

Premiere One Stop, 366 – 368 Moston Lane, Manchester M40 9JS

Draft Operating Schedule

1. The premises shall install and maintain a comprehensive digital CCTV system. All public areas of the licensed premises, including all entry and exit points, will be covered, enabling facial identification. The CCTV cameras shall continually record while the premises are open to the public and recording shall be kept available and unedited for a minimum of 28 days with the date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all time when they are open to the public and must be able to produce images upon request by the Police or an Authorised Officer of the Local Authority.
2. All sales of alcohol shall be in sealed containers only, and shall not be consumed on the premises.
3. An Incident Log (which may be electronically recorded) shall be kept at the premises for at least six months, and made available upon request by Greater Manchester Police, or an Authorised Officer of the Local Authority.
4. A Refusals Log (which may be electronically recorded) shall be kept at the premises for at least six months, and made available upon request by Greater Manchester Police, or an Authorised Officer of the Local Authority.
5. Notices will be displayed asking customers to respect local residents and not to congregate outside of the premises.
6. All firefighting equipment will be inspected and serviced in line with the Manufacturer's instructions.
7. The premises and immediate surrounding area shall be kept clean and free from litter at all times when the premises are open to the public.
8. Litter bins shall be provided at the premises in sufficient capacity to ensure that customers can adequately dispose of any litter.
9. No deliveries must be made to the premises between the hours of 20:00 and 09:00.
10. The Challenge 25 Scheme must be operated to ensure that any person who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age shall only comprise a passport, photo card driving licence, an HM Forces warrant card, or a card bearing the PASS hologram.
11. In addition to any other training, the Premises Licence holder shall ensure all staff are trained to prevent underage sales, to be aware of and prevent proxy sales, to maintain the refusals log, enter sales correctly on the tills so the prompts show as appropriate and

monitor staff to ensure their training is put into practice. Documented records of training completed shall be kept for each member of staff. Training shall be regularly refreshed and at no greater than 6 monthly intervals.

12. The premises shall display prominent signage indicating at point of sale and [in all areas where alcohol is located] that the Challenge 25 Scheme is in operation.
13. A log shall be kept at the premises and record all refused sales of alcohol for the reasons that the person(s) is, or appears to be, under the age of 18. The log shall record the date and time of the refusal and the name of the member of staff who refused the sale. The log will be available on request by the Police or an Authorised Officer of Manchester City Council. The log shall be checked on a regular basis by the Designated Premises Supervisor to ensure that it is being used by staff and each check shall be recorded in the log.