate copies must be made available to Police or authorised local authority employees on request.**

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