

GENERAL

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.

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.

Documented training records must be kept at the Premises and made available to an officer of a responsible authority on request.

THE PREVENTION OF CRIME AND DISORDER

CCTV

A digital Closed Circuit Television System (CCTV) will be installed and maintained in good working order and be correctly time and date stamped.

- The system will incorporate sufficient built-in hard-drive capacity to suit the number of cameras installed.
- CCTV will be capable of providing pictures of evidential quality in all lighting conditions, particularly facial recognition.
- 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.
- The system will record and retain CCTV footage for a minimum of 31 days
- The system will record at all times when the premises are open.
- 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.
- The Digital recorder will be password protected to prevent unauthorised access, tampering, or deletion of images.
- 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.
- CCTV footage must be made available to be viewed by an officer of a responsible authority during an inspection of or visit to the Premises.

-Upon receipt of a request for a copy of CCTV footage from any officer of a responsible authority, the premises will produce that footage within 24 hours.

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:

- Time date and details of all incidents/complaints of crime and disorder or anti-social behaviour
- All crimes reported to the venue
- Any faults in the CCTV system, searching equipment or scanning equipment
- Any visit by a responsible authority or emergency service
- The incident book must be made available to officers of a responsible authority upon request or during an inspection

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. The refusals record must be made available to an officer of a responsible authority upon request.

The Premises Licence Holder or nominated representative shall keep and maintain all right to work documents for all staff members.

Right to work documents shall be kept at the premises and produced to authorised officers of a responsible authority upon request.

PUBLIC SAFETY

The premises shall not sell single cans of any beer or cider with an ABV in excess of 8%.

The Premises will not sell or supply and single cans of lager, beer or cider.

Invoices and receipts must be provided for alcohol purchased by the Premises Licence Holder or the Designated Premises Supervisor or any person authorised to purchase alcohol on their behalf for sale at the Premises. All Invoices and receipts of alcohol purchased for sale at the Premises must be retained at the Premises for a period of at least twelve months from the date of the Invoice or receipt. All invoices and receipts of alcohol purchased for sale at the Premises to be made available to authorised officers of responsible authorities on request or during an inspection.

The Premises Licence Holder shall maintain a list of suppliers it approves alcohol to be purchased from. That list must include the name, address, AWRS number or reason why there is no such number and contact details. That document to be made available to authorised officers of responsible authorities on request or during an inspection

THE PREVENTION OF PUBLIC NUISANCE

Signs shall be placed at all exits asking customers to respect the needs of local residents and requesting that they leave the premises quietly.

THE PROTECTION OF CHILDREN FROM HARM

The premises will adopt the Challenge 25 Scheme with appropriate signage to be placed at the entrance to the premises and adjacent to the counter area.