

a. 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. If in written format, the DPS will sign and date the book each time it is checked ensuring that it is kept up to date. 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.

b. An incident log (Electronic or written) will be kept which will include the date, time and details of incident that has taken place. If in written format, the DPS will sign and date the book each time it is checked ensuring that it is kept up to date. 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.

c. 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.

d. A CCTV system will be in operation and recording when the premises is open and licensable activities are taking place. 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. CCTV images will be provided to the police and other responsible authorities if requested as soon as practicable.

e. The correct time and date will be generated onto both the recording and the real time image screen f. 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.

g. There will be no dancing within the premises when licensable activities are taking place.

h. On Fridays, Saturdays a minimum of 1 dedicated SIA registered door supervisors shall be employed at the premises between 19:00 hours until closing time. A record shall be kept showing their names, SIA badge number and expiry date, and the date and time that they were employed and signature. The door company details the company trading name and business address will also be recorded.

i. New Year's Eve, Bank Holiday weekends (Friday and Saturday), Cheltenham March and November race meeting day's should remain with door supervisors being on duty from 19:00 until close at the rate of 1 per 100 occupancy (or part thereof) and subject to a minimum of 2 door supervisors. A record shall be kept showing their names, SIA badge number and expiry date, and the date and time that they were employed and signature. The door company details the company trading name and business address will also be recorded.