

Annex 2

Conditions consistent with the operating schedule

1. The number of door supervisors to be engaged on any occasion shall be determined by the licence holder, taking into account such factors as the nature and duration of licensable activities proposed, the number, age and character of persons likely to attend, and any known risks to impact on the promotion of the licensing objectives. The licence holder shall make a written record of the number of door supervisors to be engaged and the factors taken into account by the licence holder. Any such record shall be produced to a police officer or authorised officer of the local authority on reasonable request.
2. A CCTV system shall be installed, maintained and must be in operation at all times that the premises are open to the public. Recorded images must:
 - a) be of sufficient clarity to allow personal identification
 - b) display the correct time and date of the recording, which shall be checked regularly for accuracy taking account of GMT and BST.
 - c) provide coverage of:
 - i. every public entrance or exit
 - ii. every area where alcohol is sold or displayed for sale and
 - iii. any other location deemed appropriate by the Police or Licensing Authority.
 - d) be retained for a period of at least 30 days
 - e) be produced for a police officer or an authorised officer of the local authority to review on request and
 - f) be exported to removable media (e.g. CD/DVD/USB device) if requested by a police officer or an authorised officer of the local authority.
3. A member of staff capable of operating the CCTV system shall be present at all times the premises are open to the public and shall have access to the system to enable images to be reviewed and/or produced upon request.
4. No person will be permitted to take or remove alcoholic or other drinks from the premises in open containers
5. All persons engaged in the sale of alcohol shall receive training or instruction to prevent the sale to anyone who is drunk or apparently under the age of 18 years. Such training will also include the details of the Premises Licence as well as its conditions. Staff members shall receive such training on induction, also at intervals not greater than one year apart. A record shall be made of:
 - the date the training or instruction was delivered,
 - its content, and
 - the names of the members of staff who received it.The record shall be produced to a police officer or an authorised officer from the local authority on reasonable request.
6. A written record shall be made of every incident of crime and disorder taking place on the premises, to include any action taken by staff. Every entry in the record shall be signed and dated by the person making it. This record shall be produced to a police officer or an authorised officer of the local authority on reasonable request.
7. The Challenge 21 scheme will be adopted at the point(s) of sale of alcohol.