

### **Prevention of crime and disorder**

- a) A CCTV system will be in Operation and recording when the premises is open and licensable activities are taking place. Cameras shall encompass all ingress and egress to the premises. Recorded images shall be retained for a minimum period of 28 days (14 days for digital systems). The CCTV system shall be maintained in good working order.
- b) CCTV images will be provided to the police and other responsible authorities if requested as soon as practicable.
- c) The correct time and date will be generated onto both the recording and the real time image screen
- d) Any person left in charge of the premises must be trained in the use of any such CCTV equipment, and be able to produce CCTV images to an officer from a responsible authority upon request.
- e) Spirits for sale shall only be displayed behind the staff counter.

### **The protection of children from harm**

- a) The 'Challenge 25' scheme shall be adopted, so that any customer attempting to purchase alcoholic liquor who appears to be under the age of 25 shall be asked for an accredited photographic proof of their age (e.g. passport, photo driving licence or a PASS approved card) and that a sale shall not be made unless this evidence is produced. This will only be treated as a breach where the customer subsequently turns out to be under 18 years of age.
- b) Challenge 25 signage will be displayed at the entrance to the premises, all areas where alcohol is displayed and at the cash till payment area. The signage will be displayed prominently and in the sight of customers and staff.
- c) A log (electronic or written) shall be kept at the premises to record all refused sales of alcohol for reasons that the person(s) is, or appears to be, under 18 years of age. The log shall record the date and time of the refusal and the name of the member of staff who refused the sale. The DPS shall check the book (if in written format) once a month ensuring that it is up to date and when it is checked will sign and date it. The book shall be made available for inspection upon the request of a duly authorised officer of the Licensing Authority or Police. This log will be retained for a period of 12 months on a rolling basis.
- d) An incident log will be kept which will include the date, time and details of incident that has taken place. The DPS shall check the book (if in written format) once a month ensuring that it is up to date and when it is checked will sign and date it. The book shall be made available for inspection upon the request of a duly authorised officer of the Licensing Authority or Police. This log will be retained for a period of 12 months on a rolling basis.
- e) The Designated Premises Supervisor (DPS) shall ensure that all Staff concerned in the sale of alcohol are trained in their responsibilities under the Licensing Act 2003, particularly concerning drunk sales, underage sales and proxy sales. Training will include challenging every individual who appears to be under 25 years of age and to refuse service where individuals cannot produce acceptable means of identification, and using the refusal register. Such training (including any refresher training) will be logged and provided not less than every twelve months. The training log shall be made available for inspection by Police and "authorised persons" immediately upon request.