

# Appendix 2

## **General**

All staff responsible for selling alcohol that do not hold a valid personal licence, shall receive training in the Licensing Act 2003, in terms of the licensing objectives, offences committed under the Act, conditions on the Premises Licence and Challenge 25 policy. Training shall be refreshed every 6 months with written records retained for a period of no less than 12 months and be made available on request to police and authorised officers of the Licensing Authority. Records will be endorsed with details of the person providing the training, the person trained and the date.

## **Crime and Disorder**

A CCTV system shall be installed, recording and maintained in working order and operated at the premises to the satisfaction of Lincolnshire Police, specifically:

- a. There shall be a minimum of one high resolution colour camera, fitted in a weatherproof housing, for external coverage of the entrance.
- b. There shall be a minimum of one high-resolution colour camera fitted to each public entrance/exit. To provide a quality head and shoulder image for facial recognition/identification purposes of all persons entering the premises.
- c. There shall be sufficient cameras able to cope with the normal operating illumination to reasonably cover all licensed public areas.
- d. Recordings must be kept for a minimum of 28 days and endorsed with the accurate, correct time/date (BST/GMT adjusted).
- e. Police and/or Authorised Licensing Officers shall be able on attendance to view immediate playback of any incident without the necessity for download.
- f. Recordings of incidents at the premises must be provided to the police following lawful request.
- g. A member of staff shall be on the premises at all times they are open to the public who is capable of operating the CCTV system and providing recordings on request. When this is not possible recordings shall be provided within 24 hours of the original request.
- h. Recording equipment shall be housed in a secure room/cabinet where access and operation is strictly limited to authorised persons.
- i. All equipment shall have constant time/date generation, which must be checked for accuracy on a daily basis.
- j. In the event of a system malfunction, the Designated Premises Supervisor or the Premises Licence Holder must immediately record details of this malfunction in the premises refusals/incident book. Arrangements for its repair must be made without delay.

SIA registered door staff shall be employed at the premises in accordance with a risk assessment, to be carried out by the DPS or licence holder.

This risk assessment will be kept on the premises at all times and presented to any requesting licensing authority upon their request.

On any occasion when door staff are employed the following will apply :

There shall be provided and kept at the premises a bound and sequentially numbered book or electronic record to record details of every person employed on the premises as a door supervisor. The record shall contain the following details:

- The door supervisor's name;
- His/her/their Security Industry Authority Licence Number;
- The time and date he/she/they commenced and concluded their duty;
- The door supervisors shall sign each entry.
- The log to be inspected daily and signed by a member of the management team.
- The log to be retained for a period of no less than 12 months and made available to Lincolnshire police for inspection upon request.

### **Public Safety**

Patrons shall not be allowed to enter or leave the curtilage of the premises whilst in the possession of any alcohol drink in unsealed containers. For the purpose of clarity, this means any alcohol leaving the premises includes leaving for any reason whether temporarily or otherwise. The only exemption being consumption in an outside area of the premises provided for that purpose.

Staff employed will take all necessary measures to ensure glassware is not removed from the premises by patrons.

An incident record shall be kept at the premises (either electronically or in writing) in which details of crime and/or disorder relating to the premises shall be recorded. The incident record shall be retained for a period of 12 months from date of completion and contain the following details:

- a. Time, date and location of incident;
- b. Nature of the incident;
- c. Names, addresses and contact details of persons involved if known or description if it is impractical to gain these details;
- d. The result of the incident;
- e. Action taken to prevent further such incidents; and
- f. Each entry signed by the DPS or other responsible person employed at the premises and so authorised by the DPS.

A refusals record shall be kept at the premises (either electronically or in writing) in which details of any alcohol refusals relating to the premises shall be recorded. The refusal record shall be retained for a period of 12 months from date of completion and contain the following details:

- a. Time, date and location of refusal;
- b. Reason for refusal;
- c. Result of the refusal;
- d. Each entry signed by the DPS or other responsible person employed at the premises and so authorised by the DPS.

### **Public Nuisance**

All external windows and doors must be kept shut at all times regulated entertainment is being provided after 22:00. Doors may be opened for normal entrance and egress of people but must be shut immediately thereafter.

Clear and legible notices must be prominently displayed at all exits requesting customers to respect local residents and leave the area quietly.

Regular assessments of noise will be carried out by the person in charge of the premises, to ensure it does not go beyond a reasonable level that would cause nuisance to local residents.

### **Protection of Children from Harm**

The premises shall operate the "Challenge 25" Proof of Age Policy to prevent the sale or supply of alcohol to persons under 18 years of age. The policy shall require any person who appears to be under the age of 25 years to produce one of the following forms of identification:

A recognised proof of age card credited under the British Retail Consortiums Proof of Age Standards Scheme (PASS);

Photo driving licence;

Passport.

Notices shall be prominently displayed advising customers of the "Challenge 25" policy

All under 18's on the premises must be accompanied by a responsible adult.