

Appendix C

Opening Hours and Alcohol Sale hours

Hours – Monday – Sunday – 11:00 – 22:00

1 A recording CCTV system will be installed and fully operational at all times. The recording equipment will be stored and operated in a secure environment with limited access, to avoid damage, theft, unauthorised viewing and maintain the integrity of the system. A record will be kept of any access made to information held on the system. The system will be maintained and serviced within at least 12 monthly intervals. The system clock will be checked regularly for accuracy taking account of GMT and BST. The CCTV system will have sufficient storage capacity for 31 days evidential quality pictures. An additional recording CCTV camera shall be sited at the front of the store to cover the area immediately outside the venue.

Access

Police and authorised Officers of Portsmouth City Council shall have access to data from the systems quickly and easily and therefore provision will be made for someone to have access to the secure area and also be able to operate the equipment and to supply footage in a format which can be easily viewed by police for the purpose of the prevention and detection of crime as long as the request is lawful and complies with the data protection Act.

All operators will receive training from the installer when equipment is installed and this training will be cascaded down to new members of staff. An operator's manual will be available to assist in replaying and exporting data (particularly important with digital systems). CCTV shall cover all areas of the store including the entrance of the venue. The premises licence will not come into effect until the CCTV System has been approved by the Police Licensing Department responsible for the area. The CCTV must remain satisfactory to the police licensing department responsible for the area and subject to police approval in order to remain operating under this premises licence

There shall be a staff member present at all times who shall be able to work the CCTV system and provide a copy of footage to Police, on request, immediately.

2 The licence holder shall ensure that all members of staff are informed of the objectives of the Licensing Act 2003 and the statutory requirements in order to ensure compliance with all relevant provisions of the Act.

3 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 and that this has been properly documented and training records kept. No member of staff shall sell alcohol until they have completed this training and it has been documented and signed for by the staff member. Training records must be kept on the premises and must be produced immediately on request by Police or an authorised officer.

4 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 a Valid Passport with hologram; Valid UK Photo card Driving Licence, PASS approved ID and Military ID with Date of Birth.

5 The venue shall operate a refusals log. This shall be in paper or digital copy and shall be made available to Police or the Licensing authority immediately on request. The DPS shall ensure that the refusals log is checked and signed on a weekly basis.

6. No beers, ciders or lager over 6.5% ABV shall be sold by retail, excluding premium products as agreed, in writing, in advance by the Police Licensing Unit.
7. There shall be no free standing stacks of alcohol on display.
8. All Spirits shall be secured behind the serving counter and shall not be sold by self-selection.
9. Appropriate signage shall be clearly and prominently displayed on the premises advising customers of the law relating to sales of alcohol.
10. Alcohol shall not be sold in an open container or be consumed on the licensed premises.
11. The premises will operate a Challenge 25 Policy.
12. The DPS shall provide a written authorisation for staff members who sell alcohol which must be signed for by the staff member and the DPS. No staff member shall sell alcohol until both DPS and Staff member have signed the Authorisation.
13. There shall be a written age verification policy which shall be made available to Police immediately on request.
14. A personal licence holder shall be present on the premises all times that the premises is open and alcohol available for sale.
15. The premises will operate Proxywatch. To be supplied by Trading Standards.
16. The Premises Licence Holder shall ensure that there is an Electronic Point Of Sale system in place. All products sold, shall be sold through the EPOS system.
17. Bipin Lodhia shall not be the Designated Premises Supervisor.