

APPENDIX B

Operating schedule/ licence conditions offered by applicant in their application

1. CCTV

1.1 The premises shall install and maintain a digital CCTV system

1.2 . The CCTV system shall have sufficient hard drive storage capacity to store a minimum of 31 days.

1.3 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 the entrance.

1.4 A CCTV log will 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.

1.5 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.

1.6 CCTV shall be continually recording during licensable hours.

1.7 In the event of a failure of the CCTV system for any reason, a record of the failure will be recorded in the premises log and immediate steps will be made to rectify the problem.

1.8 Proxy signs will be sited on the premises to deter proxy sales on behalf of under 18's.

1.9 An alcohol register will be maintained at the premises to record those persons authorised to sell alcohol under the premises licence.

2. Incident / Refusals Register

2.1 An incident log must be kept at the premises. Log records will 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 must record the following;

(a) All crimes reported to the premises (where relevant to the licensing objectives)

(b) Any incidents of disorder

3. When the designated premises supervisor is not on duty, a contact telephone number will be available at all times.

4. All spirits will be stored and sold behind the counter.

5. Roller shutters have been installed at the front and a steel security door at the rear of the premises.

(NOTE: Applicant requested that wording for this be amended on 2nd June, to better represent the set-up at the store—i.e. the fact that roller shutters are not installed.

The amended wording is: **5. A steel security door has been installed at the rear of the premises.**)

6. 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 businesses and to leave the area quickly and quietly. (Quiet Notice).

7. All waste products will be stored in a suitable receptacle.

8. No exterior lights will cause annoyance to any nearby residential property.

9. A written register of refusals will be kept including a description of the people who have been unable to provide required identification to prove their age. Such records shall be kept for a period of 12 months and will be collected by the designated premises supervisor and produced to the police or an 'authorised person' (as defined by section 13 of the licensing act 2003) or an authorised trading standards officer the local authority/council on demand.

3. Challenge 25

3.1 The premises shall operate a Challenge 25 policy. Such policy shall be written down and kept at the premises. The policy shall be produced on demand by the police, an 'authorised person' (as defined by section 13 of the licensing act 2003) or an authorised Trading Standards Officer.

3.2 The DPS will provide training to staff for alcohol sales in relation to Challenge 25. Training records to be retained on the premises.

3.3 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.