

## **Annex 2 - Conditions Consistent with the Operating Schedule**

Premise is to be a (Pub/Bar/Restaurant/Convenience Store).

### **General - To Meet all Licensing Objectives**

Staff Training - Appropriate induction training will be undertaken with all relevant staff to cover appropriate subjects for their role including:

- a. The responsible sale of alcohol.
- b. The prevention of under-age sales of alcohol, the Challenge 25 policy and in checking & authenticating accepted forms of identification.
- c. The responsibility to refuse the sale of alcohol to any person who is drunk.
- d. Fire safety & emergency evacuation procedures

All training will be recorded and training records made available on request to an authorised officer of the Licensing Authority or the Police.

Recording Practices - The premises will maintain written reports and registers. These will be kept for a minimum of 12 months and made available to the police and any authorised officer of the licensing authority on request. Records will be maintained of the following:

- a. Any complaint against the premises in respect of any of the licensing objectives
- b. Any crime reported at the premises
- c. Any seizure of drugs or offensive weapons
- d. Any illegal drug related incident
- e. Any fault in the CCTV system

All written reports and registers will be regularly checked by the DPS.

### **The Prevention of Crime & Disorder**

Customers/Patrons will not be permitted to enter or re-enter the premises from 23:00 hours daily.

A CCTV system shall be designed, installed and maintained in proper working order, to the satisfaction of the Licensing Authority and in consultation with Kent police.

Such a system shall be:

- Operated by trained staff
- Be in operation at all times that the premises are being used for a licensable activity
- Ensure coverage of all entrances and exits to the licensed premises, internally and externally
- Enable frontal identification of persons entering in any light condition
- Ensure coverage of such other areas as may be required by the Licensing Authority and Kent Police
- Provide continuous recording facilities for each camera to a good standard of clarity
- Such recordings shall be retained (On disc, hard drive or other immediate retrievable facility) for a period of 30 days and shall be supplied to the Licensing Authority or a Police Officer on request. This should be provided in an appropriate recorded format (usually to a disc, memory stick or data file

sent electronically) when formally requested to do so. The authorised person(s) should be sufficient to enable such data to be obtained by the police on formal request being made.

- The system should be checked and maintained to ensure it is in good working order, checks should be entered into an incident book. If there is an error on the CCTV system, then until it is fully working no 'Licensable Activity' can take place.
- I will register with ICO to ensure legal use of CCTV

A bound incident book will remain at the premises detailing any incidents/refusals including noise complaints. Entries will include a summary of the incident, descriptions/names, time/date, actions taken, any Police reference numbers. It will include details of who is making the entry, and details of any witnesses. The incident book will be presented to the Police / Licensing Authority on request.

All staff responsible for selling alcohol shall receive training in the Licensing Act 2003 in terms of the licensing objectives, offences committed under the Act, and conditions of the premises licence. Staff training shall be completed every six months, and documented training records will be made available on request by the Licensing Authority or a Police officer.

Open containers /vessels containing alcohol will not be permitted to leave the premises.

Customers/Patrons will not be permitted to consume drinks outside the premises from 22:00 hours daily.

The Licence Holder will ensure a minimum of one SIA licensed door supervisors will be present at the premises from 21:00 hours until close each Friday/Saturday/Bank Holiday Eve/Christmas Eve/New Years Eve, they will remain until everyone has left the premises and vicinity.

At any other time the Licence Holder will determine when to use door supervisors as defined within a written risk assessment, this will be kept at the premises and made available to the Licensing Authority or Police Officer on request.

An SIA door staff log book shall be kept, containing the name and badge number of SIA staff working each day, this will be made available on request by the Licensing Authority or Kent Police on request.

Drugs Zero Tolerance Policy - A Zero Tolerance Policy towards the use, possession and supply of illegal drugs will be adopted and enforced.

FAPAC – I will join FAPAC & Pub Watch and be an active part of helping crime prevention in the local area.

### **Public Safety**

First Aid - Adequate & suitable first aid boxes will be maintained and first aid training given to all staff.

Emergency lighting will be installed. There will be a well-lit safety exit.  
Drinking water to be supplied throughout service.  
Fire safety signs will be installed, fire extinguishers and dispersal signs fully visible and staff fully trained.  
There will be a risk assessment for the premises.  
Polycarbonate glasses used to prevent glass breaking.  
Use of safety schemes such as 'Ask Angela'  
Where a scheme exists in the District, the premises will be member of a 'Crime Reduction Partnership Scheme' (Locally known as FAPAC/Pub watch or by any other name).

Use of safety schemes such as 'Ask Angela'

### **The Prevention of Public Nuisance**

Refuse Disposal - No commercial waste shall be left on the street, all waste shall be stored in the commercial bins provided, prior to collection.

Refuse Disposal - Waste shall not be collected from the premises between the hours of 22.00 and 08.00 on any day.

Glass Recycling - Glass set aside for recycling shall not be emptied from one receptacle into another in any external area of the premises between the hours of 22.00 and 08.00 on any day

Litter - The area immediately outside the premises will be maintained to ensure that any litter generated by the premises and / or its customers is regularly cleared.

Noise Limiting Device - Where the licensable activity of amplified live music or recorded music are taking place, a noise limiter shall be fitted to the musical amplification system and set at a predetermined level, so as to ensure that no noise nuisance is caused to local residents or businesses. The operational panel of the noise limiter shall then be secured by key or password and access shall only be by persons authorised by the Premises Licence holder.

Noise Escape - Where amplified live music or recorded music is played windows and doors will be kept shut, except for entrance and egress, to avoid any public nuisance being caused.

External Areas - No amplification system or speakers will be used externally.

Smoking Area Signage - A sign requesting customers to respect local residents and keep noise to a minimum, will be displayed in the designated Smoking Area.

Exit Signage - A sign requesting customers to respect local residents and leave the premises quietly, will be displayed at each public exit to the premises.

Dispersal Policy - A suitable Dispersal Policy will be adopted by the premises and all relevant staff will receive training in the implementation of the policy. A copy of the

policy will be kept at the premises and made available to the Police or Environmental Health Officer on request.

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

**Challenge 25** - A Challenge 25 policy will be enforced, where any person reasonably looking under the age of 25 shall be asked to prove their age when attempting to purchase alcohol; signs to this effect will be displayed at the premises. The only acceptable forms of identity will be those photographic identification documents recognised in the Home Office guidance; including passports, photo-card driving licence or proof of age card bearing a PASS hologram.

**Register of Refusals** - A register of refusals book or electronic equivalent designed to record all refusals of sales of alcohol shall be maintained on the premises and made available to the police and local authority officers upon reasonable request.

**Access Restriction for Children** - Children under the age of 18 years shall not be permitted on the premises after 21.00 on any day.

As a shop for OFF sales we will very carefully ensure children could not be served alcohol. We will implement a Challenge 25 policy. We will keep a refusals register at the till.

**Online orders:** At the time the order is placed a declaration will be required from the person placing the order that the person is over 18 years of age. Anyone receiving a delivery and not appearing to be of the age of 25 years and over will be required to produce appropriate approved photo identification proving that they have turned 18 in order to be supplied with alcohol. Staff shall be trained in all aspects of responsible alcohol retailing and in particular the Protection of Children including the Challenge 25 policy and the identification and refusal of potential 'proxy' purchasers. Where an external delivery company is used to deliver alcohol to customers, we will ensure that they have a robust Age Verification Policy in place which will include that they only accept original photo ID in the form of a driving licence or passport.'