

## **APPENDIX A**

### **Section 18 LICENSING OBJECTIVES**

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

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

CCTV shall be installed with 31 day recording facility

CCTV shall be of a high standard recording images of persons entering the premises of at least head and shoulders

CCTV cameras shall record alcohol display areas and point of sale and all other relevant areas

Staff training shall be recorded and updated every 4 months Training shall cover the requirements for ID as part of age verification, how to detect proxy sales, the consequences of underage sales (fines and punishment) , drunks and street drinkers, licensing objectives and other relevant matters as regards the licensing act, and the responsibilities of staff

The licence holder shall ensure that a refusals register is kept on the premises and that this shall be immediately available upon request of an authorised officer. The register shall record any refused sale of alcohol.. The refusal register shall be inspected on a regular basis by the DPS and signed by the DPS that they have checked the register

At least 12 months of refusal register details shall be retained and made available upon request by an authorised officer

An incident register shall be maintained recording all incidents of crime and disorder or other matters. The incident register shall be inspected on a regular basis by the DPS and signed by the DPS that they have checked the register

There shall be a documented reporting structure back to the Designated Premises Supervisor (DPS) and premises licence holder which shall include telephone contact numbers. This reporting document shall be immediately available upon request of an authorised officer

The premises licence holder shall ensure that a 'challenge 25' policy is adopted on the premises at all times. Signage of the 'challenge 25' policy shall be prominently displayed on the premises.

Acceptable identification accepted by the premises licence holder, DPS, or other staff members shall be a passport, photo driving licence or PASS accredited identity card Signage shall be displayed in a prominent position on the premises requesting that customers leave quietly

Signage shall be prominently displayed warning customers of the legal penalties for purchasing alcohol for any person under the age of 18 years

**b) The prevention of crime and disorder**

As above in a

**c) Public safety**

As above in a

**d) The prevention of public nuisance**

As above in a

**e) The protection of children from harm**

As above in a