

APPENDIX B

Agreed position/operating schedule agreed between applicant and Avon & Somerset Constabulary

- 1) The premises must install and maintain a comprehensive surveillance system as per the minimum requirements of Avon and Somerset Constabulary. The system must record at all times when the premises is open for licensable activities and while customers remain within the immediate vicinity of the premises. The correct time and date must be generated on all recordings. Recordings must be retained for a minimum period of 31 days and copies will be made available, on request, to the police or authorised officer of the licensing authority. If the system is inoperative or faulty for any reason, steps must be taken to repair or replace the equipment within 24 hours. A staff member from the premises who is conversant with the operation of the system must be on the premises at all times when the premises is open to the public. This staff member must be able to provide police or authorised officer of the licensing authority recent data or footage with the absolute minimum of delay when requested.
- 2) The Premises Licence Holder must ensure that there are sufficient number of staff on the premises at all times when licensable activities take place in order to fully promote the licensing objectives.
- 3) SIA Registered doorstaff must be employed at all times if following a risk assessment or advice from the Police, it is considered necessary.
- 4) The Licensee must ensure that where security personnel are employed on the premises, they enter in a register, their full name, 'SIA' Badge number & expiry date and times of duty. The register must be kept on the premises and made available for inspection by Responsible Authorities on request. Registers must be retained for at least 12 months.
- 5) Customers must not be permitted to enter or leave the premises with open containers of alcohol, including when leaving the premises to smoke.
- 6) An incident register must be kept of all incidents occurring on the premises or outside and associated with the premises. Records must be kept for a minimum of 12 months and made available on request to a Police Officer or an Authorised Officer of the Licensing Authority.
- 7) A refusals register must be kept and used on the premises, to record instances where the sale of alcohol and proxy sales to a patron is refused. Records must be kept for a minimum of 12 months and must be made available request to the Local Authority, Police and Trading Standards Officers upon request. Records must be audited on a regular basis by the Designated Premises Supervisor.
- 8) All employees involved in the sale of alcohol, must receive training on commencement of employment, with regards to preventing the sale of alcohol to

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persons who are under the required age and proxy sales. This training must also include refusals to persons who are intoxicated. This training must be documented and signed for by employees to acknowledge that they have received this training. All employees must receive refresher training every six months. Records must be made available for inspection by the Police & Licensing Authority.

- 9) The Premises Licence Holder must operate a written 'zero tolerance' anti-drugs policy in relation to drugs at the premises and all staff must receive training with regards to this policy. Full co-operation must be given to any drugs initiatives undertaken by the Police.
- 10) At least one qualified first aider, equipment and materials must be available on the premises when the public are present.
- 11) Doors and windows must be kept closed whenever regulated entertainment takes place other than for entrance/egress to or from the premises.
- 12) Prominent, clear and legible notices must be displayed at the exit requesting that patrons respect the needs of local residents and leave the premises quietly.
- 13) Disposal of empty bottles into waste receptacles outside the premises must not take place between the hours of 2300hs and 0700hrs to minimise disturbance to nearby residents.
- 14) Tables must be regularly cleared of empty drinking vessels.
- 15) The premises must operate a "Challenge 25 policy", whereby anyone wishing to purchase alcohol that appears to be under the age of 25 years, must be asked to provide photographic identification eg. Passport, driving licence, PASS card. Challenge 25 posters must be displayed.
- 16) The premises must remain participating members of Pubwatch so long as such a scheme exists and regularly attend meetings.
- 17) All inclusive nights or any other irresponsible drink promotions must not be permitted.