

Appendix 2. Requested conditions.

CCTV

CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition.

1. Cameras shall record all ingress and egress to the premises, fire exits and all areas where the sale and supply of alcohol occurs.
2. Equipment must be maintained in good working order, with recordings correctly time and date stamped. Recordings must be kept in date order, kept for a period of 31 days and handed to police and authorised officers upon request.
3. The premises licence holder must ensure at all times a DPS or appointed member of staff are on the premises and are capable and competent at downloading CCTV footage in a recordable format to the police and local authority upon request.
4. An operational daily log report must be maintained and endorsed by signature, indicating the system has been checked and is compliant. In the event of any failures, any action taken is to be recorded.
5. In the event of technical failure of the CCTV equipment the premises licence holder or DPS must report the failure to the police licensing officer immediately. (licensing.north.division@kent.police.uk).

Personal License Holder:

The license holder and/or designated premises supervisor shall ensure that at least one personal license holder is available on the licensed premises while the sale or supply of alcohol is being undertaken at the premises.

Staff Training:

All staff must have licensing training.

1. Training must take place within six weeks of employment.

2. Any new employees will be supervised until the training has taken place.
3. Refresher training should be repeated a minimum of every six months or earlier if required due to changes of legislation.
4. Training records must be kept on the premises and shall contain the nature, content and frequency of all training.
5. Records must be made available for inspection by police, and authorised officers either electronically or in hard copy.

Challenge 25:

A Challenge 25 proof of age scheme shall be operated at the premises, supported by prominent signage.

Signage:

The premises shall display prominent signage indicating, no sales of alcohol without ID will be made. Eg: 'No ID, no sale!'

Acceptable forms of ID:

The premises will only accept photographic driving licences, passports or PASS (proof of age standards scheme) cards approved as means of ID. If it accepts any other form of ID, eg: EU national ID cards, these must all bear a photograph, DOB, and holographic mark. No ID documents displayed as a photo will be accepted (example as a copy on a personal device). Only hard copies of ID documents to be accepted.

Signage:

The premises shall display prominent signage indicating that it is an offence to buy or attempt to buy alcohol for a person under the age of 18.

Spirit location:

Spirits will be displayed behind the counter.

Refusal register:

The premises licence holder or designated premises supervisor must keep a refusal register. Staff to be trained to complete a refusal book/record immediately after the refusal but no later than the end of their shift. The register must be kept

on the premises and will detail:

1. Day, date & time of refusal.
2. Item refused.
3. Name or description of person refused sale.
4. Reason for refusal.

Each entry is to be checked and signed by the DPS/Licensee no later than 1 week after the entry has been made. The register must be made available to police, and authorised officers from the authority upon request either electronically or by hard copy.

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