

Appendix A

Section 18 of 21

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.

The premises shall install and maintain a comprehensive CCTV system. All entry and exit points must be covered enabling frontal identification of every person entering in a light condition. The system shall also provide full coverage of any exterior part of the premises accessible to the public. The CCTV system shall continually record whilst the premises are open. All recordings shall be stored for a minimum period of 28 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer of the Council.

A staff member from the premises who is conversant with the operation of the CCTV system shall be in the premises at all times when the premises is open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested and within a maximum of 24 hours of the initial request.

Subject to Data Protection guidance and legislation, the management of the premises will ensure that key staff are fully trained in the operation of the CCTV and will be able to download selected footage onto a disk/USB Stick for the Police or authorised officers of the Local Authority without difficulty, delay or charge.

b) The prevention of crime and disorder

Any CCTV breakdown or system failure will be notified to the Police and Local Authority immediately & remedied as soon as practicable. Repair records shall be kept on site for at least 12 months and be readily available to be viewed by all authorised persons upon request.

Notices shall be prominently displayed within the premises stating that CCTV is in operation.

c) Public safety

An incident log shall be kept at the premises and made available on request to an authorised officer of the The Council or the Police. It must be completed within 24 hours of the incident and will record the following:

- a) all crimes reported to the venue
- b) any complaints received concerning crime and disorder
- c) any incidents of disorder
- d) any faults in the CCTV system, searching equipment or scanning equipment

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e) any visit by a relevant authority or emergency service.

A documented staff training programme shall be provided to all members of staff at the premises and shall be maintained at the premises for a period of 6 months from the date the respective training takes place. This document shall cover:

- a) The licensing objectives
- b) Premises permitted hours and conditions attached to the licence
- c) Age verification policy

d) The prevention of public nuisance

A clear and unobstructed view into the premises shall be maintained at all times.

All delivery orders shall be to a registered residential or business address. There shall be no deliveries to public/communal areas or open spaces.

All deliveries to the site shall take place during the normal working day, i.e., 09:00 to 18:00 daily.

A suitable intruder alarm and panic button shall be fitted and maintained.

Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.

Deliver drivers will not congregate outside after 23:00 and only enter/leave the site to make deliveries and when the deliver item is ready

Green and electric vehicles will be encouraged to be used for deliveries to minimise noise

e) The protection of children from harm

A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.

Signage advertising the aforementioned proof of age scheme shall be prominently displayed throughout the premises with a particular emphasis on the devices used by staff to serve customers.