

Schedule of Licence Conditions

Conditions consistent with the operating schedule	Agreed	Proposed by
<ol style="list-style-type: none"> 1. The premises shall install and maintain a digital CCTV system 2. The CCTV system shall have sufficient hard drive storage capacity to store a minimum of 31 days. 3. The CCTV system shall be capable of obtaining clear facial recognition images and a clear head and shoulders image of every person entering or leaving the premises at each exit and entrance point. 4. A CCTV log shall be completed on a weekly basis to record all elements of the CCTV System is maintained in good working order and recordings date and time stamped. 5. Only nominated staff shall be trained in the operation of the CCTV system to ensure rapid data retrieval & downloads of footage can be provided to the Police & the Local Authority Officer upon reasonable request in accordance with the Data Protection Act. 6. CCTV shall be continually recording during licensable hours 7. In the event of a failure of the CCTV system for any reason, a record of the failure shall be recorded in the premises log and immediate steps shall be made to rectify the problem. 8. An incident log shall be kept at the premises. Log records shall be retained for a period of 12 months from the date it occurred. It will be made immediately available on request to an 'authorised person' (as defined by section 13 of the Licensing Act 2003), an authorised trading standards officer or the police, and shall record the following: <ol style="list-style-type: none"> a) all crimes reported to the premises (where relevant to the Licensing Objectives); b) any incidents of disorder and/or antisocial behavior. 9. All spirits shall be stored and sold behind the counter 10. The premises shall display prominent signage indicating at any point of sale that it is an offence to sell alcohol to anyone who is drunk. 11. 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, recognising signs of drunkenness & refusing the sale, complying with licence conditions, maintain the refusals log, and that they monitor staff to ensure their training is put into practice. 	N/A	Applicant

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<p>12. All staff shall be authorised to sell alcohol in writing and a record of the authorisation shall be kept in the shop available for inspection.</p> <p>13. An appropriate fire risk assessment shall be carried out.</p> <p>14. Prominent, clear and legible signage shall be displayed at all exits to the premises requesting the public to respect the needs of local residents and to leave the premises and the area quickly and quietly.</p> <p>15. Staff shall monitor the outside area via the CCTV cameras to identify any potential proxy purchasing concerns.</p> <p>16. A refusals policy shall be on display in a prominent position on the premises</p> <p>17. Checks shall be in place in the induction training book to confirm the immigration status and the eligibility of an individual to work in the UK in accordance with the Home Office Guidance for employers on preventing illegal working in the UK.</p> <p>18. The induction Training book shall remain on the premises and be available for inspection by an authorised person at any time.</p> <p>19. Deliveries to the premises shall be conducted in a manner that shall not cause a nuisance to the occupiers of any residential properties surrounding the delivery address and deliveries shall be made at a time that shall not lead to any public nuisance.</p> <p>20. The premises shall operate a "Challenge 25" proof of age policy which shall require any person who appears to be under the age of 25 to produce identification to prove they are 18 or over.</p> <p>21. Only a passport, photo-card driving licence, Armed Forces ID cards or a proof of age card bearing the official "PASS" accreditation hologram shall be accepted as proof of age.</p> <p>22. Prominent, clear and legible Challenge 25 signage shall also be displayed at all entrances to the premises as well as at, at least one location behind any counter advertising the scheme operated.</p> <p>23. The premises shall maintain a refusals book to record the details of incidents where a member of staff has refused to sell alcohol to a person suspected of being under the age of 18.</p>		
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<p>24. The Premises Licence Holder / Designated Premises Supervisor or nominated representative shall regularly monitor the entries in the log, sign and date when checked. The book shall be made available to a Police Constable / Authorised Officers of the Licensing Authority on request.</p> <p>25. Any person who is authorised to sell alcohol at the premises shall be provided with training before they sell alcohol and refresher training every 6 months thereafter. Training shall include information on how to prevent underage sales acceptable forms of ID, Conflict Management, Age Restricted Products and any other relevant matters.</p> <p>26. A written record shall be kept of all training provided and this record shall be kept on the premises for inspection by (as defined by section 13 of the licensing act 2003) or an authorised trading standards officer the local authority/council on demand.</p> <p>27. No person under the age of 18 shall be employed to work at the premises.</p> <p>28. Alcohol refusals policies shall be displayed at the entrance of the premises, the point of display and the point of sale.</p>		
Conditions proposed by objectors	Agreed	Proposed by
<p>29. All employees shall be vigilant and monitor the area immediately outside the premises and shall use their best endeavours to disperse groups of 3 or more persons that appear to be loitering outside the shop, if they have been customers of the shop. In addition, all staff shall report any antisocial behaviour or acts of crime to the Police immediately and provide the Police with any CCTV footage on request.</p> <p>30. The premises and immediate surrounding area shall be kept clean and free from litter at all times the premises are open to the public.</p>	Yes	Licensing and Out of Hours