

Appendix E

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 posters shall be positioned clearly at the entrance to the premises and at each bar.

6 An incident log shall be kept at the premises and made available on request to an authorised officer of the city council or Police. It must be completed within 24 hours of the incident and will record the following: (a) All crimes reported to the venue (b) all ejections of patrons (c) any complaints received concerning crime and disorder (d) any incidents of disorder (e) all seizures of drugs or offensive weapons (f) any faults in the CCTV system (g) any visit by a relevant authority or emergency service.

7 There shall be no admission or readmission of customers one hour before the end of alcohol sales other than for persons who leave the premises temporarily to smoke.

8 Persons under the age of 18 shall not be permitted to enter any area of the premises where there is entertainment of an adult or sexual nature being performed.

9 Where entertainment of an adult or sexual nature is being performed then this entertainment will not be able to be seen or heard by any person under the age of 18.

10 The premises shall be a member of a local Pub watch where one is in operation and the premises is welcome. The DPS or a representative shall attend each pub watch.

11 The premises shall be a member of a local crime reduction partnership where one is in operation and the premises is welcome.

12 No customer shall leave the premises with an open container of alcohol other than to the designated seating area immediately outside the licensed premises on the Pier.

13 There will be a written ejection policy document which shall be adhered to. This document shall be agreed with the Police licensing team (such agreement not to be unreasonably withheld). The Policy can be amended if agreed in writing with the Police Licensing Department for the area.

14 Alcohol shall only be supplied from the premises outlined in red on the plans and from the fixed bar or service counter.

15 Prominent, clear and legible notices shall be displayed at all exits requesting that the public respect the needs of local residents and to leave the premises and the area quietly.

Proposed conditions for when the premises is operating a boxing, wrestling, nightclub environment:

When the premises operate a boxing event, wrestling event or DJ based event which is open to the general public the following conditions will also apply:

Body Worn Video (BWV)

16. A minimum of two body worn video cameras (BWV) will be worn by SIA when the premises are open. An extra BWV will be available for every additional 500 customers. For the avoidance of doubt.

0-500 customers – 2 BWV

501 – 1000 customers – 3 BWV

1001 – 1500 customers – 4 BWV

1501 – 2000 customers – 5 BWV

The cameras will have an ability to record and any recordings will be kept for a minimum of 31 days and made available to the Police or Portsmouth City Council Licensing Team upon request. Should any camera break or otherwise become inoperable, it will be replaced within 48 hours.

At least one BWV will be deployed to at least one SIA posted to the front door.

Door Supervisors

17 The premises licence holder shall ensure that a minimum of 2 Security Industry Authority registered security staff will be on duty for the first 100 customers. For every 100 customers thereafter another 1 SIA registered security staff shall be employed. For the avoidance of doubt:

0-100 customers: 2 SIA

101- 200 customers: 3 SIA

201 – 300 customers: 4 SIA

301 – 400 customers: 5 SIA

And so on.

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

(i) The door supervisors name

- (ii) His/her SIA Licence number
- (iii) The time and date he/she began and finished duty

The log book shall be immediately available for inspection by the Police and Portsmouth City Councils Licensing Team.

18 When the premises is operating as a Nightclub with a DJ based public event the licence holder shall provide and maintain in good working order an electronic scanning device such as club scan. If the equipment fails then the Police Licensing department will be notified immediately in writing or by email and the equipment must be repaired or replaced within 72 hours.

19 In relation to condition 18 all customers entering the premises will be asked to produce photographic identification and agree to the said identification being used for scanning. Customers who do not agree to this or who have no photographic identification will be refused entry. All identification provided by customers shall be scanned electronically. Acceptable identification will be as per current Home Office guidance.

20 No glass containers shall be dispensed to customers other than in a designated VIP area which is separated from the main part of the premises and served by waiters/waitresses. Any container dispensed to customers shall be made from polycarbonate. Any drinks in glass containers shall be decanted into polycarbonate drinking vessels.

21 Persons under the age of 18 years of age will not be permitted on to the premises.