

Annex F

01. The licence holder shall comply with the following requirements concerning the use of CCTV at the premises.

Operation and Storage.

The CCTV system must be fully operational whilst the venue is open to the public.

The recording equipment shall be stored and operated in a secure environment with limited access.

The system shall be regularly maintained and serviced.

The system clock shall be checked regularly for accuracy taking account of GMT and BST.

Digital systems shall have sufficient storage capacity for 31 days good quality pictures.

The images produced will be date and time stamped.

Access

It is important that the Police are able to access data from the systems quickly and easily and therefore provision shall be made for someone to have access to the secure area and also be able to operate the equipment.

Ensure all operators receive training from the installer when equipment is installed and that this is cascaded down to new members of staff.

Have a simple operator's manual available to assist in replaying and exporting data (particularly important with digital systems).

At all times that the premises is open for trade a person shall be on site that is able to work the CCTV system and provide a copy of any footage to the Police or Licensing authority on request.

The CCTV shall cover all of the inside of the premises and outer areas including the car park of the premises.

02. All staff must receive comprehensive training in relation to age restricted products and the sale of alcohol. No member of staff shall be permitted to sell age restricted products until such time as they have successfully completed this training. Training shall cover:

- Sale of alcohol to persons under 18
- Challenge 25 and acceptable forms of identification
- Signs of drunkenness
- Refusal register and when/how to use
- The Licensing Objectives

A copy of this training shall be kept on site and provided to the Police or Licensing Authority upon request.

3 . A refusal log shall be kept and maintained at the premises in a digital or paper copy. Police shall have access to the refusal log on request.

4 A representative shall be an active member of any local Pub Watch scheme where there is one in existence and their membership welcome. Where the Pubwatch agree to ban a person, the DPS shall ensure that the banned person does not enter the premises.

5 Any person appearing to those engaged in selling or supplying alcohol to be under the age of 25 and who is attempting to buy alcohol will be required to produce satisfactory photographic identification as proof of age. Acceptable ID shall be as per the latest Home Office guidance.

6 The premises will operate a Challenge 25 Policy.

7 The person known as Stephen Greaves shall have no involvement whatsoever in the management or running of the venue. He shall not work in any capacity whatsoever at the premises.

8 The DPS will provide a written ejection policy document which will be adhered to. This document will be agreed in conjunction with the police. The policy can be amended if agreed in writing with the Police Licensing Department.

9 The DPS will provide a written refusals policy document which will be adhered to. This document will be agreed in conjunction with the police. The policy can be amended if agreed in writing with the Police Licensing Department.

10 The DPS shall ensure that they are a member of a local Crime Reduction Partnership, where one is in existence and their membership welcome. The DPS shall ensure that any person identified through the crime reduction partnership as banned shall not gain entry to the premises.

11 Each day from 19:00 hours onwards a minimum of two door supervisors shall be employed at the premises. Door supervisors employed by the premises shall be employed solely on door supervisor duties i.e. Safety and Security.

Door supervisors shall wear a fluorescent/reflective orange tabard/jacket, clearly marked security.

The premises shall maintain a duty register giving details of each and every person employed in the role of security and shall provide upon request by any Police Officer or authorised person of the Licensing Authority the following details:

- The Licence number, name, date of birth and residential address of that person.
- The time at which he/she commenced that period of duty with a signed acknowledgment by that person.
- The time at which he/she finished the period of duty, with a signed acknowledgement by that person.

- Any times during the period of duty when he/she was not on duty.
- If that person is not an employee of the licence holder, the name of the person by whom that person is employed or through the services of that person were engaged.
- The register shall be so kept that it can be readily inspected by an authorised officer of the Licensing Authority or Police Officer.
- The duty register shall be comprised of a bound consecutively paged numbered book and the licence holder shall ensure that this register is kept in a secure environment in order to prevent unauthorised access or alterations to same.

Door supervisors shall remain on duty 15 minutes following the closure of the premises in order to assist with dispersal of customers from the premises.

12 The Premises must report all incidents of disorder to the Police.