

Schedule of Licence Conditions

Conditions consistent with the operating schedule	Agreed	Proposed by
<ol style="list-style-type: none"> 1. The premises shall maintain a comprehensive CCTV system covering all public areas of the licensed premises, including all public entry and exit points. 2. The CCTV cameras shall continually record whilst the premises are open to the public and recordings 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 times when they are open to the public and must be able to produce download / burn 3. CCTV images upon request by a police officer or an authorised officer of the licensing authority. Any footage must be in a format so it 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. 4. The DPS 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. All staff shall be in possession of identification to enable them to verify their identity against the notice. 5. An incident log (which may be electronically recorded) shall be kept at the premises for at least 6 months and made available on request by the Police or an authorised officer of the licensing authority, this shall record the following incidents including pertinent details: <ol style="list-style-type: none"> a) all crimes reported to the venue, or by the venue, to the Police; b) all ejections of patrons; c) any incidents of disorder; d) any faults in the CCTV system; e) any visit by a relevant authority or emergency service. 6. The premises shall be maintained in a safe manner at all times. 7. All exits shall be kept clear of hazards and obstructions. 8. All refuse shall be disposed of in an appropriate manner. 9. Staff shall be instructed to maintain all external areas in a clean and presentable manner at all times. 10. A Challenge 25 proof of age scheme shall operate within the premises where the only acceptable forms of ID are recognised photographic identification cards, such as, passports driving licences, forces ID cards and any card that carries the PASS logo. 11. Staff shall be trained in the understanding of this policy and training records shall be kept. These records can be requested at any time by the Police or officers of any Responsible Authority. 	N/A	Applicant