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Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation

a) General – all four licensing objectives (b, c, d, e) (please read guidance note 11)

This premises is currently situated on Harehills Lane and has operated in a legal manner retailing alcohol for some time. This premises is one of a number of successful and well ran premises in the locality. The applicant has taken great measures to ensure that the management and the staff are aware of the need to continually risk assess the impact of any activities on the licensing objectives

b) The prevention of crime and disorder

A suitable Close-Circuit Television (CCTV) system will be operational at the premises at all times when licensable activities are being carried out and at any other times where members of the public are present on the premises or whilst being served at the hatch

The CCTV system will contain the correct time and date stamp information

The CCTV system will have sufficient storage retention capacity for a minimum of 31 days continuous footage which will be good quality

A designated member/members of staff at the premises will be authorised to access the CCTV footage and be conversant with operating the CCTV system

At the request of an authorised officer of the Licensing Authority or a Responsible Authority (under the Licensing Act 2003) any CCTV footage, as requested, will be downloaded immediately or secured to prevent overwriting

The CCTV footage material will be supplied, on request, to an authorised officer of the Licensing Authority or a Responsible Authority

The Supervisors Register will state the name of the person who is in overall charge of the premises at each time that licensed activities are carried out and this information will be retained for a period of twelve months and produced for inspection on request to an authorised officer

The Incident Report Register will contain consecutively numbered pages, the date time and location of the incident details of the nature of the incident the names and registration numbers of any door staff involved or to whom the incident was reported the names and personal licence numbers (if any) of any other staff involved or to whom the incident was reported the names and numbers of any police officers attending the police incident and/or crime number names and addresses of any witnesses and confirmation of whether CCTV footage of the incident

The Incident Report Register will be produced for inspection immediately on the request of an authorised officer

Between the hours of 23 00 and 06 00 hours the store will be closed to the public and service will take place through a hatch installed at the premises front. This area will be covered by CCTV

All members of staff retailing alcohol will be fully trained in the need to continuously risk assess the licensing objectives. Training will be delivered to a high standard in identifying drunks and conflict management the sale of age related products and the need to challenge when required. Training will be delivered on induction and every 6 months thereafter. The premises will have a concise policy manual that will address areas of concern that have an impact on the licensing objectives

c) Public safety

All emergency lighting will be checked weekly
Entrances, Exits and Passageways are kept clear
A fire risk assessment will be in place
A fire prevention policy is in place

d) The prevention of public nuisance

Prominent signs will be displayed requesting customers to have regard for local residents when leaving the premises
Adequate bins are available for customers to dispose of litter
A Public Nuisance policy is in place, staff will be trained as to its requirements and will sign a document in compliance to this

e) The protection of children from harm

All staff will ask for proof of age from any person appearing to be under the age of 25 who attempts to purchase alcohol at the premises. Only driving Licences, Passports or cards bearing the PASS logo will be accepted. Staff will be trained in challenging customers wishing to buy age related products. A responsible sale of alcohol policy will be in place and staff will sign to signify understanding and compliance
A dated and sequential refusals register will be kept and maintained on all refusals
Staff will be trained in the prevention of proxy sales

- | | Please tick ✓ | Yes |
|--|---------------|--------------------------|
| • I have made or enclosed payment of the fee or | | ✓ |
| • I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy | | <input type="checkbox"/> |
| • I have sent copies of this application and the plan to responsible authorities and others where applicable | | ✓ |
| • I understand that I must now advertise my application | | ✓ |
| • I have enclosed the premises licence or relevant part of it or explanation | | ✓ |
| • I understand that if I do not comply with the above requirements my application will be rejected | | ✓ |