

Annex 7

Proposed Conditions arising from the 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 THE POLICE:

2. 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, floor and storage 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) 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.
3. Prior to opening each day, staff shall check that the CCTV is working correctly. A record of when and who checked the system shall be documented and these records shall be kept for at least six months. These records shall be kept on the premises and made available to police or authorised local authority employees upon request. If the system is not working correctly then the licensing authority or the Police shall be informed immediately and steps made to have the problem fixed. No licensable activities shall be permitted to take place should the CCTV not be fixed 48 hours after the CCTV is found to not be working. On completion of the repair, the police and licensing authority shall be notified
4. All staff engaged in the sale/supply of alcohol shall be trained to operate the CCTV.

CONDITIONS SOUGHT BY THE LICENSING AUTHORITY:

5. All staff involved in the sale 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.
6. 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.
7. A 'Think 25' proof of age scheme shall be operated and relevant material shall be displayed at the premises.
8. 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.
9. The Designated Premises Supervisor shall regularly check the refusals book to ensure it is being consistently used by all staff.
10. 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 those leaving the premises can read them.
11. Prominent, clear and legible notices shall be displayed at all public exits from the premises requesting customers respect the surrounding area and dispose of litter in a responsible manner. These notices shall be positioned at eye level and in a location where those leaving the premises can read them.
12. The premises licence holder shall ensure that the pavement from the building line to the kerb edge immediately outside the premises, including the gutter/channel at its junction with the kerb edge, is kept clean and free from litter at all material times to the satisfaction of the Licensing Authority.
13. Alcohol and cigarette stock shall only be purchased from registered wholesalers.
14. Only the Premises Licence Holder or Designated Premises Supervisor shall purchase alcohol and cigarette stock.
15. 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) AWRS registration number and 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.
16. 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.

17. Tobacco products shall only be taken from the tobacco display behind the sales counter in order to make a sale.
18. Prominent, clear and legible notices shall be displayed on all alcohol fridges and at all other alcohol display areas advising customers of the permitted sale of alcohol times.
19. No deliveries or waste collections shall take place between 20:00 - 08:00 hours.
20. Should the premises remain open for non-licensable activities, customers shall not have access to alcohol after the licensed hours. This shall be prevented by the use of shutters / locked fridges.
21. The following persons shall not be involved in any way in the operation and / or management of the business or be permitted to work in the business in any capacity: Mr Sefer Govtepe, Mr Eren Govtepe, Mrs Ebru Govtepe, Mr Deniz Altun, Mr Nurettin Ulger and Mr Suleyman Erdogan or their immediate family. The term, "immediate family" shall include husbands, wives, children, parents, grandparents, grandchildren, brothers, sisters, aunts, uncles and first cousins through blood or marriage.
22. The PLH or DPS shall inspect the premises for compliance with the premises licence times and conditions on a monthly basis. A record of when the inspection was carried out and who by shall be documented and these records shall be kept for at least six months. These records shall be kept on the premises and made available to police or authorised local authority employees upon request.
23. A personal licence holder shall be on the premises every day from 21:00 until alcohol sales cease.
24. At least two members of staff shall be on the premises at all times, one of whom shall be fluent in English.
25. All alcohol and tobacco products shall be scanned at the till in order to make a sale.
26. The keys for all storage areas and vehicles associated with premises shall be kept at the till when not in use.
27. Prior to this licence being used the Premises Licence Holder shall thoroughly check the premises and any vehicles / storage areas associated with it to ensure that there are no illicit products there. Once done a voluntary declaration shall be signed by the Premises Licence Holder confirming that this has been carried out and that he is responsible for all goods there.

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

Not applicable