

1. CCTV cameras shall be located within the premises to cover all public areas including all entrances which shall record clear images permitting the identification of individuals.
2. The CCTV system shall be able to capture a minimum of 4 frames per second and all recorded footage must be securely retained for a minimum of 28 days.
3. The CCTV system shall operate at all times while the premises are open for licensable activities. All equipment must have a constant and accurate time and date generation.
4. The CCTV system shall be fitted with security functions to prevent recordings being tampered with (for example password protected).
5. There shall be members of trained staff at the premises during operating hours able to provide viewable copies on request to police or authorised officers as soon as is reasonably practicable in accordance with the Data Protection Act 1998 (or any replacement legislation).
6. A staff training scheme shall be used for all staff authorised to sell alcohol. The training will cover the importance of preventing under age sales and complying with licence conditions. Refresher training will be provided every 12 months, records will be kept and be made available to responsible authorities
7. All staff selling alcohol shall be authorised to sell alcohol in writing and a record of the authorisation will be kept in the shop for inspection.
8. The DPS (designated premises supervisor) and staff will be vigilant and monitor the area immediately outside the shop with the aim of ensuring that youths do not cause annoyance by congregating.
9. Spirits will be kept behind the counter.
10. Any incidents of crime and disorder at or immediately outside the premises, witnessed by staff, will be recorded in an incident book kept at the premises. This book will be kept in the shop and available for inspection by authorised officers.
11. The premises shall operate an alcohol refusals policy - alcohol will not be sold to;

(1) Any person recognised or identified as a street drinker (regardless of their level of intoxication at the time);

(2) Any person found to be drinking alcohol in the street;

(3) Any person who is drunk or appears to be drunk;

(4) Any person suspected of trying to buy alcohol for another person who is drunk or appears to be drunk;

(5) Any person unable to provide valid ID when requested by staff;

(6) Any person who is verbally or physically abusive towards staff or customers.

(7) To any person suspected of trying to buy alcohol for another person(s) who may be under age.

12. A notice advising customers of the refusals policy shall be on display.

13. Deliveries to the premises will be arranged so as not to cause any public nuisance to local residents.

14. Notices shall be on display in the premises asking customers to leave the premises quietly.

15. Staff will monitor the area immediately outside the premises on a regular basis to check for, and to properly dispose of, any litter from the premises.

16. The shop shall adopt a Challenge 25 policy.

17. Anyone who appears to be under 25 years old and attempts to purchase alcohol will be asked to prove their age by producing an acceptable form of photographic ID such as a passport, photo driving licence, military ID and PASS accredited proof of age cards.

18. Challenge 25 poster(s) shall be displayed clearly in the shop.

19. A refusals register (for the sale of alcohol) will be kept and be available for inspection by authorised officers on request.

20. Notices shall be displayed in the premises where they can be seen clearly to advise customers that it is unlawful for persons under 18 to purchase alcohol or for any persons under 18 years of age.