

Appendix 3

Conditions consistent with the operating schedule

1. The premises must install and maintain a comprehensive surveillance system which meets Surveillance Camera Commissioner's guidelines and Code of Practice. The system must be maintained in full working order and record at all times when the premises is open for licensable activities. The correct time & date must be generated on all recordings which must be retained for a minimum period of 31 days. Recorded images must be of evidential quality. Copies must be made available on request, to the police or authorised officer of the licensing authority. If the system is inoperative or faulty for any reason, steps must be taken to repair or replace the equipment within 24 hours. A Data Controller who is conversant with the operation of the system must be available at all times when the premises is open to the public and be able to provide police or authorised officer of the licensing authority recent data or footage with the absolute minimum of delay when requested. Management, storage, giving and sharing of data recordings must comply with the general data protection regulations at all times.
2. Staff must receive training in the premises licence holder's procedures which include liquor licensing and all checkout operators must have additional training regarding underage sales, proxy sales and selling alcohol to persons who are intoxicated. All training must be documented and produced to Responsible Authorities on request.
3. The premises must have a till prompt system for alcohol products and when prompted staff must adopt a Challenge 25 proof of age scheme. Challenge 25 posters must be displayed. Only recognised forms of photographic identification may be accepted such as Passport, Photo Driving Licence or PASS Card that show a holographic mark or ultraviolet feature.
4. A record of any refused sales of alcohol must be kept and produced to responsible authorities on request.
5. All spirits must be stored behind the counter.
6. No miniature bottles of spirits of 20cl or below may be sold from the premises other than in packaged gift packs which may contain a spirit miniature.
7. When only one staff member is on duty between 2300hrs and 0600hrs all sales of food and drink must be conducted via the night hatch.
8. A risk assessment in relation to staff safety when working between 2300hrs and 0600hrs must be in place and made available on request to the Police or Authorised Officer of the Licensing Authority.