

## PROPOSED CONDITIONS

### INCIDENT BOOK

1. 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 any other Responsible Authority on request, or during an inspection.

2. The Premises shall not stock or sell beers or ciders with an ABV in excess of 6.5% ABV.
3. No single cans of beers or ciders are to be sold from the premises.
4. Right to work checks shall be conducted on all potential employees prior to their employment in any capacity at the business. Checks shall be in accordance with the Home Office Code of Practice for employers as current at that time.
5. The premises licence holder will operate a full digital HR management system where all relevant documents are stored for each individual member of staff. All relevant documents for members of staff will be retained for a period of 12 months post termination of employment and will be made available to Police, Immigration or Officer of any other Responsible Authority upon request.