

## Appendix 4 – Proposed times & conditions

Proposed times:

	<i>Proposed hours</i>	
	<i>Sale of retail alcohol</i>	<i>Hours open to public</i>
<b>Mon</b>	07:00 – 23:00	07:00 – 23:00
<b>Tue</b>	07:00 – 23:00	07:00 – 23:00
<b>Wed</b>	07:00 – 23:00	07:00 – 23:00
<b>Thu</b>	07:00 – 23:00	07:00 – 23:00
<b>Fri</b>	07:00 – 23:00	07:00 – 23:00
<b>Sat</b>	07:00 – 23:00	07:00 – 23:00
<b>Sun</b>	07:00 – 23:00	07:00 – 23:00

### **Conditions agreed with police which will appear on operating schedule::**

1. The DPS, a personal licence holder or trained member of staff nominated in writing by the DPS shall be on duty at all times the premises are open to the public.
2. The CCTV system:
  - (a) A CCTV system covering the interior & exterior of the premises will be installed to current Metropolitan Police/Home office standards, and shall be kept operational at all times the premises are open to the public.
  - (b) It shall be capable of taking a head and shoulders shot of persons entering the premises, of recording images to an evidential standard in any light, and be capable of storing the images for a minimum of 31 days.
  - (c) All staff who may work front of house shall be trained to operate the CCTV system and download images.
  - (d) At least one member of staff trained to operate the CCTV system & download images shall be on duty at all times the premises are open to the public. Footage shall be shown to the police and screenshots immediately upon request. Copies of downloaded footage/images shall be provided to the police on a USB stick, CD or other acceptable means as soon as possible, and in any case within 24 hours of the request
3. A "Challenge 25" policy shall be operated.
4. Any staff directly involved in selling alcohol for retail to consumers, staff who provide training and all managers will undergo regular training at least every six

months of Licensing Act 2003 legislation. This training will include identifying persons under 25, making a challenge, acceptable proof of age and checking it, making a recording of a refusal, avoiding conflict & responsible alcohol retailing. 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.

5. An incident book shall be kept at the premises, and made available to the police or authorised council officers, which will record the following:

- (a) All crimes reported
- (b) lost property
- (c) All ejections of customers
- (d) Any complaints received
- (e) Any incidents of disorder
- (f) Any seizure of drugs or offensive weapons
- (g) Any faults in the CCTV
- (h) Any refusal in the sale of alcohol
- (l) Any visit by a relevant authority or emergency service

6. Notices will be prominently displayed by the entry/exit door and point of sale (as appropriate) advising customers:

- (a) That CCTV & challenge 25 are in operation
- (b) Advising customers of the provisions of the Licensing Act 2003 regarding underage and proxy sales
- (c) Of the permitted hours for licensable activities & the opening times of the premises.
- (d) To not consume alcohol in the street
- (e) To respect residents, leave quietly, not to loiter outside of the premises or in the vicinity and to dispose of litter legally.

7. The premises licence holder shall not sell super strength beer, lager or cider with an alcohol content of 6.5% ABV (alcohol by volume) or greater. This restriction shall not apply in respect of the specialist branded, premium priced, products - for example craft ales, local or microbrewery specialist products, boxed gifts or national celebratory/commemorative beer, lager or cider with an alcohol content of 6.5% ABV or greater.

### **Conditions offered on application which will appear on operating schedule**

8. The front of the premises shall be kept tidy at all times and be swept at close.

9. No deliveries will be received or rubbish removed from the premises between 22:00 hours and 07.00 hours (the following morning) on any day