

APPENDIX B: COPPER TODD

PROPOSED CONDITIONS BETWEEN THE APPLICANT AND HERTS POLICE

1. A digital closed circuit television (CCTV) system to be installed internally ensuring the following:-
 - a. All entry and exit points must be covered to enable frontal identification of every person entering the premises in any light condition
 - b. The CCTV system shall record 10 days of 24/7 footage and retain event footage (noise, person or movement) for 60 days.
 - c. Recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 60 day period.
 - d. A staff member from the premises who is knowledgeable with the operation of the CCTV system shall be on the premises whilst the premises is open for licensable activities. At all other times, a member of staff will be on duty within each 24 hour period. This staff member must be able to show and supply if requested a Police or authorised office recent data or footage with the absolute minimum of delay when requested.
 - e. Any faults with the CCTV system must be recorded in writing and must be rectified without delay.

2. The Premises Licence Holder or Designated Premises Supervisor to ensure that all management and staff are fully trained and briefed on the four licensing objectives, Challenge 25, the conditions on this licence, policies referred to in this licence and awareness of vulnerability and duty of care. Every 6 (six) months these staff are to be given refresher training and this is to be documented in such a way that it can be given to an authorised officer on request. Staff should also sign documentation confirming the training has taken place. Dated records to be retained for a period of at least one calendar year from the last date of entry.

3. The age verification policy to be operated will be "Challenge 25". This means that whilst alcohol may be sold to persons aged 18 years or over, any person who appears under 25 years of age shall be required to provide proof of age using an acceptable form of ID on delivery. Notices advertising that the Company operates a "Challenge 25" scheme shall be displayed in a clear and prominent position on the website, promotional literature, flyers etc.

The only forms of ID that may be accepted at time of delivery shall be:

- a. proof of age card bearing the PASS hologram logo;
- b. Passport;
- c. UK photo driving licence

4. At the time the order is placed a declaration will be required from the person placing the order confirming that they are 18 years and older. Service will be declined to any person who does not confirm the declaration.

5. Prior to accepting the order, the customer is asked to provide the name of the person accepting the delivery and is informed that on delivery an acceptable form of photographic ID proving that they are 18 years of age or over may be required.

The only forms of ID that may be accepted at time of delivery shall be:

- a. Proof of age card bearing the PASS hologram logo;
- b. Passport;
- c. UK photo driving licence

6. DPS/PLH will ensure that any courier company / delivery driver used adopts the following procedures:

- a. The delivery will be refused if the delivery driver believes the recipient to be under the age of 18 or the alcohol is being purchased on behalf of another person aged under 18 years.
- b. The delivery will be refused if the delivery driver believes the recipient to be under the influence of either drugs or alcohol.
- c. All staff, including delivery drivers will receive training with regards to their responsibilities to uphold the Licensing Objectives and requirements of the Licence. All delivery drivers must be 18 years old or over.
- d. Deliveries will not be made to public places such as parks, roadsides or landmarks. Deliveries can only be made to a home or business address given at the time of the order

7. DPS/PLH will ensure that the details of those persons that have been refused sale / delivery will be recorded in a refusals book, which will include date, time, name of persons if known, delivery address and reason for refusal. The refusals book will be made available for inspection upon request within 24 hours for Police and Local Authority Licensing Officers.

8. An incident book shall be maintained to record any activity of a violent, criminal or anti-social nature and be available for inspection at all reasonable times by an authorised officer of relevant responsible authority, it should record the following details:-
 - a) Time and date and nature of the incident,
 - b) People involved
 - c) Action taken
 - d) Details of the person responsible for the management of the premises at the time of the incident.

9. Business use of the premises will be limited to the storage of stock and the preparation of orders for the delivery of alcohol. No customers will be permitted access to the premises to collect alcohol.

10. Entry by children under 18 years of age to the specified area of the premises is prohibited whilst the following take place: make up, handling and storage and sale of alcoholic beverages.

11. No licensable activities shall be advertised by posters, stickers or banners which are displayed to the public on the licensable area of the premises.

12. Alcohol to be stored overnight in a secure building with a front door that has multi-point locks.