

Prevention of Crime and Disorder

1. The premises licence holder will ensure that a HD digital CCTV system is fully compliant with the Information Commissioner's Office (ICO) guidance document (www.ico.org.uk) regarding General Data Protection Regulations (GDPR); and that the relevant Data Controller is registered with the ICO.
2. CCTV will be provided in the form of a recordable system, capable of providing pictures of High definition (HD) evidential quality in all lighting conditions in particular facial recognition. Cameras must cover the premises in sufficient numbers to include the curtilage of the premises.
3. CCTV equipment must be maintained in good working order, be correctly time and date stamped and must be retained for a minimum period of 28 consecutive days.
4. The premises licence holder must ensure at all times that an appointed member of staff is present when the premises is conducting a licensable activity, who is capable and competent at using the CCTV system and downloading CCTV footage on their own recordable media, and be able to hand this footage over to the Police / Local Authority on request.
5. All images downloaded must be provided in a format that can be viewed on readily available equipment without the need for specialist software.
6. The operator will stock their own downloaded media. The recording equipment and discs/USB pen drives must be kept in a secure environment under the control of the DPS or other responsible named individual.
7. Alcohol to be stored behind the counter of the premises with no self-service of alcohol to take place on the premises.
8. All staff to receive induction training relating to the sale of alcohol; refresher training; with regular staff updates undertaken.
9. All delivery drivers to receive additional training regarding to bona-fide forms of identification and identifying signs of intoxication of customers.
10. Delivery drivers to be instructed that 'if in doubt do not deliver the alcohol'.
11. The supply of alcohol to persons ordering by the telephone or prior arrangement and delivered to the customer's address to only be sold accompanying a takeaway meal.
12. All delivery drivers to be given personal safety training.
13. Any crime or disorder to be reported to the police and a record of the incident to be kept on the premises which must be maintained in the refusal register and monitored by the premises licence holder / designated premises supervisor.
14. No person who is drunk or disorderly to be served alcohol or permitted to remain on the premises.
15. Patrons who frequent the premises and behave in a disorderly manner or regularly leave in a noisy fashion to be banned from using the premises.
16. Tables and chairs in the outside seating area to be cleared daily at 23:00 hours.

Public Safety

17. Appropriate fire safety procedures to be in place together with appliances including fire extinguishers (Foam, H2O and CO2), fire blankets, internally illuminated fire exit signs, a smoke detector and emergency lighting.
18. All appliances to be checked annually and to comply with relevant British Standards.
19. All fire escapes/escape routes to be clearly marked and kept free from obstructions at all times.

Prevention of Public Nuisance

20. Patrons to be actively discouraged from congregating outside the front of the premises.
21. Except for ingress to or egress from the premises, all doors and windows to be kept closed from 23:00 hours to prevent noise nuisance.
22. The main premises door to be fitted with a self-closing device.
23. Particularly at night customers who may be loud or rowdy to be asked by staff to leave the premises quietly and with due consideration respecting the needs of residents in neighbouring properties.
24. Clear and legible notices to be prominently displayed in a customer facing position within the premises to remind customers to respect the needs of local residents and to leave the premises quietly.
25. Ventilation and extractor systems to be designed and maintained to prevent noxious smells causing a nuisance to nearby properties.

Protection of Children from Harm

26. All off sale deliveries of alcohol to a person placing a telephone order or by prior arrangement must be delivered to that customer's address and must be signed for by that person.
27. Photographic identification to be produced by the customer where proof of age is required before alcohol is supplied. This procedure to be relayed to customers when taking telephone orders of alcohol and customers to be advised at the time of placing their order that the delivery driver reserves the right to refuse delivery of alcohol to them.
28. A Challenge 25 proof of age policy to be in operation at the premises and for deliveries to ensure no person under the age of 18 years is sold or supplied alcohol. The Challenge 25 policy to be included on future advertising literature, if any.
29. A refusal register to be maintained at the premises.
30. All staff to receive appropriate instruction, training and supervision regarding the requirements and responsibilities of the Licensing Act 2012.
31. Clear and legible signage relating to the sale of alcohol and the Challenge 25 policy to be displayed both in the section of the premises where alcohol is displayed and at the till area.
32. A voluntary agreement to be undertaken to only accept identity cards with the "Pass" accreditation; passports or photo ID driving licences; any national identity card as ruled by any British court as a bona-fide recognised form of identification or any future identification card as approved by central government; as bona-fide recognised forms of identification.

33. Clear and legible signage relating to the offence of customers proxy purchasing on behalf of under 18's to be displayed both in the section of the store where alcohol is displayed and at the till area.