

1) CCTV shall be in use at the premises.

(i) Where a CCTV system is to be installed, extended or replaced, it shall be to an appropriate standard as agreed with the Licensing Authority in consultation with the Police. Where a CCTV system is to be installed, it shall be fully operational by opening date.

(ii) The CCTV equipment shall be maintained in good working order and continually record when licensable activity takes place and for a period of two hours afterwards. The system shall also record clear images permitting the identification of individuals.

(iii) The premises licence holder shall ensure images from the CCTV are retained for a period of 31 days. This image retention period may be reviewed as appropriate by the Licensing Authority;

(iv) The correct time and date will be generated onto both the recording and the real time image screen;

(v) If the CCTV equipment (including any mobile units in use at the premises) breaks down the Premises Licence Holder shall ensure the designated premises supervisor, or in his/her absence other responsible person, verbally informs the Licensing Authority and the Police as soon as is reasonably practicable. This information shall be contemporaneously recorded in the incident report register and shall include the time, date and means this was done and to whom the information was reported. Equipment failures shall be repaired or replaced as soon as is reasonably practicable and without undue delay. The Licensing Authority and the Police shall be informed when faults are rectified;

(vi) The premise licence holder shall ensure that there are trained members of staff available during licensable hours to be able to reproduce and download CCTV images into a removable format at the request of any authorised officer of the Licensing Authority or a constable;

(vii) There shall be clear signage indicating that CCTV equipment is in use and recording at the premises during the trading hours.

2.) The Premises Licence Holder shall have a procedure in place to ensure that the Exit is checked regularly and clear obstructions at all times.

3) The staff will ensure that the customer area will be free of trip hazards and spillages at all times.

4) Noise or vibration shall not emanate from the premises so as to cause a nuisance.

5) If the general public congregating outside the premises are causing anti-social behaviour, the management shall request that they leave, and if the problem persists the Police shall be called to support.

6) Prominent, clear and legible signage (in not less than 32 font bold) shall be displayed at all exits to the premises requesting the public to respect the needs of local residents and to leave the premises quietly.

7) A Challenge 25 scheme will be adopted in compliance with the age verification condition: Customers who appear to be under 25 years of age will be required to prove their age when purchasing alcohol. Suitable forms of identification will be a passport, 'Pass' card or other identification recognized by the licensing authority in its statement of licensing policy.

(b) Publicity materials notifying customers of the operation of the Challenge 25 scheme shall be displayed at the premises, including a Challenge 25 sign of at least A5 size at the entrance to the premises and where practicable at each point of sale.

8) A written register of Refusals & Incidents will be kept including a description of the people who have been unable to provide required identification to prove their age. Such records shall be kept for a period of 12 months and will be collected by the Designated Premises Supervisor and produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer the Local Authority/Council on demand.

9) This shall include details of any refused sales and shall give details of the persons involved, incident description, time and date, actions taken and final outcome of the situation. This shall be completed as soon as possible and, in any case, no later than the close of business on the day of the incident. The time and date when the report was completed, and by whom, is to form part of the entry. The logbook is to be kept on the premises at all times and shall be produced to an authorised officer of the Licensing Authority or a constable when required".

10) All staff engaged in the sale of alcohol to be trained in responsible alcohol retailing to the minimum standard of BIIAB level 1 or any equivalent training course within 1 month of commencing employment at the premises. Where there are existing staff this training shall be completed within 3 months of the date that this condition first appears on the licence. No person shall be authorised to sell or supply alcohol until this training is completed. Refresher training will be conducted at 12 monthly intervals. Training records shall be kept on the premises and produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of the Local Authority/Council on demand.

11) The training should be clearly documented and signed and dated by both the trainer and the member of staff receiving it.

12) All members of staff should be made aware of the licensing hours for sale of alcohol as part of their staff training.

13) All training records shall be kept for 12 months.

14) When customers place an order for alcohol, customers are asked to confirm that they are over the age of 18.

15) Customers will be advised at the time they place an order for alcohol that alcohol will only be delivered to the person who is named in the order, and they will be asked for evidence of their age to confirm that they are over the age of 18.

16) When a delivery driver takes alcohol to a customer's place of business and residency then they will ask the customer to provide the following forms of identification to prove

that they are over the age of 18: a) Photographic driving licence; b) Passport; c) Card bearing the PASS hologram; d) Military Identification.

17) In the event that a delivery driver is unable to obtain identification from a customer, then the customer will be refused service of alcohol, and a record of that refusal will be made in writing or electronically and will include the following: a) Order reference number; b) Date of refusal; c) Reason for refusal; d) Identity of individual refusing the delivery.

18) Records of these refusals will be kept at the store for a period of 12 months in writing or electronically, together with training records in respect of drivers who deliver alcohol to customers, regarding the prevention of underage sales. These records will be made available to the authorities upon request.

19) The licence holder must ensure delivery drivers do not cause potential noise nuisance from using their vehicles to disturb residential properties in the vicinity.

20) No alcohol to be delivered to public places, only residential addresses

21) All sales of alcohol for delivery must be paid for at the time of ordering. No cash on delivery.

22) All delivery drivers will be over the age of 18

23) Alcohol will never be left unattended at a place of delivery and will only ever be handed over to the person who has placed the order upon them providing evidence that they are over the age of 18.

24) If the general public congregating outside the premises are causing anti-social behaviour, the management shall request that they leave, and if the problem persists the Police shall be called to support.

25) Prominent, clear and legible signage (in not less than 32 font bold) shall be displayed at all exits to the premises requesting the public to respect the needs of local residents and to leave the premises quietly

26) There shall be no consumption of alcohol beverages purchased from the premises in open containers outside at the front of the premises.