

ADD TO THE LICENCE

The following conditions and Agreed times

- SIA - The premise will employ a minimum of two SIA door staff between the hours of 20:00 – closing on Friday, Saturday, any defined gov.uk bank holiday. SIA Staff will also be employed when it is deemed by a risk assessment that these will be required or when asked to do so by the police, local authority or any other relevant authority.

- Incident Book - The premise must record all incidents that occur on the premise. Incidents that will be included in the incident book every time will be - first aid incidents, removal of persons by staff, anything that results in an injury and people that have been refused alcohol. If SIA staff are employed in the premise they will record their name and 16 digit SIA badge number and times they worked in the premise. This can be inspected and reviewed by a relevant authority seeking this request. Full training will be given to all staff on how to use the incident book.

- Drug Policy - The premise will ensure that there is a robust written drug policy.
It will detail the following points
 - the level of search for entry into the premise.
 - the timeframe of inspections of the toilets and other key areas in the premise that can be used for drug use.
 - The policy will outline to staff what to do if drugs are located.
 - It will detail training that will be given to all staff.

- CCTV this will cover the following points
 - CCTV cameras are located within the premises to cover all public areas including all entrances and exits
 - The system records clear images permitting the identification of individuals.
 - The CCTV system is able to capture a minimum of 4 frames per second and all recorded footage must be securely retained for a minimum of 28 days.
 - The CCTV system operates at all times while the premises are open for licensable activities. All equipment must have a constant and accurate time and date generation.
 - The premises will inform the Police or local authorities if there is any reason their CCTV is not working at any point, this will be logged in their incident book.
 - The CCTV system is fitted with security functions to prevent recordings being tampered with, i.e. password protected.

- There are members of trained staff at the premises during operating hours able to provide viewable copies on request to police or authorised local authority officers as soon as is reasonably practicable but within 48 hours at the latest. The CCTV will be provided in accordance with the Data Protection Act 2018 (or any replacement legislation).

- Authorisation of Sale of Alcohol - Authorised for the sale of Alcohol will defined in a written document. This will detail who is authorised the sale of alcohol and evidence that the staff member has been trained to spot underage drinkers. This document will be signed by both the staff member and the DPS. This document will be left on site and will be made available to the police, local authority or any other relevant authority seeking inspection or a copy.

- CHALLENGE 25
- To operate the challenge 25 scheme in the premises
- To display appropriate signage/information for customers informing them you operate challenge 25
- All staff to be trained in the understanding of this scheme
- To operate a refusals/challenge log alongside this scheme to ensure all challenges made by staff are fully recorded in this log – date/time/member of staff/ID produced yes or no

HOURS –

Open to the public

Monday, Tuesday, Wednesday, Thursday, Sunday

0800hrs – 00.30hrs

Friday, Saturday

08.00hrs – 02.30hrs

Sale of alcohol

Monday, Tuesday, Wednesday, Thursday, Sunday

0800hrs – 00.00hrs

Friday, Saturday

08.00hrs – 02.00hrs

MUSIC –

I am happy for live and recorded music to run along the same times as the sale of alcohol.

Monday, Tuesday, Wednesday, Thursday, Sunday

0800hrs – 00.00hrs

Friday, Saturday

08.00hrs – 02.00hrs

LATE NIGHT REFRESHMENTS

I am happy for Late night refreshments to run along the same times as the sale of alcohol.

Monday, Tuesday, Wednesday, Thursday, Sunday

0800hrs – 00.00hrs

Friday, Saturday

08.00hrs – 02.00hrs

Kind regards

PC Norris