

Schedule of Licence Conditions

Conditions consistent with the operating schedule	Agreed	Proposed by
<ol style="list-style-type: none"> 1. The Premises Licence Holder shall arrange for a crime prevention audit to be conducted by Greater Manchester Police, or independent company approved by the licensing authority, and the recommendations of the audit shall be implemented within three months. 2. All staff shall be briefed and be made aware of their responsibilities and relevant company operating procedures before they commence paid duty at the premises. 3. The Premises Licence Holder and/or Designated Premises Supervisor (DPS) shall carry out reviews of security incidents at the premises. Such reviews shall be documented and conducted at least quarterly and include details of any remedial action identified and implemented. Copies of the security review shall be made available upon inspection by a Responsible Authority, police officer, or authorised officer. 4. An incident log (which may be electronically recorded) shall be kept at the premises for at least six months, and made available on request to the police or an authorised officer of the licensing authority, which shall record the following incidents, including pertinent details: i. all crimes reported to the venue, or by the venue, to the police: ii. all ejections of patrons: iii. any complaints received; iv. any incidents of disorder; v. seizures of drugs, offensive weapons, fraudulent ID or other items: vi. any faults in the CCTV system: vii. any refusal of the sale of alcohol: viii. any visit a relevant authority or emergency service: ix. the times on duty, names and licence numbers of all door supervisors that may be employed by the premises. 5. No super-strength beer, lager or ciders (including perries) of 6.5% ABV (alcohol by volume) or above shall be sold at the premises. 6. Any promotional activity shall comply with the most current Portman Group 'Code of Practice on the Rules for Naming, Packaging and Promotion of alcoholic drinks.' 7. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points, and the street environment shall be covered, enabling facial identification of every person entering in any light condition. The CCTV cameras shall continuously record while the premises are open to the public and recording shall be kept available and unedited for a 	N/A	Applicant

Schedule of Licence Conditions

<p>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 times when they are open to the public and shall be able to produce/download/burn CCTV images upon request by a police officer or an authorised officer of the licensing authority. Any footage must be in a format that can be played back on a standard personal computer or standard DVD player. Where the recording is on a removable medium (i.e. compact disc, flash card etc), a secure storage system to store those recording mediums shall be provided.</p> <p>8. The position of CCTV cameras at the premises shall be to the satisfaction of Greater Manchester Police and a plan showing the cameras shall be provided for the licensing authority and Greater Manchester Police.</p> <p>9. A TV monitor shall be positioned at the entrance/exit to the premises, showing live footage of persons entering and leaving.</p> <p>10. There shall be a personal licence holder on duty on the premises at all times when the premises are authorised to sell alcohol.</p> <p>11. The Designated Premises Supervisor shall ensure that a written notice of authority is kept at the premises for all staff who sell alcohol. The notice shall be made available for inspection upon request of the police or an authorised officer of the licensing authority and all staff selling alcohol must be in possession of formal identification to verify their identity against the record.</p> <p>12. All fire-fighting equipment shall be inspected and serviced in line with the appropriate British Standard.</p> <p>13. A direct telephone number for the manager of the premises shall be publicly available at all times the premises are open. This telephone number shall be made available to residents in the vicinity.</p> <p>14. All sales of alcohol for consumption off the premises shall be in sealed containers only, and shall not be consumed on the premises.</p> <p>15. Outside the hours authorised for the sale of alcohol, all alcohol within the trading area shall be secured behind grills, screens or cabinet doors to prevent access to the alcohol by customers or staff.</p> <p>16. The Challenge 25 scheme shall be operated to ensure that any person who appears to be under the age of 25 shall provide</p>		
---	--	--

Schedule of Licence Conditions

documented proof that he/she is over 18 years of age. Proof of age shall only comprise a passport, photocard driving licence, an HM Forces warrant card, or a card bearing the PASS hologram.

17. The premises shall display prominent signage indicating at any point of sale and at the entrance to the premises and in all areas where alcohol is located that the Challenge 25 scheme is in operation.

18. A log shall be kept at the premises to record all refused sales of alcohol for the reasons that person(s) is/are, or appear(s) to be, under 18 years of age. 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 shall be available on request by the police or an authorised officer of Manchester City Council.

19. 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.

20. There shall be a policy for the premises (agreed with Greater Manchester Police) on the handling of fraudulent identification used to attempt to purchase alcohol or gain entry to the premises.

21. The premises shall display prominent signage indicating at any point of sale and at the entrance to the premises and in all areas where alcohol is located that it is an offence to buy or attempt to buy alcohol for a person under 18 and for a person under the age of 18 to buy or attempt to buy alcohol.

22. In addition to any other training, the Premises Licence Holder shall ensure that all staff are trained to prevent underage sales, are aware of and prevent proxy sales, maintain the refusals log, enter sales correctly on the tills so the prompts show as appropriate, and that they monitor staff to ensure their training is put into practice.

23. 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. Training records shall be made available for inspection upon request by a police officer or an authorised officer of Manchester City Council.