

DRAFT CONDITIONS TO BE ATTACHED TO THE PREMISES LICENCE

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All entry and exit points and the street environment, shall be covered as well as the internal parts of the building where alcohol is made ready for the contract. The CCTV cameras shall continually record whilst the premises are open and staff are present. Recordings shall be kept available for a minimum of thirty-one (31) days with date & time-stamping.

2. CCTV recordings shall be made available within forty-eight (48) hours upon receipt of a request by the Police or authorised officer of the licensing authority (as defined by Section 13 of the Licensing Act 2003), and footage shall be provided in an easily downloadable format. A member of staff shall always be present on the premises whilst they are open who is capable of operating the CCTV system and able to facilitate viewing of CCTV footage upon the request of the Police or an authorised officer of the licensing authority (as defined).

3. The premises licence holder shall perform regular maintenance on the CCTV as instructed by the manufacturers' guidelines and recommended timeframe as a minimum. All cameras shall be kept clean and clear of obstructions.

4. The premises shall perform a test of the CCTV every fourteen (14) days. This shall include, but not be limited to, confirmation of playback of 31 day-old footage. This shall be recorded in a log with the time & date of the test and name of the staff member completing.

5. An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the local authority (as defined by Section 13, Licensing Act 2003). The log shall record the following:
 - a. All crimes reported to the venue.
 - b. Any incidents of disorder (disturbance caused either by one person or a group of people).
 - c. Any faults in the CCTV system, or searching equipment, or scanning equipment. An entry shall be made every fourteen (14) days as a minimum, confirming a successful test of the CCTV system. The details of the staff member shall also be recorded. *Refer also Condition 4.*
 - d. Any refusal of the sale of alcohol during the hours that the premises is licensed to sell it; this shall not be limited to underage sales refusals. All entries shall record the date & time of the refusal, details of the product, and the employee who refused the sale.

6. All staff engaged in the *delivery* of alcohol shall receive suitable training (including refresher training every twelve (12) months) in relation to the proof-of-age "Challenge 25" scheme applied on the premises. The following forms of identification are acceptable: photo driving licence; passport; Proof of Age Standards Scheme (PASS) card; military ID; and any other locally or nationally approved

form of identification. Training records shall be made available on request to the Police or an authorised officer of the local authority (as defined by Section 13, Licensing Act 2003).

7. There shall be no access to the premises by customers or members of the public at any time.

There shall be no direct sales, collections or returns of alcohol from or to the premises. All sales shall be made only by pre-arranged delivery.

8. All sales of alcohol for delivery must be paid for at the time of ordering: debit or credit card, or electronic payment such as PayPal, etc.

9. If the recipient, on delivery, looks under twenty-five (25) years old, then they have to prove to the delivery courier/s that they are 18 or over by providing identification bearing their photograph, date of birth, and a holographic mark and/or ultraviolet feature in line with the "Challenge 25" Policy.

10. All customers shall be contacted in writing (e.g. e-mail or text) to notify them that an order has been placed, with the date and if possible approximate time of the expected delivery.

11. The premises shall have a written policy in place with the courier or parties controlling the delivery, detailing the age verification steps in place and with responsibilities clearly outlined. This policy must be kept electronically at the premises and be made available to Police and local authority officers (as defined by Section 13, Licensing Act 2003) on request.

12. In all cases:

(i) Delivery shall be made only to the address indicated on each respective order and no other.

(ii) The delivery of alcohol shall be made only to a residential or business address, with the customer to be clearly resident inside the building.

(iii) The delivery of alcohol shall not be made or completed to a person in a public place (street corner, park, bus stop, etc.)

(iv) Delivery shall be refused to any person who is, or who appears to be, under the influence of alcohol or drugs.

(v) All items of alcohol shall be clearly marked.

(vi) All glass bottles and containers shall be safely and sensibly packaged.

(vii) Only original forms of identification shall be accepted. No copies, either duplicate (photocopies / scans) or digital versions, or reproductions, shall be accepted.

(viii) There shall be no completed delivery of alcohol if no identification is provided and the requirements of the "Challenge 25" scheme cannot be implemented.

13. Drivers shall await deliveries by waiting in an internal section of the premises until such time as a delivery is ordered and ready for despatch. Staff on site shall ensure that no excessive noise is created by the drivers when leaving, entering, or (for example) smoking in a designated area outside the premises.

14. Only fully electric and silent vehicles to be used by those drivers making the deliveries.

15. All exits from the premises shall be kept unobstructed, easy to open, and clearly signed.

16, All members of staff shall remain indoors and all delivery agents shall remain indoors when collecting orders