

## Appendix C

### 1) CCTV

- 1.a The premises shall have sufficient cameras located within the premises to cover all public areas including outside of the premises covering the entrance and exits.
- 1.b CCTV warning signs to be fitted in public places.
- 1.c The CCTV system must be operating at all times whilst the premises are open for licensable activity. All equipment shall have a constant and accurate time and date generation.
- 1.d The recording system will be able to capture a minimum of 4 frames per second and all recorded footage must be securely retained for a minimum of 28 days.
- 1.e Records must be made on a weekly basis and kept for inspection to show that the system is functioning correctly and that data is being securely retained.
- 1.f The DPS or premises manager must be able to demonstrate that the CCTV system has measures to prevent recordings being tampered with, i.e. password protected.
- 1.g There shall be sufficient members of trained staff at the premises during operating hours to be able to provide viewable copies immediately to police and other enforcement agencies on request when investigating allegations of offences or criminal activity. Any images recovered must be in a viewable digital format. Footage supplied in a digital format will also have a copy of the CCTV system software enabled to allow playback.

### 2) Incident book

- 2.a An incident book will be provided and maintained at the premises. It will remain on the premises at all times and will be available to police for inspection upon request.
- 2.b Any incidents that include physical altercation or disorder, physical ejection, injury, id seizure or drug misuse will be recorded in the incident book. The entry is to include an account of the incident and the identity of all person(s) involved (or descriptions of those involved if identity is not known). Should there be any physical interaction by members of staff and the public the entry will include what physical action occurred between each party. The entry shall be timed, dated and signed by the author.
- 2.c If the member of staff creating the entry has difficulties reading or writing then the entry may be written by another staff member. This should however be read back to the person creating the entry and counter signed by the person who wrote the entry.

- 2.d The Premises Licence Holder shall ensure that the incident log is checked, entries reviewed and signed and dated on a weekly basis.  
If incidents have occurred the duty manager will de-brief door staff.

### **3) Refusals book**

- 3.a A written log shall be kept of all refusals including refusals to sell alcohol. The Premises Licence Holder shall ensure that the refusals log is checked, signed and dated on a weekly basis.
- 3.b The refusals log will be kept and maintained at the premises and will be available for inspection immediately upon request by Hampshire Constabulary and any responsible authority.
- 3.c The record of refusals will be retained for 12 months.

### **4) Challenge 25**

- 4.a There will be a Challenge 25 policy operating at the premises. Challenge 25 means that the holder of the premises licence shall ensure that every individual, who visually appears to be under 25 years of age and is seeking to purchase or be supplied with alcohol at the premises or from the premises, shall produce identification proving that individual to be 18 years of age or older.
- 4.b Acceptable identification for the purposes of age verification will include a driving licence, passport or photographic identification bearing the "PASS" logo and the persons date of birth.
- 4.c If the person seeking alcohol is unable to produce acceptable means of identification, no sale or supply of alcohol will be made to or for that person.
- 4.d 'Challenge 25' posters shall be displayed in prominent positions at the premises.

### **5) Training**

- 5.a The licence holder must ensure that all staff selling alcohol have received adequate training, which must incorporate a process of assessment and refresher training to a recognised national standard on the law with regard to age restricted sales.
- 5.b Such training will be properly documented and full training records kept.
- 5.c No member of staff shall sell alcohol until they have completed this training and it has been documented and signed by both the staff member and the DPS.

Below are additional conditions that we recommend are considered owing to the locality of this particular premises.

**6) SIA Registered Door Staff**

6.a. At all times when the premises is open for licensable activities there shall be a risk assessment conducted as to whether it is necessary to employ SIA staff.

6.b. Records of the risk assessments made will be kept for a minimum of 12 months.

**7) Authorisation of supply of alcohol in absence of DPS**

7.a. A record will be kept at the premise of any persons that the DPS has authorised to supply alcohol. Further to this when the DPS is absent from the premise a list will be made available stating who will be managing the venue.

I also see on your application that you have specified that there will be a personal licence holder on duty at all times, I feel that this isn't necessary as long as you adopt condition 7.

I hope the above assists. Please contact me if you have any queries on any of the above.

Regards

Jackie

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