

## Annex 1 - Mandatory Conditions

1. No supply of alcohol may be made under this licence
  - a. At a time when there is no designated premises supervisor in respect of the premises licence, or
  - b. At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
3. The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either -

- a. a holographic mark, or
  - b. an ultraviolet feature.
4. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

For the purposes of the condition set out in paragraph 1 of this condition -

- a. "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
- b. "permitted price" is the price found by applying the formula  $P = D + (D \times V)$  where -
  - i. P is the permitted price,
  - ii. D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
  - iii. V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- c. "relevant person" means, in relation to premises in respect of which there is in force a premises licence -
  - i. the holder of the premises licence,
  - ii. the designated premises supervisor (if any) in respect of such a licence, or
  - iii. the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- d. "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- e. "value added tax" mean value added tax charged in accordance with the Value Added Tax Act 1994.

Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

1. Sub-paragraph 2 applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
2. The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

## **Annex 2 - Conditions consistent with the operating schedule**

### **The prevention of crime and disorder**

5. The premises shall install and maintain a digital CCTV system. The CCTV will be of good quality and contain the correct time and date stamp information. A member of staff who can operate the CCTV system will be on duty at all times whilst the premises is open. The rapid downloading of footage will be within 24 hrs. The CCTV system shall have sufficient hard drive storage capacity to store a minimum of 31 days. The CCTV system shall be capable of obtaining clear facial recognition images and a clear head and shoulders image of every person entering or leaving the premises at every entrance and exit point and at each point of sale. CCTV shall be continually recording during licensable hours. In the event of a failure of the CCTV system for any reason, a record of the failure will be recorded in the premises log and immediate steps will be made to rectify the problem. Nominated staff shall be trained in the operation of the CCTV system to ensure rapid data retrieval & downloads of footage can be provided expeditiously to the Police & the Local Authority Officer upon reasonable request. A CCTV log will be completed on a weekly basis to record all elements of the CCTV System is maintained in good working order and recordings date and time stamped.
6. An incident book must be kept on the premises and be made available for inspection by responsible authorities. The incident book must be used to record the following:
  - a. Any incident of violence or disorder on or immediately outside the premises
  - b. Any other crime or criminal activity on the premises
  - c. Any refusal to serve alcohol to persons who are drunk
  - d. Any refusal to serve alcohol to under 18's or anyone appearing to be under 18
  - e. Any call for police assistance to the premises
  - f. Any ejection from the premises
  - g. Any first aid/other care given to a customer.
7. The incident log shall have consecutively numbered pages, the date time and location of the incident, details of the nature of the incident, the names and personal licence numbers (if any) of any 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 there is CCTV footage of the incident. The incident log will be retained for a period of 12 months.
8. The display of spirits shall be in an area accessible only by staff.
9. All spirits will be stored and sold behind the counter.
10. The display of alcohol will be in a designated area of the premises which is capable of being supervised from the counter area.
11. There will be no sale of cider and lager of 7.5% alcohol by volume (abv) in 1, 2 or 3 litre plastic bottles.

12. The name of the premises will not contain reference to alcohol.
13. There will be no window display posters or similar advertising contained reference to alcohol displayed on the premises shop frontage or the highway abutting the premises.
14. When the designated premises supervisor is not on duty, a contact telephone number will be available at all times.
15. There shall be no sale of single cans of beers, lagers or ciders with an ABV in excess of 6.5% abv, or bottles of spirits under 70 cl in volume.
16. Alcohol products will not accommodate any more than 25% of the available floor space within the premises.
17. All areas of the premises to be used for the display of alcohol are marked on the plan. The display of alcohol will not change without the consent of the licensing authority by way of a minor variation application to the licence.
18. There will be no delivery service operated under this licence which includes the sale or supply of alcohol.

### **Public Safety**

19. The Premises Licence Holder will ensure that during hours of darkness the frontage of the shop is adequately lit so as to provide safe access and egress to the premises by the public.

### **The prevention of public nuisance**

20. Prominent, clear and legible signage shall be displayed at all exits to the premises requesting the public to respect the needs of local residents and to leave the premises and the area quickly and quietly.
21. Staff shall monitor the exterior of the premises using CCTV and personal observations, and use their best endeavours to deter/disperse persons congregating outside for unreasonable lengths of time.
22. A litter bin must be provided and maintained outside the premises, and be regularly emptied.
23. The Premises Licence Holder or Designated Premises Supervisor will cause litter checks to be conducted outside the premises up to 4 times in any 24hr period. A Litter Check Log Book will be maintained, and will record those checks and any remedial action taken.
24. Notices indicating the existence and effect of a Public Spaces Protection Order (PSPO) shall be prominently displayed at the exits to the licensed premises site, including any external drinking area, which can be clearly seen by people leaving.

### **Protection of children from harm**

25. The premises shall operate a Challenge 25 policy. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of 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.
26. All staff engaged in the sale of alcohol to be trained in Challenge 25. 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.

27. Prominent, clear and legible Challenge 25 signage shall also be displayed at all entrances to the premises as well as at, at least one location behind any counter advertising the scheme operated.
28. A written register of refusals 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.
29. Staff engaged in selling alcohol shall be trained in Responsible Alcohol Retailing to Level 1 or above (to include training on the identification and prevention of Proxy Sales).
30. Training records shall be maintained, retained for 12 months and made immediately available on request to an 'authorised person' (as defined by section 13 of the Licensing Act 2003), an authorised trading standards officer or the police.

**Annex 3 - Conditions attached after a hearing by the licensing authority**

None

**Annex 4 - Plans**

The plans for these premises are as those submitted with the application. A copy of which is held by Leeds City Council licensing authority.