

Annex 3 – Conditions attached after a hearing by the licensing authority

1. CCTV to be installed inside covering the bar areas on all floors and the reception area, and outside the premises covering areas including the front, side and rear of the venue including the patio and garden areas.
2. CCTV must be operational at all times that the premises is open to members of the public.
3. CCTV recordings must be securely stored digitally and retained for a minimum of 14 days.
4. CCTV system must be regularly maintained and records of maintenance kept at the premises.
5. Signs to be displayed at all exits and in outside public areas requesting patrons to respect neighbours and leave/use the areas quietly.
6. Staff to oversee outside areas where patrons are utilising the facilities ensure noise levels are minimised to prevent nuisance to residents, but no responsibility for members of the public using the though fare.
7. A log must be maintained on the premises of any incidents or complaints received and action taken and will be available for inspection.
8. All staff shall be trained in the law about the sale of alcohol. Such training will include challenging every individual who appears to be under 25 years of age and to refuse service where individuals cannot produce acceptable means of identification, acceptable forms of ID and using the refusal register. Such training (including any refresher training) will be logged and provided not less than every twelve months. The training log will be made available for inspection by the Licensing authority and responsible authorities at all reasonable times
9. All staff to be trained by a Personal Licence holders with records available for scrutiny at any time.
10. The premises licence holder will ensure that there is a facility in place (such as a direct dial telephone number) that allows local residents to communicate directly with the designated premises supervisor in the event of any issues arising.
11. All doors and windows will be kept closed at all times except for ingress and egress.
12. The Challenge 25 proof of age scheme shall be operated at the premises. All customers who appear under the age of 25 will be challenged to prove that they are over 18 when attempting to purchase alcohol. Acceptable forms of ID include a photo driving licence, passport, or home office approved identity card baring the holographic 'PASS' mark. If the person seeking alcohol is unable to produce an acceptable form of identification, no sale or supply of alcohol shall be made to or for that person.
13. A refusals log must be kept at the premises, and made immediately available on request to the police or an authorised person. The refusals log is to be inspected on a monthly basis by the DPS and noted in the log and a record made in the log of any actions that appear to be needed to protect young people from harm. The log must record all refused sales of alcohol and include the following:
 - the identity of the member of staff who refused the sale
 - the date and time of the refusal
 - the alcohol requested and reason for refusal
 - description of the person refused alcohol

14. Posters of A4 size shall be displayed conspicuously on the premises in customer facing areas.

- Challenge 25 to advise potential purchasers that suitable proof of age will be required for all purchasers who appear to be 25.
- Proxy purchasing intended to warn adults not to buy alcohol for those under 18 years of age.