

**Annex 2 – Conditions consistent with the Operating Schedule
and as agreed with Police 21.09.2022**

1. A CCTV system shall be installed and operative in the premises when licensable activities are taking place and at any other times when members of the public are present on the premises.

All recordings used in conjunction with CCTV shall:

- Be of evidential quality which will enable the identification of persons and activities
- indicate the correct time and date
- be retained for a period of 31 days
- Cover the point of sale, and entry and exit, as a minimum
- At least one person trained and authorised to access the CCTV system shall be present during opening hours. They shall be able to perform basic operations such as reviewing and downloading recordings to removable media any CCTV footage as requested will be downloaded immediately or secured to prevent any overwriting if required for Police or other authorised officers.
Recordings to be made available for inspection to the Police or any other authorised person when requested.

2. All members of staff shall be fully trained in the retail sale of alcohol. The training shall be ongoing and each member of staff shall be reviewed every six months. All details of the level of training shall be recorded in a bound and sequentially paginated book or electronic record. This information shall be made available for inspection and copying by the Police or any other authorised person on request and all such books shall be retained at the premises for at least 12 months.

3. A bound and sequentially paginated incident book or electronic record shall be kept to record all instances of disorder, damage to property and personal injury at the premises. This book shall be made available for inspection and copying by the Police or any other authorised person upon request and all such books shall be retained at the premises for at least 12 months.

4. A bound and sequentially paginated refusals book or electronic record shall be kept at the premises to record all instances where admission or service is refused.

Such records shall show:

- The basis for the refusal;
- The person making the decision to refuse; and
- The date and time of the refusal.

Such records shall be retained at the Premises for at least 12 months, and shall be made available for inspection and copying by the Police or any other authorised person upon request.

5. A Challenge 25 scheme shall operate at the premises. Any person who appears to be under 25 years of age shall not be allowed to purchase alcohol unless they produce an acceptable form of photo identification. (e.g. passport, driving licence, Military ID or PASS accredited card).

6. Challenge 25 notices shall be displayed in prominent positions throughout the premises
7. Notices shall be displayed at the exit requesting the public to respect the needs of local residents and to leave the premises and the area quietly.