

1. CCTV

- 1.1 The premises shall install and maintain a digital CCTV system
- 1.2 . The CCTV system shall have sufficient hard drive storage capacity to store a minimum of 31 days.
- 1.3 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 each exit and entrance point.
- 1.5 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.
- 1.6 Only nominated staff shall be trained in the operation of the CCTV system to ensure rapid data retrieval & downloads of footage can be provided to the Police & the Local Authority Officer upon reasonable request in accordance with the Data Protection Act.
- 1.7 CCTV shall be continually recording during licensable hours
- 1.8 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.

b) The prevention of crime and disorder, and c) Public safety**2. Incident / Refusals Register**

2.1 An incident log book / Register must be kept at the premises. All log records will be retained for a period of 12 months from the date it occurred. The Incident Report Log Book / Register will contain consecutively numbered pages, the date time and location of the incident, details of the nature of the incident.

It will be 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, and must record the following;

- (a) All crimes reported to the premises (where relevant to the licensing objectives)
- (b) Any incidents of disorder

2.2. The Premises licence Holder shall ensure that all staff receive initial, regular and on going training in recognising signs of drunkenness and refusing the sale and complying with licensing conditions.

2.3 The Designated Premises Supervisor, when present, and all members of staff shall ensure that all lawful instructions and /or directions given by the Police are complied with.

3. When the designated premises supervisor is not on duty, a contact telephone number will be available at all times.

4: All spirits will be stored and sold behind the counter

- 5:** Roller shutters have been installed at the front of the premises, and security bars are installed at the rear.
- 6.** Notices indicating the existence and effect of the Armley Public Spaces Protection Order (PSBO) will be prominently displayed at the exits to the premises.
- 7.** 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
- 8.** The display of high-strength beers, ciders and lagers of 7.5% alcohol by volume (abv) or higher will be in an area accessible only by staff. Signage notifying customers will be displayed at the entrance to the premises and at the point of sale.
- 9.** No single cans of beer, lager or cider will be sold from the premises. Signage will be displayed at the entrance to the premises and at the point of sale.
- 10.** The premises will not store or sell any psychoactive substances known as 'legal highs', store or sell fireworks and knives of any size or description.

d) The prevention of public nuisance

- 11.** 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.
- 12.** The Premises Licence Holder will fix a waste bin outside the premises and empty this on a daily basis.
- 13.** The premises Licence holder will ensure that no lighting or air conditioning units will cause any nuisance to another person
- 14.** A member of staff will check the outside of the shop periodically throughout the day and ensure that all litter has been swept and cleared on a daily basis and that the litter log book has been completed daily.
- 15.** There is a large trade waste container at the rear of the premises. All trade waste will be removed under contract by a reputable waste collector.

e) The protection of children from harm

- 16.** 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.
- 16.1** The refusals book to record the details of incidents where a member of staff has refused to sell alcohol to a person suspected of being under the age of 18.
- 16.2.** The Premises Licence holder / Designated Premises Supervisor or nominated representative shall regularly monitor the entries in the refusals register / log, and sign and date when checked.

17. Proxy signs warning all persons not to sell alcohol to children will be displayed in close proximity to where all alcohol is sold from.

18. Challenge 25

18.1 The premises will operate a "Challenge 25" proof of age policy which will require any person who appears to be under the age of 25 to produce identification to prove they are 18 or over.

18.2 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.

19.3 Only a passport, photo-card driving licence, Armed Forces ID cards or a proof of age card bearing the official "PASS" accreditation hologram should to be accepted as proof of age.

19.4 Any person who is authorised to sell alcohol at the premises will be provided with training before they sell alcohol and refresher training every 6 months thereafter. Training will include information on how to prevent underage sales acceptable forms of ID, (with a sample validate UK) some Conflict Management, Age Restricted Products and any other relevant matters.

19.5 A written record will be kept of all training provided and this record will be kept on the premises for inspection by (as defined by section 13 of the licensing act 2003) or an authorised trading standards officer the local authority/council on demand.

19.6 No person under the age of 18 will be employed to work at the premises.

19.7 Alcohol refusals policies will be displayed at the entrance of the premises, the point of display and the point of sale.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee. (paid online) **X**
- I have enclosed the plan of the premises. **X**
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
Electronic application
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. **X**
- I understand that I must now advertise my application. **X**
- I understand that if I do not comply with the above requirements my application will be rejected. **X**
- **X**
[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

It is an offence, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.