

## PROPOSED CONDITIONS

### CCTV

1. A digital Closed Circuit Television System (CCTV) will be installed and maintained in good working order and be correctly time and date stamped.
  - i. The system will incorporate sufficient built-in hard-drive capacity to suit the number of cameras installed.
  - ii. CCTV will be capable of providing pictures of evidential quality in all lighting conditions, particularly facial recognition.
  - iii. Cameras will encompass all ingress and egress to the premises, the immediate area outside the frontage of the Premises and all areas where the sale/supply of alcohol occurs.
  - iv. The system will record and retain CCTV footage for a minimum of 28 days.
  - v. The system will record at all times when the Premises are open.
  - vi. The system will incorporate a means of transferring images from the hard-drive to a format that can be played back on any desktop computer.
  - vii. The Digital recorder will be password protected to prevent unauthorised access, tampering, or deletion of images.
  - viii. There will be at all times, when the premises is open, a member of staff on duty with access to the CCTV system who is trained in the use of the equipment.
  - ix. Upon receipt of a request for a copy of CCTV footage from Police, or Officers or any other Responsible Authority, the member of staff will produce the footage within 24 hours, or less if urgently required for investigations of serious crime.
  - x. CCTV footage must be made available to be viewed by West Midlands Police or an Officer of a Responsible Authority upon request or during an inspection.

## INCIDENT BOOK

2. An incident book must be kept at the Premises and maintained up to date (no later than 24 hours after the incident) at all times and will record the following:
  - i. Time date and details of all incidents/complaints of crime and disorder or anti-social behaviour
  - ii. All crimes reported to the venue
  - iii. Any faults in the CCTV system, searching equipment or scanning equipment
  - iv. Any visit by a responsible authority or emergency service

The incident book must be kept at the premises and made available to West Midlands Police or an Officer of a Responsible Authority upon request.

## REFUSALS REGISTER

3. A refusals register must be kept at the Premises and maintained up to date at all times recording the date time, type of product refused, reasons for every refusal to sell alcohol to a customer and the name and signature of member of staff refusing the sale.
4. The refusals record must be made available to West Midlands Police or an Officer of a Responsible Authority upon request.
5. The Premises Licence Holder or the Designated Premises Supervisor must monitor the Refusals Register every month and must sign and date the Refusals Register when this has been completed, or if the Refusals Register is electronic the check and date and time of the check must be clearly recorded.

## TRAINING

6. Training in relation to Challenge 25, under age sales, sales to adults on behalf of minor (proxy sales), sales to intoxicated persons, refusals registers, incident records and all other conditions on the Premises Licence must be provided and undertaken by all members of staff (whether paid or unpaid) before he/she makes a sale or supply of alcohol and at least every six months thereafter.
7. Documented training records must be completed in respect of every member of staff and must include the name of the member of staff trained, date, time and content of the training. The record must be signed by the member of staff who has received the training, the Designated Premises Supervisor, the Premises Licence Holder or external training providers.

8. Documented training records must be kept at the premises and made available to West Midlands Police or an Officer of a Responsible Authority on request.

#### CHALLENGE 25

9. Staff must require ID in the form of a current ten-year passport, photo card driving licence or PASS Hologram identity card from any customer who appears to be under the age of 25 and verify the customer is over the age of 18 before any sale of alcohol or any other age-restricted product is made.
10. Notices must be exhibited at all points of sale and at all entrances and exits informing customers and staff that the Premises is operating a Challenge 25 Policy.
11. Signs shall be placed at all exits asking customers to respect the needs of local residents and requesting that they leave the premises quietly. Adequate bins shall be available for customers to dispose of litter.
12. The Licence Holder shall ensure that all emergency lighting is checked on a weekly basis. Entrances, exits and passageways shall be kept clear.