

Appendix A

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

a) **General – all four licensing objectives (b, c, d and e) (please read guidance note 10)**

CCTV, STAFF TRAINING, CHALLENGE 25, INCIDENT LOG

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

All staff responsible for selling alcohol shall receive regular training in the Licensing Act 2003 in terms of the licensing objectives, offences committed under the Act and conditions of the Premises Licence. Written records of staff training in the Licensing Act 2003 shall be retained and made available to police and authorised officers of the Licensing Authority on request. Staff shall receive refresher training in the Licensing Act 2003 at intervals of no more than 6 months. Signed and dated records shall be kept of all staff training and such records kept available for inspection at the premises for a period of at least one calendar year from the last date of entry.

There shall be CCTV in operation at the premises and;

a) a member of staff who has been nominated in writing and who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public.

b) if the premises are not open, and subject to the tests set out by virtue of GDPR, within 24 hours of a request for access to the CCTV system from either the police or licensing authority, this staff member must be able to show a Police, HMRC or authorised council officer recent data or footage with the absolute minimum of delay when requested.

c) CCTV shall record continuously and be retained for not less than 31 days.

All alcohol shall be stored securely behind the sales counter and shall not be available for customer self-selection.

Alcohol shall only be supplied by trained staff upon customer request and only when a staffed till point is in operation.

No beers, lagers, ciders or similar products exceeding 6% ABV shall be stocked or sold. All products listed above shall be sold in multipacks.

The premises shall not sell alcohol to any person who is drunk or to any person suspected of purchasing alcohol for street drinking or proxy purchasing.

No advertising of alcohol pricing shall be displayed in shop windows or externally.

c) Public safety

An incident log shall be kept at the premises and made available on request to the Police or an authorised officer.

The log will record the following:

- All crimes reported to the venue
- All ejections of customers
- Any incidents of disorder (disturbance caused by either one person or a group of people).
- Any faults in the CCTV system or searching equipment or scanning equipment
- Any refusal of the sale of alcohol during the hours the premises is licensed to sell it

d) The prevention of public nuisance

The premises shall not operate irresponsible alcohol promotions or deep-discount sales designed to encourage excessive purchasing.

Staff shall take reasonable steps to discourage anti-social behaviour linked to alcohol sales in or immediately outside the premises.

Notices shall be displayed at the premises advising customers to leave quietly and respect neighbours.

e) The protection of children from harm

A “Challenge 25” age verification policy shall be operated at the Premises during the permitted hours for the sale of alcohol and staff shall be trained in respect of the policy. Staff shall ask for proof of age from anyone they suspect of being less than 25 years of age. The only acceptable forms of identification shall be a photo style driving licence, a passport, a photo identification card bearing the PASS logo in a hologram format, military ID or recognised national photographic identity cards from member countries of the European Union.

Posters shall be displayed in prominent positions around the premises advising customers of the Challenge 25 policy in force at the premises.

A record shall be maintained recording every occasion when the sale of alcohol has been refused. The record shall:

- a) give the date and time of the occasion; a brief description of the customer and the name of the member of staff who refused to sell the alcohol.
- b) be kept at the Premises and available for inspection by authorised officers of the Licensing Authority and the Police at all times the Premises are open.