



## SUPPLEMENTAL AGENDA – AGREED CONDITIONS WITH THE METROPOLITAN POLICE

1. CCTV shall be installed to Home Office Guidance standards, covering all entrances and exits, capturing clear facial images. This system shall be maintained & recordings shall be kept for 31 days and shall be made available to 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 or 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. All staff shall receive regular training at least twice a year in regard to the responsibilities under the Licensing Act 2003 and in particular, about age restricted products. 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.
3. A personal licence holder shall be present on the premises and supervise the sale of alcohol throughout the permitted hours for the sale of alcohol.
4. Promotions that encourage irresponsible drinking shall not be permitted.
5. An identification recognition system will be installed and used whilst premises are open and fully maintained, and records made by the system retained for 31 days in a format to be made available to a police constable on request.
6. A sign stating "No proof of age - No sale" shall be displayed at the point of sale.
7. A "Challenge 25" policy shall be adopted and adhered to, with clear signage visible at point of sale.
8. Children must be accompanied by an adult on the premises.
9. The Designated Premises Supervisor shall be responsible for maintaining a record for at least 12 months in an incident & refusal log book which 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
  - f) -any visit by a relevant authority or emergency service.
10. A copy of the premises licence summary including the hours which licensable activities are permitted shall be visible from the outside of each entrance to the premises.

11. Noise should not emanate from the premises so as to cause a nuisance and regular checks are to be made by members of staff on noise emanating from the premises.
12. The doors and windows will be kept closed while regulated entertainments is in progress
13. Clear signage at all exits requesting patrons to respect the neighbouring residents and to leave quietly.
14. No person shall be allowed to leave the licensable area whilst in the possession of any glass drinking vessel or open glass bottle whether empty or containing any beverage.
15. The use of the outside area will cease at 2330hours, all tables and chairs to be rendered unusable at this time.
16. The designated premises supervisor, or, in their absence, a named licensee for the premises, is to participate in the Pub watch scheme for the area the premises is situated in. Staff member and proof of participation to be recorded in a log book, which must be produced upon request to an authorised officer of Harrow Council or the Police
17. A reasonable number of SIA licensed door supervisors shall be on duty at the premises at all times whilst it is open for business. (Local Authority guidelines stipulate 1 SIA licensed door supervisor per 50 patrons). A log is to be kept to record each SIA, which must be produced upon request to an authorised officer of Harrow Council or the Police.