

Appendix A

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

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)

Staff Training

All staff responsible for selling alcohol shall receive induction and/or refresher training (at least annually) commensurate with their role and responsibilities in relation to the Licensing Objectives, the sale of alcohol, and the times and conditions of the premises licence.

Training shall include the Challenge 25 Age Verification Policy, ID verification, Underage Sales, Proxy Sales, and the requirement and process for completing both the incident log and refusal log (detailed below). Training will be documented and training records will be kept at the premises.

Training records shall be made available to the Police and/or Local Authority upon request and shall be kept for at least one year

b) The prevention of crime and disorder

Refusal Log

There shall be a register for the recording of all alcohol sale refusals, including attempted under-age sales, proxy sales and refusals to those who appear intoxicated.

Details to be recorded shall include the date, time, name of the person refused and the reason for the refusal.

The register shall be available for immediate inspection by any authorised officer of the responsible authorities and shall be securely retained by the licence holder for a for a period of 12 months from the date of the last entry.

Incident Log

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

- All crimes reported to the premises,
- All ejections of patrons
- Any complaints received relating to Licensed Activities.
- Any incidents or disorder
- Any visits from Responsible Authorities

c) Public safety

General

A current Fire Risk Assessment will be conducted, kept on the premises and made available for an Officer of any Responsible Authority on request.

d) The prevention of public nuisance

All customers using the outside area must only use plastic drinking receptacles.

The premises licence holder will operate the business with general consideration in respect of the surrounding areas, neighbours and businesses.

When regulated entertainment is provided music volumes will be monitored by a responsible person and all doors and windows will be closed, except for ingress and egress.

Appropriate signs, requesting patrons leave quietly and with consideration for neighbours in the vicinity, will be displayed clearly and prominently at exits.

Clear and prominent signs will be displayed in any outside area used by patrons for smoking, requesting patrons be quiet and considerate to neighbours.

e) The protection of children from harm

Age Verification Scheme – Challenge 25

A challenge 25 age verification scheme will operate at the premises whereby any person who appears to be under 25 years of age, and unknown to the staff member serving as a person over 18 years of age, shall not be served alcohol unless they provide identification to prove they are over 18 years of age.

Acceptable forms of identification will be a valid passport, a valid photo ID driving license or a valid proof of age scheme card with the PASS approved hologram.

Appropriate signage advertising the operation of the Challenge 25 scheme must be displayed in the vicinity of all points of sale for alcohol.

No 18th Birthday parties permitted.