

ANNEX 2 - CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE

The following conditions in Annex 2 are conditions consistent with the operating schedule submitted by the applicant within the application:

General

- 2.1 The Premises Licence Holder shall take all reasonable anti-fraud and underage sales precautions to ensure that no on-line/ telephone sales of alcohol are made or delivered to persons under the age of 18. On delivery when asked to do so, refusal or failure to provide only valid and accredited proof of age cards/documents will result in the delivery of an alcohol order being REFUSED OUTRIGHT.
- 2.2 The Premises Licence Holder shall take all reasonable precautions to ensure that delivery staff or contractors shall only deposit the order of alcoholic products with an adult and that the order is signed for.
- 2.3 Where the Premises Licence Holder maintains a website for the business or any forms of advertising/promotional material which is only supplied to customers of home deliveries or leaflet dropped to home or business addresses these shall contain:
 - a) The name of the delivery service, valid telephone numbers, email address, the premises licence number which authorises the sale/supply of alcohol and the relevant licensing authority which issued the premises licence;
 - b) The ordering by, sale/supply of any alcohol product to anybody under the age of 18, or delivery of any alcohol products to anybody under the age of 18 is strictly forbidden; and
 - c) On delivery when asked to do so, refusal or failure to provide only valid and accredited proof of age cards/documents will result in the delivery of an alcohol order being REFUSED OUTRIGHT.

The Prevention of Crime and Disorder

- 2.4 The Premises Licence Holder shall ensure that management and staff take appropriate steps to ensure that the business remains free from crime and disorder and neither creates nor contributes towards crime & disorder.
- 2.5 The Premises Licence Holder shall operate a policy of:
 - a) Maintaining staffing numbers at an appropriate level so as to ensure adequate security of the premises and within the delivery vehicles of the couriers and alcohol supplies
 - b) No cash handling by delivery drivers
 - c) Observing the duty to be a responsible alcohol retailer and always refuse to supply alcohol where there is a likelihood that such a sale might contribute towards crime & disorder.

2.6 A CCTV system has been installed and maintained on the licensed premises, with a minimum of four cameras covering the licensed premises. Recordings shall be accurately timed and dated and shall be retained for a minimum period of 31 days. Recordings shall be made available to an authorised officer of the Police of Licensing Authority upon request. Notices specifying CCTV surveillance is operating shall be displayed prominently at the premises. It should be noted that any retention, use or disclosure of personal information caught on CCTV must be carried out with data protection principles which shall override any conflicting element of this condition.

Public Safety

2.7 The Premises Licence Holder shall ensure that management and staff have an effective policy to promote public safety. The DPS shall liaise with responsible authorities to ensure public safety is promoted.

2.8 The Policy shall include:

- a) Delivery shall be conducted in a responsible and considerate manner, ensuring no disturbance to local residents
- b) No sales or supply of alcohol being undertaken where it is reasonably considered that this might negatively affect the public safety licensing objective
- c) Fire risk assessments being undertaken periodically and acted upon in accordance with current recommendations and requirements.
- d) Effective lighting being maintained and operated to ensure the safety of public and staff

The Prevention of Public Nuisance

2.9 The Premises Licence Holder shall ensure that the DPS and staff are mindful of the need to reduce the impact of nuisance caused by the operation of the business, whether by noise, odour, vibration, light or other cause and shall constantly assess the risk of public nuisance and take immediate steps to eliminate the problem. Staff shall ensure that:

- a) Deliveries shall be conducted in a responsible and considerate manner, ensuring no disturbance to local residents
- b) No sales or supplies of alcohol shall be undertaken where it is reasonably considered that this might negatively affect the public nuisance licensing objective.
- c) The premises shall be kept free from waste or litter associated with the operation of the business
- d) Any noise, light pollution, vibration, and any other potential nuisance shall be monitored and kept to an acceptable level
- e) Waste Removal shall be undertaken at a time that does not cause disturbance

The Protection of Children from Harm

2.10 The Premises Licence Holder shall ensure that the business is operated in such a way that reflects a commitment to be a responsible retailer. To protect children from harm there shall be a policy of:

- a) Strict terms and conditions stressing that the purchaser and those receiving the delivery of alcohol must be at least 18 years of age
- b) The business and courier shall refuse a sale or delivery of alcohol when it is reasonably considered that such a sale or delivery might directly or indirectly undermine the child protection objective.
- c) The age verification policy shall be one of Challenge 21. This shall be specified in promotional material, terms and conditions, within the premises and emphasised through staff training. Anyone not looking 21 at the point of delivery or sampling will be required to prove that they have turned 18, otherwise delivery or sampling will be refused and recorded. Acceptable ID

will be a photo driving licence, passport, PASS accredited proof of age card or other photo ID that is recommended for acceptance by the Police or other authorities.

For all other areas of the business we would recommend adding the following conditions that apply to your business.

All staff are to be trained in responsible alcohol retailing to the minimum standard of BIIAB level 1 or equivalent, the premises evacuation procedures and policies, within three months of commencing employment at the premises. Training records shall be kept on the premises and produced to the Police or an authorised Officer of the Licensing Authority upon request. For the avoidance of doubt this training may be administered in-house in accordance with the relevant criteria. Training shall be reviewed six-monthly to ensure that all staff are up to date with the latest legislation. All current staff shall be trained to the above standard within six months.

An incident book(s)/refusals register shall be kept and maintained on the premises at all times. The book(s) shall detail all incidents of injury/ejection/refusals/drug misuse/seizure/age challenge. Such matters shall be timed, dated and signed by the author and produced to police or an authorised officer of the licensing authority on demand. In the case of refusals register, there shall be one at each bar area, or any other area utilised for the supply of alcohol

Notices shall be prominently displayed and maintained on the premises requesting that attendees/users of the licensed premises leave the premises and the vicinity quietly and with respect to the needs of neighbouring properties.

The premises licence holder shall ensure that notices detailing emergency evacuation procedures shall be prominently displayed and maintained on the licensed premises. Adequate arrangements shall be in place to ensure the safe evacuation of any disabled persons on the premises.

Adequate provision of first aid materials and trained personnel shall be on duty at the premises during licensable activities, and in accordance with the premises licence holders risk assessment.

The premises licence holder shall ensure that suitable and satisfactory public safety risk assessments are undertaken with outcomes to be legibly recorded in a log-book maintained for that purpose.

There shall be no adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.