

# **APPENDIX 4**

- 1. Any authorised officer of the Licensing Authority, fire officer or police shall be allowed entry to all parts of the premises at all reasonable times.**
- 2. A CCTV system shall be installed at premises and shall:**
  - a. be maintained fully operational and in good working order at all times;**
  - b. make and retain clear images; and**
  - c. show an accurate date and time that the images were made.**
- 3. All CCTV images shall be retained for a period of not less than 31 days.**
- 4. CCTV images shall be made immediately available for viewing, upon request, of the Police or an authorised officer of the Licensing Authority.**
- 5. The original CCTV images, or a copy, shall be provided to any police officer or authorised officer of the Licensing Authority within 48 hours of a request having been made in a format that can be viewed on readily available equipment without the need for specialist software**
- 6. A member of staff trained on the operation of the CCTV system shall be on duty at the premises, or on call and available to attend the premises, at all times the premises are open.**
- 7. Signage shall be displayed in the customer area of the premises to advise that CCTV is in operation**
- 8. A “Challenge 25” proof of age policy shall be operated at the premises where, persons who appear to be under the age of 25 must produce id before being sold alcohol. Only the following forms of id shall be accepted:**
  - a. passport or photo-card driving licence;**
  - b. proof of age card bearing the official ‘PASS’ accreditation hologram; or**
  - c. a military ID cards.**
- 9. A refusals log, in which a record of any occasions that a member of staff has refused to sell alcohol, shall be maintained. This refusals log shall be kept on the premises made available to the police or authorised officers of the Licensing Authority upon request.**
- 10. Notices shall be displayed in a clear and prominent position inside the premises stating that Challenge 25 is in operation.**
- 11. An incident book/register shall be maintained in which, as a minimum, the following shall be recorded.**
  - a. All incidents of crime and disorder occurring at the premises; and**
  - b. Details of occasions when the police are called to the premises.**

- 12. The incident book/register shall be kept on the premises and made available for inspection by the police or authorised officers of the Licensing Authority upon request.**
- 13. A “Zero tolerance” drugs policy shall be in place. As a minimum, the policy will require:**
  - a. Regular toilet checks to be carried out and recorded;**
  - b. A secure drop box is available to keep any seized drugs until such time they are collected by the police; and**
  - c. Immediate barring of any customer found in possession of drugs.**
- 14. The drugs policy and associated records shall be kept on the premises and shall be available for inspection upon request by the Police or an authorised officer of the Licensing Authority.**
- 15. No unlawful activity will be allowed on the premises.**
- 16. Any one appearing drunk will be refused entry to the premises.**
- 17. No adult entertainment, services or other activities shall be provided at the premises**
- 18. Children under the age of 18 years shall only be allowed on the premises when accompanied by an adult.**
- 19. All tables will be kept clear of empty drink containers**
- 20. The disposal of empty bottles into waste bins outside the premises shall not take place between 22.00 hours and 8.00 hours.**
- 21. A clear and legible notice will be prominently displayed at the exit of the premises asking customers to “leave quietly and have regard to our neighbours”.**
- 22. Fire equipment shall be subject to routine inspections to maintained in accordance with current safety regulations.**
- 23. All staff shall be trained in:**
  - a. the Challenge 25 & drug policies;**
  - b. method of recording refusals f sale of alcohol;**
  - c. the need to report, and record, any instances of crime and disorder occurring at, or nearby, the premises.**
- 24. Staff training shall take place upon commencement of employment and updated every year thereafter.**
- 25. A written record of the training provided to staff shall be kept on the premises and made available to the police or authorised officers of the Council upon request.**