

Proposed Conditions for Unit 5 Basement, Goldcrest House, 32-64 Lee High Road, London, SE13

5FH. Agreed by the Police, licensing authority and applicant

1. The premises shall install and maintain a comprehensive CCTV system. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition.
2. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with the date and time stamping.
3. Recordings shall be made available upon the request of the Police or authorized officer throughout the preceding 31-day period, such CCTV Recorded copies shall in any event be provided within forty-eight (48) hours.
4. The CCTV system should be updated and maintained according to police recommendations.
5. The CCTV must cover all areas of the venue that the public has access to, including the designated smoking area. There should be no obstructions to any internal camera that creates areas that are not wholly covered by CCTV.
6. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public. This staff member must be able to show a Police or authorized council officer recent data or footage with the absolute minimum of delay when requested.
7. All persons entering the premises shall be captured on an eye-level colour CCTV camera. This camera shall capture the full face of any person entering and re-entering the premises and be available to police officers immediately upon request. The CCTV must also cover the ID scanner and capture the customers being scanned in. CCTV at the front and back of the building with particular regard to the smoking areas and alleyway at the back of the premises.
8. The CCTV must cover all areas of the venue that the public has access to, including the premise's designated smoking area. There should be no obstructions to any internal camera that creates areas that are not wholly covered by CCTV, apart from within toilet cubicles and directly covering men's urinals.
9. The smoking area must be covered by CCTV that is to the same standards as the internal CCTV system.
10. A minimum of two (2) SIA-registered door staff, employed by an Accredited Contractor Scheme (ACS) registered company. They must be on duty on Friday and Saturday nights and nights when the premises is closing at 02:00 hours. This must be from 2100 hours until 30 minutes after closing and when conducting licensable activities or any other advertised or private event.
11. A register of security personnel employed on the premises shall be maintained in a legible format and made available to police upon reasonable request. The register should be completed by the DPS/ duty manager/ nominated staff member at the commencement of work by each member of

- security staff and details recorded should include; full name, SIA badge number, time of commencement and completion of duties. The security operative should then sign their name
12. All persons entering or re-entering the premises shall be searched by an SIA-trained member of staff and monitored by the premise's CCTV system.
 13. All staff engaged outside the entrance to the premises, or supervising or controlling queues, shall wear high visibility yellow jackets or vests, due to the main road outside front.
 14. A proof of age scheme, such as Challenge 25, must be operated at the premises where the only acceptable forms of identification are (recognized photographic identification cards, such as a driving license or passport / Holographical marked PASS scheme identification cards) appropriate signage must be displayed.
 15. Unaccompanied children are not permitted on the premises.
 16. No children on the premises after 2100 hours.
 17. Loudspeakers shall not be located in the entrance lobby or outside the premises building.
 18. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
 19. Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall be limited to **five (5)** persons at any one time.
 20. Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.
 21. Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks or glass containers with them.
 22. Patrons permitted to temporarily leave and then re-enter the premises to smoke shall be restricted to a designated smoking area defined as outside of Unit 5 Goldcrest House on the footpath.
 23. No waste or recyclable materials, including bottles, shall be moved, removed from or placed in outside areas between (2300) hours and (0800) hours on the following day.
 24. The licence holder shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff so as to ensure that there is no public nuisance or obstruction to the public highway.
 25. There shall be a personal licence holder on duty on the premises at all times when the premises are authorised to sell alcohol.
 26. All fabrics, curtains, drapes and similar features including materials used in finishing and furnishing shall be either non-combustible or be durably or inherently flame-retarded fabric. Any

fabrics used in escape routes (other than foyers), entertainment areas or function rooms, shall be non-combustible.

27. In the event that a serious assault is committed on the premises (or appears to have been committed), the management will immediately ensure that:

- (a) The police (and, where appropriate, the London Ambulance Service) are called without delay;
- (b) All measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police;
- (c) The crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and
- (d) Such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises.

The premises shall prominently display signage at all entrances informing customers: -

(‘All persons entering this premise are liable to be searched. Agreement to search is a condition of entry. If persons do not consent, entry will be refused.)

(All persons entering the premise will produce identification),

(Police may be called if drugs or weapons are found.)

(CCTV is in operation throughout this premises and is made available to the police and authorised officers.)

(Any person found carrying weapons or illegal drugs will be permanently excluded and the police will be informed.)

(‘Management reserve the right to refuse entry’)

28. All documents of members of staff will be retained for a period of 12 months post-termination of employment and will be made available to the police, immigration and/or Licensing officers upon reasonable request.

29. New and seasonal staff must attend induction training and receive refresher training every six months.

30. The Premises Licence Holder and/or Designated Premises Supervisor shall keep up-to-date policies and staff training records in relation to the following: Requirements of the challenge 25 scheme, drugs, identification & recognition of drunks, identification recognition and responsibilities of dealing with vulnerable persons and the correct procedures to be followed when refusing service regular training must be provided to all staff at least every six months, a record of the training will be maintained for at least twelve months.

31. An incident log shall be kept at the premises, and made available on request to an authorized Local Authority or Police Officer, which will record the following:

- a) All crimes reported to the venue.
- b) All ejections of patrons.
- c) Any complaints received.

- d) Any incidents of disorder.
- e) All seizure of drugs or offensive weapons.
- f) Any faults in the CCTV system.
- g) Any refusal of the sale of alcohol.
- h) Any visit by a relevant authority or emergency services.