

# Appendix C

## Proposed Conditions – Kassia – Osborne Road

1 - 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 officers of the Licensing Authority on request.

CCTV shall cover the full licensable area.

2 - All staff must receive comprehensive training in relation to the sale of alcohol. No member of staff shall be permitted to sell or deliver alcohol 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

This training shall be documented and records kept on the premises. Police and the Licensing Authority shall have access to an individuals training records upon request.

3 - 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.

4 A refusals register in paper or digital format shall be kept and maintained at the premises. The register shall be made available for inspection upon request by an authorised officer of the Police or Local authority.

5 The premises shall operate a challenge 25 policy. Challenge 25 signage shall be visible.

6 On Friday and Saturday nights and on New Years Eve from 20:00 hours the premises licence holder will ensure that a minimum of 1 Security Industry Authority (SIA) registered security staff will be on duty at the premises whenever the premises is open to the public for licensable activity. The Security staff shall remain at the premises for a period of 15 minutes on the closing of the premises in order to aid with dispersal.

7 A log book shall be kept on the premises by the Designated Premises Supervisor, which shall contain the following details:

- i) the door supervisor's name
- ii) his/her SIA licence number
- iii) the time and date he/she starts and finishes duty
- iv) each entry shall be signed by the door supervisor

The log book shall be immediately available for inspection on demand by an authorised officer of the Council, the SIA or the police

8 The DPS or a nominated person shall be an active member of any local pubwatch or clubwatch scheme.