

APPENDIX B: BRAD & DILL'S

PROPOSED CONDITIONS AGREED WITH 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 continually record whilst the premises is open for licensable activities and during times when customers remain on the premises.
 - c. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 31 day period.
 - d. A staff member from the premises who is knowledgeable with the operation of the CCTV system shall be on the premises when the premises are open to the public. 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 operated at the premises shall 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. Notices advertising that the premises operate a "Challenge 25" scheme shall be displayed in a clear and prominent position at the premises

entrance(s)/and inside at the premises serving area. The only forms of ID that may be accepted shall be

- a. Proof of age card bearing the PASS hologram logo
 - b. Passport; or
 - c. UK photo driving licence
4. An incident book shall be maintained to record any activity related to drugs or of a violent, criminal or anti-social nature and be available for inspection at all times (when the premises is open) 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.
5. A written record of all refused sales shall be kept on the premises. It must include details of the member of staff who refused service, time and date it occurred and the reason for refusal. The record shall be made available to Police and/or local authority immediately upon request and shall be kept for a least one year from the date of last entry.
6. Staff to actively seek to prevent customers from exiting the premise onto Market Place with drink glasses, bottles, cans or any other vessel whether containing alcohol or not.
7. A4 size white notices in size 50 black Arial stating "Please respect our neighbours and leave the area quietly" need to be displayed at all entry / exit points.
8. The Licence Holder shall actively participate in the PubWatch Scheme, including attending the meetings and supporting the PubWatch banning systems, including keeping records and sharing information with the police.
9. The premises licence holder will ensure that a soft closure procedure is followed at the end of the evening, 30 minutes before the time the premises are due to close. This must include lowering any music,

informing people of the approaching closing time, not selling excessive amount of drinks to people within this time period, encourage sensible drinking and ensuring people have time to finish the drinks they have prior to closure.

10. The premise licence holder or Designated Premises Supervisor to take reasonable steps to ensure groups of people will not be allowed to gather/loiter outside the premises.
11. No children aged under 18 years to be on the premises unless accompanied by an adult, after 19:00 hours. No children aged under 18 years to be on the premises after 21:30 hours until closing, if alcohol is being served, unless attending a pre-booked function.
12. SIA registered door supervisors shall be employed at the premises on occasions as deemed necessary by the Designated Premises Supervisor and/or premises management following a risk assessment and on occasions following consultation with the Police.