

Schedule of Licence Conditions

Conditions consistent with the operating schedule	Agreed	Proposed by
<ol style="list-style-type: none"> 1. Any staff employed at the premises will receive training by the Designated Premises Supervisor on first appointment and at least every six months thereafter. Training will include input on preventing underage sales, sales of alcohol to people who are drunk, application of the drugs policy and any other relevant matters. A written record will be kept of all training carried out. This record must be kept on the premises and made available for inspection by any responsible authority. 2. The Designated Premises Supervisor will maintain a written record of all members of staff who are authorised to sell alcohol. The record will contain a photograph of the relevant members of staff to be kept on the premises within the Due Diligence Folder and be made available to a representative of any responsible authority on request 3. The premises will operate with a 'Due Diligence' Folder. The folder will be retained behind the shop counter and be made available at all times for inspection. The Due Diligence Folder will contain the following documentation: <ul style="list-style-type: none"> • Licensing health Check • 3 monthly checklist • Independent auditors 3 monthly inspection report • The 4 Licensing objectives (explained) • DPS Contact details • DPS Authorisation to sell alcohol • Age Verification policy (challenge 25) • Drugs policy • Purchasing Policy Alcohol and cigarettes • Litter policy and record of checks • Incident log paginated • CCTV equipment weekly check report • Refusals register • Staff training portfolios. 4. The premises will undertake a 6 monthly Due Diligence compliance check. Each check will be recorded in the Due Diligence Folder and certify compliance of the premises licence conditions or record non-compliance and action taken to remedy non-compliance. 5. A full digital CCTV system shall be maintained and operated at the premise with cameras positioned both internally and 	N/A	Applicant

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<p>externally</p> <ol style="list-style-type: none">6. Recorded CCTV images will be maintained and stored for a period of 28 days and shall be produced to the Police or Licensing authority upon request7. CCTV will be in operation at any time a person is in the premises. Where CCTV is recorded onto a hard drive system any USB/DVD's subsequently produced will be in a format so it can be played back on a standard PC or DVD player.8. Any person left in charge of the premises must be trained in the uses of any such CCTV equipment and will be able to produce CCTV images to an officer from a responsible authority upon request.9. A record of CCTV maintenance checks will be recorded weekly and maintained in the due diligence folder.10. The premises will adopt a zero tolerance to Drunks and anti - social behaviour. Staff will be trained on dealing with persons who are disorderly.11. The premises will have a zero tolerance drugs policy, delivered by the designated premises supervisor. The policy will be supported with staff training and appropriate signage being displayed.12. An incident book (with the pages numbered sequentially) will be kept on the premises and be made available for inspection by responsible authorities. The incident books will be used to record the following:<ul style="list-style-type: none">• Any incident of violence or disorder on or immediately outside the premises• Any incident involving controlled drugs (supply/possession/influence) on the premises• Any other crime or criminal activity on the premises• Any refusal to serve alcohol to persons who are drunk (On sale and off sale premises only)• Any call for police assistance to the premises• Any ejection from the premises• Any first aid/other care given to a customer13. The interior of the premises will be set out to ensure public safety.14. There will be a CCTV system installed to the standard requested by the police.15. The premises interior will be maintained to a standard acceptable to the licensing authority.16. Notices requesting customers to have respect for local residents		
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<p>will be displayed in a prominent position next to each entrance/exit. The Designated Premises Supervisor will ensure that customers are encouraged to keep noise to a minimum.</p> <p>17. The designated premises Supervisor must ensure that a member of staff collects all litter from the curtilage of the premises every day after trading. A written record must be kept of the areas checked and made available to responsible authorities for inspection on request.</p> <p>18. Signage will be displayed informing customers that no alcohol is to be consumed in the immediate area of the shop.</p> <p>19. The premises will operate a strict "Challenge 25" scheme in relation to age verification for alcohol sales. Signs and/or posters will be displayed in prominent positions inside the premises.</p> <p>20. A refusals book will be kept at the premises and will be used to record all refusals to sell alcohol for any reason. Any refusals to sell such items to underage persons or persons who appear underage will be recorded. The details to be recorded will be as follows:</p> <ul style="list-style-type: none"> • Time, day & date of refusal • Item refused • Name & address of customer (if given) • Description of customer • Details of id. offered (if shown) <p>21. The refusals book will be made available for inspection by responsible authorities on request.</p> <p>22. The premise will display, in a prominent position, a notice or notices explaining that it is an offence for adults to purchase alcohol and then supply it to persons under 18.</p> <p>23. Staff will receive monthly revision on all issues relating to the protection of children and individual training records will be endorsed by the DPS.</p>		
Conditions proposed by objectors	Agreed	Proposed by
Not applicable	Not applicable	