- 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. 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 date and time stamping. Recordings shall be made available immediately upon the request of Police or authorized officer throughout the preceding 31 day period. The CCTV system should be updated and maintained according to police recommendations.
- 2. 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.
- The CCTV must cover all areas of the venue that the public have access to. There should be no obstructions to any internal camera that creates areas that are not wholly covered by CCTV.
- 4. No consumption of Alcohol permitted on site at any time.
- 5. The premises shall prominently display signage at all entrances informing customers:
  - a) All persons entering the premise may have to produce identification,
  - b) CCTV is in operation throughout this premises and is made available to the police.
  - c) Prominent signage will be on display telling customers to respect the local residents and leave quietly.
  - d) No loitering outside the premises, do not disturb our neighbours.
- 6. All Spirits are to be displayed and sold within direct sight of the till area to ensure staff can supervise the sales of spirits.
- 7. All staff engaged in Sales of Alcohol must be trained and a training log must be kept showing the staff selling has been trained. This training must be refreshed every 6 months to ensure staff are current and up to date with training. This must reflect in the staff training log and dated when training was last conducted. DPS/Personal Licence holder must sign to endorse/ date that training completed.
- 8. Staff on duty after 2200hrs are to ensure that no groups gather outside the premises causing disturbances to the local residents. Any persons seen hanging around must be asked to move away from the premises or Police should be called to move persons away. This is to reduce any Anti-social behaviour taking place at night. If Police are called Cad ref number is to be entered into the Incident book as reference to assistance requested.

- 9. An incident log shall be kept at the premises, and made available on request to an authorised officer of the Council or the Police. The incident log will record the following:
  - (a) All crimes reported to the venue
  - (b) All ejections of patrons
  - (c) Any complaints received, neighbours or customers.
  - (d) Any incidents of disorder
  - (e) Any faults in the CCTV system equipment.
  - (f) Any refusal of the sale of alcohol
  - (g) Any visit by a relevant authority or emergency service.

The time, date and name/description of person should be noted for all the above.

- 10. The Premises Licence Holder shall ensure all persons have provided satisfactory proof of identification and right to work in UK and have carried out checks on the home office website to verify identification, visa and the right to work documents. These staff records are to be retained for a period of 12 months post termination of employment and made available to Police, Immigration and Local Authority Licensing officer upon request.
- 11. No super-strength beer, lagers or ciders of 6.5% ABV (alcohol by volume) or above shall be at the premises with the exception of premium and craft beers/ciders.
- 12. A proof of age scheme such as Challenge 25 shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence or passport, holographically marked PASS scheme identification cards.