

UPDATING THE CONDITIONS ON THE LICENCE AS AGREED WITH POLICE LICENSING
FOLLOWING BREACHES WITH CURRENT LICENCE, AS BELOW:

Prevention of Crime and Disorder

1. A full digital CCTV system, preferably in HD, with the capability of uploading footage, on request by the police or arelevant authority, to an external cloud based digital evidence management system.
2. A clear head and shoulders image of the 'challenged' person and ID offered by the 'challenged' person to be recorded by the point of sale CCTV, all staff to be trained in the procedure and the CCTV regularly monitored to ensure compliance.
3. All CCTV recordings made shall be retained for not less than 31 days and be made available to a police or an authorised officer of any responsible authority within one hour upon request. In accordance with current data protection legislation.
4. A member of staff capable of operating the CCTV system and downloading images shall be at the premises at all times that the premises are open to the public.
5. The CCTV system shall display on any recording, the correct date and time of the recording.
6. An incident book shall be kept and maintained at the premises, which shall be made available to a police officer or an authorised officer upon request.
7. The incident book shall be used to record the date and time of any incident, the name of the staff member and a brief description of the customer concerned. All incidences of the following shall be recorded in the incident book within 24 hours and retained for a minimum of 12 months:
 - Refusal of sale of alcohol to any person who is under 18 years of age, or who appears to be under 25 years of age and fails to produce a proof of age identity
 - Refusal of sale of alcohol to any person who is, or appears to be drunk
 - Incidents of violence by any person against another
 - any other criminal incidents
9. Management shall regularly check the incident book to ensure all staff are using it.

Protection of Children from Harm

10. A “Challenge 25” scheme that ensures any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he or she is over 18 years of age shall operate at the premises.

11. Proof of age shall only comprise a passport, a photo card driving licence, an industry approved proof of age identity card or a Ministry of Defence identity card.

12. All reasonable steps shall be taken to verify that any identification documents produced by persons attempting to purchase alcohol are genuine and relate to the person producing them.

13. A prominent notice shall be displayed at all points of entry, where the alcohol is displayed and at all sales points advising customers that the premises operates a “Challenge 25” proof of age scheme.

14. All staff responsible for selling alcohol shall receive regular training in the main offences under the Licensing Act 2003 including underage sales, sale of alcohol to drunks, and breaching the conditions of the Premises Licence. This training shall include providing each staff member with the conditions of the Premises Licence. Retraining shall take place on a regular basis at least every 6 months.

15. A record of all staff training in the ‘Challenge 25 policy, including the dates that each member of staff is trained and retrained for no less than 12 months, shall be maintained and made available within one hour on request by a Police Officer or an authorised officer of the Licensing Authority.