

APPENDIX 8

- 1 The premises must install and maintain a comprehensive surveillance system to the satisfaction of the Police and ICO guidelines. 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 An incident register must be kept and maintained to record all incidents occurring on the premises or outside and associated with the premises. Records must be made available to the Police & Licensing Authority on request and records will be kept for at least 12 months.
- 3 A refusals register must be kept at each bar and used on the premises, to record instances where any sale of alcohol and proxy sales to a patron is refused. This must also include refusals to persons who are intoxicated. Records must be kept for a minimum of 12 months and must be made available request to the Local Authority, Police and Trading Standards Officers upon request.
- 4 The premises must operate a "Challenge 25 policy", whereby anyone wishing to purchase alcohol that appears to be under the age of 25 years, must be asked to provide photographic identification e.g. Passport, driving licence, PASS card. Challenge 25 posters must be displayed.
- 5 All persons involved in the sale of alcohol must receive training on commencement of employment, with regards to preventing the sale of alcohol to persons who are under the required age and proxy sales. This training must also include illegal drug use and refusing sale of alcohol to persons who are intoxicated. This training must be documented and signed for by employees to acknowledge that they have received this training. All employees must receive refresher training every six months. Records must be made available for inspection by the Police & Licensing Authority upon request.
- 6 Prominent, legible notices requesting people to leave the premises and the area quietly must be displayed at all exits.

- 7 A drugs & crime prevention policy must be put in place and retained on the premises. This must include, if applicable, provision when door staff are employed, for random searches by consent for drugs & weapons. Notices to this effect will be displayed at the point of entry to the premises. Full co-operation will be given to any drugs initiatives undertaken by the Police & licensing authority. A record must be kept of any searches undertaken and items seized, and records must be made available upon request to Police or authorised officer of the Licensing Authority.
- 8 The licence holder must operate a 'zero tolerance' policy in relation to drugs at the premises and all staff must receive training with regards to this policy. Drugs seized by staff must be securely stored, until they can be collected by the Police.
- 9 The Premises Licence holder or DPS must ensure that any outside area attached to the premises for smoking or included in the licence must be controlled in a safe and effective manner to the same standard operated within the premises building and must pay special attention to the impact that the use of the outside area has on the surrounding community. Outside areas must be regularly supervised.