

Agreed Schedule of conditions

1. Alcohol shall only be sold to a person sitting down eating a meal and for consumption with that meal.
2. Alcohol shall be sold to customers by waiter/waitress service only.
3. CCTV:
 - a) The CCTV system at the premises shall be maintained in working condition and shall record 24 hours every day.

Recordings shall be retained for a minimum of 31 days and shall be made available to Police or Local Authority officers on request and shall be capable of identification and of evidential quality in any light conditions.

- b) Staff working at the premises shall be trained in the use of the equipment and a log will be kept to verify this. At least one member of staff, so trained, shall be present at the premises at all times when it is open for licensable activities.
 - c) There shall be signs displayed in the customer area to advise that CCTV is in operation.
 - d) CCTV cameras shall monitor all areas of the premises that are accessible to members of the public including the area immediately outside the premises to monitor numbers and prevent crime and disorder.
 - e) Should the CCTV become non-functional this shall be reported immediately to the Licensing Authority and the problem rectified as soon as practicable.

4. The Challenge 25 proof of age policy will be operated and only a photographic driving licence, a valid passport, a valid UK Armed Forces / MOD photographic identity card with the bearer's photograph on it or a Home Office approved proof of age card with the bearer's photograph and the PASS logo / hologram on it will be accepted as proof of age.

5. Staff Competence and Training:

- a) The Licensee shall keep a written record of all staff authorised to sell alcohol. The staff record shall be kept on the licensed premises and made available for inspection by the Licensing Officer, Trading Standards or the Police, on request.
- b) The Licensee shall ensure that each member of staff authorised to sell alcohol has received appropriate training on the law with regard to age-restricted products, proxy sales, and the licensable hours and conditions attached to the licence, including refresher training every six months, and that this is properly documented and training records kept. The training record (either written or electronic) shall be kept on the licensed premises and made available for inspection by the Licensing Officer, Trading Standards or the Police, on request.

6. A written refusals record will be kept as part of the Incident Book and made

available to Police or Authorised Officers on request. The refusals record shall contain details of date & time, description of the person attempting to buy the age restricted products & the products that they were attempting to purchase, reasons why the sale was refused and the name and signature of the person refusing the sale. All staff are to be examined in the use of the refusal books. The refusals book is to be examined on a weekly basis by the premises licence holder / DPS and the date and time of each examination is to be endorsed in the book. Analysis of staff refusals and data such as the time / day is to be carried out by the premises licence holder / DPS on a weekly basis in order to predict trends and identify staff training and compliance issues. The premises licence holder or DPS shall sign and date their record of inspection.

7. An Incident Book shall be kept at the premises and made available to the Police or Authorised Officers, which will record the following:

4. All crimes reported;
5. Lost property;
6. All ejections of customers;
7. Any complaints received and the outcome;
8. Any incidents of disorder;
9. Any faults in the CCTV;
10. Any refusal or challenges of the sale of alcohol;
11. Any visit by a relevant authority or emergency service. Whenever Police are called a CAD shall be obtained and recorded in the Incident Book

8. Prominent, clear and legible notices are displayed at all exits requesting patrons to respect the needs of local residents and to leave the premises and the area quietly.

9. All reasonable steps shall be taken by a dedicated member of staff to stop patrons congregating outside the premises.