

Appendix 4 - Agreed conditions between the applicant, the Metropolitan Police and Licensing Authority.

1. CCTV shall be installed to Home Office Guidance standards, covering all entrances and exits, capturing clear facial images. The system shall be maintained & recordings shall be kept for 31 days and shall be made available to the police and licensing officers immediately upon request. A member of staff fully conversant with the use and operation of the CCTV system and how to provide footage to police and local authority requests shall be present throughout the permitted hours for sale of alcohol. Suitable CCTV signage regarding the use of CCTV must be displayed.

2. A sign stating "No proof of age - No sale" shall be displayed at the point of sale.

3. A "Challenge 25" policy shall be adopted and adhered to. Signage to be displayed at point of sale. All customers who appear to be under 25 must produce photographic identification in the form of a passport, drivers' licence, military ID card or Proof of Age Scheme card (P.A.S.S.).

4. An incident/refusal book shall be kept at the premises, and made available for inspection on request to an authorised officer of harrow council or the Police; which will record the details (including day, date, time, summary of incident) of any of the following:

- a. All crimes reported to the venue.
- b. All ejections of patrons.
- c. Any complaints received.
- d. Any faults in the CCTV system.
- e. Any refusal of the sale of alcohol including "Off deliveries/sales of alcohol".
- f. Any visit by a relevant authority or emergency service.

5. Any staff directly involved in selling alcohol for retail to customers, staff who provide training, and all managers, will undergo regular training of Licensing Act 2003 legislation. This will be documented and signed for by the DPS and the member of staff receiving the training. This training log shall be kept on the premises and made available for inspection by police and relevant authorities upon request.

6. Any staff directly involved in delivering alcohol to customers will undergo regular training of Licensing Act 2003 legislation. This training must be completed before the staff member can conduct deliveries. This will be documented and signed for by the DPS and the member of staff receiving the training. This training log shall be kept on the premises and made available for inspection by police and relevant authorities upon request.

7. Any staff directly involved in selling and/or delivering alcohol must be authorised to do so in writing by the designated premises supervisor. A record of the authorisation for each member of staff will be kept on the premises and made available for inspection by police and relevant authorities upon request.

8. Promotions that encourage irresponsible drinking shall not be permitted.

9. No beers, lagers or ciders above 6% ABV shall be stocked, with the exception of premium beers.

10. No single cans of beer, lager or cider will be sold.
11. No miniatures (alcohol) to be sold - (5cl or 50ml).
12. Alcohol will be kept by the till area (as per the plan of the premises).
13. A suitable intruder alarm complete with panic button shall be fitted and maintained.
14. The store will be well lit to ensure clear visibility for staff.
15. Notices asking customers to leave quietly shall be displayed at the exit.
16. The app or internet site for the remote sale of alcohol and cigarettes must contain the information that these sales are only for people aged 18 or over. The buyer should confirm on the app or internet site that they are aged 18 or over. If not, the buyer must be contacted by the shop to confirm that they are aged 18 or over. When the alcohol or cigarettes are delivered to an address, the person delivering them must confirm that the person they give the goods to are aged 18 or over.