

LICENSING ACT 2003

PROPOSED CONDITIONS

1. An incident log shall be kept at the premises and made immediately available to police or licensing authority staff upon reasonable request.

The log must be completed as soon as is possible and within any case within 4 hours of the occurrence and shall record the following:

- (a) all crimes reported to the venue
- (b) all ejections of patrons
- (c) any complaints received concerning crime and disorder
- (d) any incidents of disorder
- (e) any faults in a CCTV system mandated as a condition of the licence

The incident log shall either be electronic or maintained in a bound document and be retained for at least 12 months from the date of the last entry.

2. A Challenge 25 scheme shall be operated, whereby any person who appears to be under the age of 25 years of age is required to produce on request an item which meets the mandatory age verification requirement and is either a:

- Biometric Home Office photo ID
- European National ID Card
- Ministry of Defence Form 90 (Defence Identity Card)
- Passport (UK or International)
- Photo Driving Licence (UK or European)
- Proof of Age Standards Scheme (PASS) card

Where mandatory Home Office approved digital proof of identity or age assurance technology is in use, this condition applies only when confirming that a person is 18 years or older following a failure of that technology to do so.

The premises shall clearly display signs at the each point of sale and in areas where alcohol is displayed advising customers that a 'Challenge 25' policy is in force.

3. A refusals record shall be maintained at the premises which details all refusals to sell alcohol. Each entry shall, as a minimum, record the date and time of the refusal and the name of the staff member refusing the sale.

All entries must be made as soon as possible and in any event within 4 hours of the refusal and the record must be made immediately available to police, trading standards or licensing authority staff upon reasonable request.

The refusals record shall either be electronic or maintained in a bound document and retained for at least 12 months from the date of the last entry.

4. No alcohol may be supplied by an individual unless that individual has the written consent of the Designated Premises Supervisor or other employed Personal Licence Holder.

A written record of this consent, which is no more than 12 months old, and contains the signature of both parties and the date of signing shall be retained on the premises at all times when such an individual supplies or proposes to supply alcohol and be made available immediately upon reasonable request of the police or licensing authority.

5. All staff engaged in the sale or supply of alcohol shall have received training in relation to the protection of children from harm (including under-age sales), how to recognise drunkenness and the duty not to serve drunk persons.

Refresher training shall be carried out at least every six months.

Training records shall be kept on the premises (or otherwise be accessible on the premises) for a minimum of 12 months and made immediately available to police, trading standards or licensing authority staff upon reasonable request.

6. The premises shall have installed and maintain a closed circuit television surveillance (CCTV) system which at all times complies with the below requirements:
 - a. CCTV shall be provided in the form a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition;
 - b. CCTV cameras shall cover all entrances and exits and the areas where alcohol sales take place;
 - c. Equipment shall be maintained in good working order, be correctly time and date stamped, recordings must be kept in good working order and kept for a minimum period of 28 days;
 - d. Upon the reasonable request of the police or licensing authority staff, within 48 hours viewable copies of recordings will be provided.
 - e. Signs shall be displayed at all entrances and exits advising customers that CCTV is operating at the premises at all times when the premises conducts licensable activities.
7. Alcohol sales for consumption off the premises shall only be supplied in sealed vessels.
8. In relation to delivery of age restricted products from the premises the following shall apply:

- I. Alcohol shall not be delivered to any person other than at a residential or business address given. It shall not be delivered to persons in the vicinity of the premises or in a park, street or similar location.
 - II. Where the premises licence holder / designated premises supervisor instructs only third party couriers to deliver any items of alcohol previously ordered, the licensee shall ensure that every such delivery company adopts a 'Challenge 25 policy', so that if on request, acceptable photographic documents cannot be produced to prove the date of birth of the purchaser, then the delivery will be refused outright.
 - III. Where delivery of alcohol by any third party courier is refused for any of the reasons given above, or because the purchaser appeared to be drunk, the Licensee / designated premises supervisor will then continue communication with the third party courier.
9. Children shall not be permitted in the premises between 21:00 and closing time each day unless accompanied by an adult. A sign advising this shall be displayed in the window/door of the premises.

Signage shall be displayed at the premises requesting customers to leave quietly.

10. The permitted hours for the sale of alcohol and the opening of the premises shall be 08:00 to 22:00