

APPENDIX 5

Conditions agreed with Rotherham MBC Licensing Authority

CCTV

- i. The CCTV cameras shall cover the entire licensed area of the premises, including the till area where payment is made for alcohol. The location of the monitor to allow playback and retrieval of data shall be located in an area which is easily and safely accessible to Police Officers and Local Authority Officers.
- ii. The premises licence holder shall ensure that the Information Commissioner's Office is notified of the CCTV system and that the data controller is aware of the Information Commissioners advice in relation to the storage and handling of personal data, including when it can be provided to third parties.
- iii. Equipment shall be operated and maintained in good and clear working order
- iv. At least one current staff member shall be trained in the use of the system to ensure rapid data retrieval and download is retrieved should it be required by a Police Officer or Council Licensing Enforcement Officer. Any footage requested shall be made available in any event within 24 hours.
- v. Notice of CCTV in operation shall be displayed in a clear and prominent position at the premises.

INCIDENT REGISTER

- vi. An incident register shall be maintained and kept on site at all times to record all incidents involving anti-social behaviour, injury and ejections from the premises. The register shall include consecutively numbered pages in a bound format and include the time, date and location of the incident, and details of the nature of the incident and names of any other staff involved or to whom the incident was reported.
- vii. The register shall include the details of any Police Officer who attended the incident, names and addresses of any witnesses, and confirmation as to whether there is CCTV footage of the incident. The register will be checked and signed on a weekly basis by a nominated member of staff.
- viii. This register shall be made available for inspection by South Yorkshire Police or Local Authority Enforcement Officers immediately upon request.

REFUSALS REGISTER

- ix. A refusals register shall be maintained and kept on site at all times to record all occasions where refusal to sell alcohol has taken place. The register shall include consecutively numbered pages in a bound format and include the time, date and location of the refusal, details of the nature of the incident, names of any other staff involved or to whom the incident was reported, and a description of the person(s) refused. The register shall be checked and signed on a weekly basis by a nominated member of staff.

- x. The register shall be made available for inspection by South Yorkshire Police or a Local Authority Enforcement Officer on request.

TRAINING

- xi. New staff shall receive induction training prior to the commencement of their employment at the premises, including drug awareness, underage sales training, and serving to persons who are drunk. This training shall be recorded.
- xii. Staff refresher training shall take place on an annual basis and shall be recorded.
- xiii. All staff training records shall be retained on the premises, maintained by certificate Licence Holder, and made available immediately for inspection upon request by South Yorkshire Police or Local Authority Enforcement Officers.

PROOF OF AGE

- xiv. The premises shall adopt a Challenge 25 proof of age scheme approved by South Yorkshire Police. Signage shall be displayed in the premises that Challenge 25 is the age verification policy adopted at the premises.
- xv. Notices shall be displayed in the premises where they can be seen clearly to advise customers that it is unlawful for persons under 18 to purchase alcohol or for any persons to purchase alcohol on behalf of a person less than 18 years of age.

OPEN VESSELS

- xvi. Customers shall not be permitted to take vessels containing alcoholic products into the premises, and no open vessels containing alcoholic products shall be allowed to be taken from the premises whilst the premises are conducting licensable activities.

PUBLIC NUISANCE

- xvii. Customers shall be reminded by way of clear and prominent notices at the entrance/exit door to please leave the premises quietly and have consideration for any neighbouring residential or business properties.

PROTECTION OF CHILDREN FROM HARM

- xviii. No children under the age of 18yrs old shall be permitted to enter or remain on the premises after 20.00hrs.

DOOR SUPERVISORS.

- xix. A minimum of 2 SIA Door Staff will be employed at the premises from 20.00hrs on Friday and Saturday and Bank Holiday Sunday until licensable activities cease. with one supervisor having specific responsibility for monitoring the inside of the premises.
- xx. A Door Staff Register shall be kept recording names of all door supervisors including SIA badge numbers and times and dates when on duty.
- xxi. This register will be signed by the DPS and all records retained for 12 months on the premises.
- xxii. These records shall be provided to Police Officers or Enforcement Offices on request.
- xxiii. Whenever there are anticipated changes to the normal operating framework of the premises, where it is reasonable to assume there will be an increase in customers, for example a home football game or the advertising and **promoting** of a sporting event, a risk assessment shall be carried out by the premises licence holder to determine whether door supervisors shall be required. The risk assessment shall be documented in a register, kept at the premises and available for inspection by the Police or Council licensing enforcement officer upon request. The risk assessment shall comply with any advice given by South Yorkshire Police or Council licensing officers in respect of door supervisors.

Conditions agreed with Rotherham MBC Environmental Health

- i. The holder of the premises licence shall ensure that no music or amplified speech originating from the premises shall be audible inside any residential property at any time.
- ii. Note: For the purposes of this condition noise may be considered inaudible when it is at a low enough level that it is not recognisable as emanating from the source in question and/or it does not alter the perception of the ambient noise environment that would prevail in the absence of the source in question.
- iii. Prominent, clear notices shall be displayed at all exits and any outdoor areas requesting customers and staff to respect the needs of local residents and leave the premises and the area quietly.
- iv. Disposal of waste bottles (or other waste items likely to result in noise) into external receptacles where noise will be audible to neighbouring properties must not occur between 23:00 and 07:00 hours.
- v. Arrangements must be in place to ensure that waste collection contractors do not collect refuse between 23:00 and 07:00 hours.
- vi. An adequate number of suitable lidded receptacles shall be provided to receive and store refuse from the premises/site.

- vii. The Premises Licence Holder shall ensure that adequate measures are in place to remove litter or waste arising from their customers and to prevent such litter from accumulating in the immediate vicinity of the premises.
- viii. Receptacles for waste shall be emptied regularly to avoid causing a public nuisance through smells or odours and shall be maintained in a clean condition.

Conditions agreed with South Yorkshire Police

- i. It is considered that for the nature of the operation plastic/polycarbonate drinking vessels will not be required however, a risk assessment will be undertaken should unusual events take place and management deem it necessary.
- ii. Drinks may not be removed from the premises in open containers save for consumption in any external area provided for that purpose.
- iii. Staff will receive training on matters concerning underage sales, drugs policies, and operating procedures. Records of such training will be kept and made available for inspection of the authorities.
- iv. There shall be a zero tolerance policy in relation to drugs at the premises and there shall be regular checks by management to prevent the use of drugs by patrons. Drugs seized shall be stored securely and handed to the Police.
- v. A CCTV system will be fitted, maintained and in use at all times whilst the premises are open. The CCTV images will be stored for 30 days and police and authorised officers of the council will be given access to images for purposes in connection with the prevention and detection of crime and disorder. Members of the management team will be trained in the use of the system.
- vi. The Challenge 25 scheme must operate including a refusals log, signage and the maintenance of staff training records.