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Supplementary item – Agenda item 6
Draft Operating Schedule

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Samy Limited Garforth
Revised Operating Schedule
24 May 2023

Alcohol hours

0000 to 2400

Late night refreshment

Not required

Opening hours

Not restricted

Conditions

1. A digital CCTV system will be installed, or the existing system maintained, such system to be fit for the purpose and to be to the reasonable satisfaction of the police.
2. The CCTV system shall be capable of producing immediate copies on site. Copies of recordings will either be recorded digitally on to CD/DVD or other equivalent medium. Images shall be provided to the police or to an authorised officer of the licensing authority within 24 hours of request.
3. Any recording will be retained and stored in a suitable and secure manner for a minimum of 31 days and shall be made available, subject to compliance with Data Protection legislation, to the police for inspection on request.
4. The precise positions of the camera may be agreed, subject to compliance with Data Protection legislation, with the police from time to time.
5. The system will display, on any recording, the correct time and date of the recording.
6. The CCTV system will be maintained and fully operational throughout the hours that the premises are open for any licensable activity.

7. There will at all times be adequate levels of staff maintained at the premises. Such staff levels will be disclosed, on request, to the licensing authority and police.
8. Adequate waste receptacles for use by customers shall be provided in and immediately outside the premises.
9. The premises licence holder will ensure that an age verification policy will apply to the premises whereby all cashiers will be trained to ask any customer attempting to purchase alcohol, who appears to be under the age of 25 years (or older if the licence holder so elects) to produce, before being sold alcohol, identification being a passport or photocard driving licence bearing a holographic mark or other form or method of identification that complies with any mandatory condition that may apply to this licence.
10. Signage informing customers of the age verification policy adopted at the premises will be prominently displayed.
11. All staff engaged or to be engaged in the sale of alcohol on the premises shall receive the following training in age restricted sales:
 - Induction training which must be completed and documented prior to the sale of alcohol by the staff member.
 - Refresher/reinforcement training at intervals of no more than 6 months.

Training records will be kept at the premises available for inspection by a police officer or other authorised officer on request.

12. All cashiers shall be trained to record refusals of sales of alcohol in a refusals register. The register will contain:
 - details of the time and date the refusal was made;
 - the identity of the staff member refusing the sale;
 - details of the alcohol the person attempted to purchase.

This register will be available for inspection by a police officer or other authorised officer on request.

13. An incidents register shall be maintained at the premises recording:
 - all incidents of crime and disorder occurring at the premises;
 - details of occasions when the police are called to the premises.

This register will be available for inspection by a police officer or other authorised officer on request.

14. All sales tills shall prompt the cashier making a sale of alcohol to verify that the customer is aged 18 or over.
15. Signage will be displayed in prominent positions within the store warning adults not to attempt to buy alcohol for those under 18 years of age.

16. Signage will be displayed at the exit of the premises requesting customers leaving the premises late at night to do so quietly and with consideration so as not to disturb nearby residents.
17. There shall be no sale of beer, lager, or cider with an ABV content of 6% ABV or above save for premium products which have been agreed with the police (email authority will suffice).
18. There shall be no self-service of spirits except for spirit mixtures with an ABV not exceeding 6%.
19. There shall be no alcohol available by self-service within 5 metres of the store entrance.
20. The premises licence holder shall endeavour to eliminate or minimise any nuisance arising out of its licensable activities. In doing so the premises licence holder will work with enforcement authorities where any issues are identified. Local residents will be provided with contact details if necessary.
21. The licence holder will ensure that its staff monitor and keep clean the pavement area to the front of the premises.
22. Between the hours of 0000 and 0600 there will be a minimum of two members of staff on duty. In the alternative, if there is only one member of staff on duty between 0000 and 0600 the entrance door to the shop will be closed to customers and any sales between these hours will be made through the night pay window.

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