

APPENDIX 3

The conditions set out below have been offered by the applicant and will be applied at Annex 2 of any Licence that may be granted.

1. A challenge 25 scheme shall operate at the premises, whereby any person who appears to be under 25 years of age and is unknown to the staff member serving as being aged 18 or over, as shall not be sold alcohol unless they provide identification to prove they are over 18 years of age.
2. The only acceptable forms of identification allowed under the challenge 25 scheme are a:
 - a) passport;
 - b) photo ID driving license;
 - c) Ministry of Defence identity card; or
 - d) proof of age scheme card with the PASS approved hologram.
3. Challenge 25 signage must be displayed in a clear and prominent public place at the premises.
4. A refusal register must be kept at the premises and contain details of the date and that the sale of alcohol is refused and the name of the staff member who refused the sale This register can be written or electronic.
5. The refusal register must be made available for inspection upon request by a Responsible Authority.
6. Any website through which the sale of alcohol is ordered and dispatched for delivery from the premises shall include a statement which informs customers that:
7. the premises operates a Challenge 25 scheme and any person accepting a delivery of alcohol must be able to prove they are over 18 with a satisfactory form of ID. Satisfactory forms of identification are a:
 - a) passport;
 - b) photo ID driving license;
 - c) Ministry of Defence identity card; or
 - d) proof of age scheme card with the PASS approved hologram.
8. customers must be at least 18 years old to purchase alcohol, and it is a criminal offence for anyone:
 - a) under 18 to buy, or attempt to buy alcohol; and
 - b) over 18 to buy, or attempt to buy, alcohol for persons under the age of 18.

9. All orders of alcohol are to be recorded and this record shall include the order number and recipient's delivery address. This record can be written or electronic.
10. The record of orders of alcohol shall be made available for inspection upon request by a Responsible Authority.
11. Alcohol shall only be delivered to a residential or business address and not to a public place, e.g. car park, street corner, or park.
12. Delivery staff shall carry out a Challenge 25 check on all order containing alcohol, where the person accepting the delivery looks to be under 25 years of age. Where the recipient is unable to provide satisfactory ID the alcohol part of an order must not be delivered to the premises.
13. All deliveries containing alcohol must be made to an individual aged 18 years or over and shall not be left unattended for later collection.
14. An incident log must be kept at the premises It must be completed within 24 hours of an incident occurring and must contain the following:
 - a) Name of the member of staff member reporting the incident;
 - b) All crimes reported to the premises;
 - c) All ejections of patrons;
 - d) Any complaints received concerning crime and disorder;
 - e) Any incidents or disorder;
 - f) All seizures of drug or offensive weapons; and
 - g) Any visits from Responsible Authorities.
15. The incident log must be made available for inspection upon request by a Responsible Authority.
16. A digital CCTV system with recording equipment shall be installed and maintained at the premises and operated with cameras in positions agreed with the Police. The system shall be fully operational and recording at all times the premises is open for licensable activities. All recordings used in conjunction with CCTV shall:
 - a) be of evidential quality in all lighting conditions;
 - b) indicate the correct time and date; and
 - c) be retained for a period of 31 consecutive days.
17. All images downloaded from the CCTV system must be provided in a format that can be viewed on readily available equipment without the need for specialist software.

- 18. Duty managers shall be trained to use the CCTV system, and CCTV image must be available for inspection and downloading immediately upon request by a Responsible Authority.**
- 19. No singular alcoholic drinks, of beer, lager & cider in cans or bottles (smaller than 500ml) shall be sold; and a minimum purchase of 4 shall be required.**
- 20. No beers, lager, or cider of 6.5% ABV and above shall be sold.**
- 21. Clear signage shall be prominently displayed at all exits requesting customers leave the area quickly and quietly.**
- 22. No under 18s will be allowed on the premises after 22.00 hrs.**
- 23. Children must be accompanied by an adult at all times.**
- 24. All staff responsible for the sale, supply and delivery of alcohol shall receive training in relation to the Challenge 25 scheme in operation at the premises before being allowed to sell, supply, or deliver alcohol. This training shall be recorded.**
- 25. All staff shall receive training, commensurate with their role and responsibilities, relevant to the promotion of the licensing objectives. Training shall include the accurate and timely reporting and recording of incidents, the safeguarding of children and appropriate behaviour relating to the protection of children or vulnerable persons from harm. This training shall be recorded.**
- 26. All staff training shall be provided at commencement of duties and refreshed at least annually and must be recorded. Staff training records shall be kept on the premises and made available for inspection upon request by a Responsible Authority.**