

Proposed Additional Conditions:

Prevention of Crime and Disorder:

1. CCTV shall be installed to Home Office Guidance standards and maintained in a good working condition and recording shall be kept for 31 days and shall be made available to police and authorised Officers from the council.
2. The CCTV system shall be capable of obtaining clear facial recognition images and a clear head and shoulders image of every person entering or leaving the premises.
3. The CCTV shall display on any recordings, the correct date and time of the recording.
4. A member of trained staff who is conversant with the operation of the CCTV system shall be at the premises at all times when the premises is open to the public. This staff member must be able to provide copies of recent CCTV images or data in a playable format with absolute minimum of delay when requested by Police or authorised council officers.
5. A CCTV camera shall be installed to cover the entrance of the premises and further cameras installed to cover the internal area and service counter. (Spirits will be stored and displayed behind the service counter out of reach of the public).
6. A suitable intruder alarm complete with panic button shall be fitted and maintained.
7. An incident log shall be kept at the premises, and made available for inspection on request to an authorised officer of the council or the Police, which will record the following:
 - a) all crimes reported on the venue
 - b) all ejections of patrons
 - c) any complaints received
 - d) any incidents of disorder
 - e) all seizures of drugs or offensive weapons
 - f) any faults in the CCTV system
 - g) any refusal of the sale of alcohol
 - h) any visit by a relevant authority or emergency service.
8. Staff training must be documented and based on legislation and operating procedures. All training shall be signed and dated, and a copy of such records will be available for inspection by Police and local authority enforcement officers.
9. All staff employed at the premises will have UK right to work status checked, once passed that stage they shall be offered employment. The Premises Licence Holder shall produce proof of full compliance with the Home Office "AN EMPLOYERS GUIDE TO RIGHT TO WORK CHECKS" – September 2024. This proof must be available to be produced on demand, to a Police Officer or Home Office Immigration Officer.

10. Staff shall be fully trained in making sales of alcohol and in particular how to manage issues in relation to underage sales and dealing with intoxicated 3 persons and street drinkers. The training shall be documented and made available to the Police or officers authorised by the licensing authority upon reasonable request.
11. All products to be paid for in full at the point of sale. No 'credit' to be offered to any customers.
12. Alcohol for off sales shall not be sold in an open container, be opened in the premises, or be consumed in the premises.
13. All alcohol, tobacco products and e-cigarettes (vapes) shall only be purchased from reputable wholesalers such as Alcohol Wholesale Registration Scheme (AWRS) cash and carry and wholesalers.

The Prevention of Public Nuisance

14. Notice displayed asking customer to leave quietly from premises also customers will be told in person to leave quietly and not to disturb the local neighbourhood.
15. Strict policy in place to all staff members not to serve alcohol to drunks at all.
16. Appropriate signage will be displayed, in prominent position informing customers they are being recorded on CCTV.

Public Safety

17. Fire exit signs displayed.

The Prevention of Children from Harm

18. A challenge 25 policy will be in force, where any person looking under the age of 25 shall be asked to prove their age when attempting to purchase alcohol and signs to this effect will be displayed at the premises. Challenge 25 posters displayed where alcohol is sold and across the premises, reminding customers they could be asked for ID under the challenge 25 policy.
19. The only acceptable ID will be those with photographic identification documents, including passport, phot-card, driving licence or proof of age card bearing the PASS hologram.
20. A refusal book shall be kept at the premises and updated as and when required and made available for inspection on request to a Licensing Officer, Police or other responsible authority.
21. A sign stating "No proof of age – No sale" shall be displayed at the point of sale.

General:

22. CCTV to be installed and 31 days recording system to be available with staff trained to download images when required.
23. All staff to be trained in responsible alcohol retailing.

Please record all refusals on the register below

REFUSAL BOOK

NO :	DATE :	PRODUCT:	TIME :	NAME OF PERSON OR DESCRIPTION	OBSERVATIONS	STAFF MEMBER
01	Example 01/08/2017	Cigarettes	7.10pm	Male, 14 yrs Blonde, 5ft 11"	Nervous and refusing to show ID	Allen Smith
02	28-11-25	14ape	4:21	Boy	No-ID	Kalyan Singh
03	30-11-25	U9PE	7.01	Girl	No-ID	Kalyan Singh
04	03-12-25	Cigarettes	3:55	Girl	No-ID	Gajinder
05	13-12-25	U9PE	11:09	Girl	No-ID	Gajinder
06	15-12-25	Alcohol	6:10	Boy	No-ID	Kalyan Singh
07	17-12-25	Cigarettes	10:55	Boy	No-ID	Kalyan Singh
08	19-12-25	Alcohol	9:55	Girl	No-ID	Gajinder

Manager's Signature :

Date :



Additional Books can be Available from

Personal Licence Courses UK Ltd, 145 Station Road,
West Drayton, UB7 7ND,
TEL: 020 8606 0558/07952990536



REFUSAL BOOK

Please record all refusals on the register below

NO:	DATE:	PRODUCT:	TIME:	NAME OF PERSON OR DESCRIPTION	OBSERVATIONS	STAFF MEMBER
01	25/8/21	Vape	9:55	Girl	No-ID	Kalyan Singh
02	31/12/21	Cigarette	6:10	Girl	No-ID	Kalyan Singh
03	31/12/21	Alcohol	7:55	Girl	No-ID	Kalyan Singh
04	1.01.22	Vape	3:55	Boy	No-ID	Bajinder
05	4.01.22	Alcohol	7:00	Boy	No-ID	Kalyan Singh
06	6.01.22	Vape	10:30	Boy	No-ID	Kalyan Singh
07	8.01.22	Alcohol	1:08	Girl	No-ID	Bajinder
08	8.01.22	Vape	5:PM	Boy	No-ID	Kalyan

Date :

Manager's Signature :



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REFUSAL BOOK

NO.:	DATE:	PRODUCT:	TIME:	NAME OF PERSON OR DESCRIPTION	OBSERVATIONS	STAFF MEMBER
01	9.01.26	Cigarette	11. AM	Box	No - ID	Gajinder
02	10.01.26	VAPE	13.10	Amrit	No - ID	Gajinder
03	11.01.26	Vape	6.45	Rich	No - ID	Kalyan
04	12.01.26	Alcohol	9.13	Box	No - ID	Kalyan
05						
06						
07						
08						

Manager's Signature :

Date :

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