

Otley Road Convenience Store,

80 Otley Road, Leeds, LS6 4BA

Applicant: Mr Khabat AHMAD

Requested Hours for the Sale of Alcohol

08.00 until 20.00 Monday to Friday

09.00 until 20.00 - Saturday

09.00 until 17.00 - Sunday

Operating Schedule proposed conditions

submitted 02/12/2024

General

CCTV

1.1 The premises are to operate an effective CCTV system which shall to be maintained in good working order at all times the premises is open for business.

Cameras will be installed and positioned to cover the customers areas.

1.2 The recording medium (e.g. disks / tapes / hard drive, etc.) and associated images are to be retained and securely stored for a minimum period of 28 days and are to be made available to the police / authorised officers of the Licensing Authority upon request.

1.3 The Premises Licence Holder or Designated Premises Supervisor is to provide the police with the contact details of at least one other member of staff or other person(s) who shall be trained and familiar with the operation of the equipment so that, at the expense of the premises licence holder, they are able to check that the equipment is operating properly and that they are able to provide copies of recorded data within no more than 12 hours from the time of the request.

1.4 In the case of a breakdown or malfunction the premises licence holder / designated premises supervisor shall make sure that the CCTV is in working order as soon as practicable

The Prevention of Crime & Disorder

- 2 A written sale of alcohol authorisation list will be maintained at the premises (this can be found in the Staff Training Induction Log book).
3. Staff training shall take place for all new staff to be completed within 1 month upon commencement of employment and every six months thereafter, a written record of this training is to be maintained and made available to the police and any authorised officer of the Council for inspection on request.
4. Training will concentrate on the licensing objectives, underage sales,

Challenge 25, Conflict Management, the sale of cigarettes both legal and illegal age restricted products.

5. An incident book/register shall be maintained to record:
i. All incidents of crime and disorder occurring at the premises.

ii. Details of occasions when the police are called to the premises. the book/register shall be made available for inspection by a police officer or other authorised officer on request.

The premises will be operating a bespoke full set of Compliance log books.

The Management and staff at the premises will be operating a set of Compliance books consisting of:

1: CCTV log book

2: Refusals Register log

3: Incident Log

4: Staff Induction Log – to include the conditions of the licence, the use of the Compliance Books and signage and the 4 licensing objectives. It also has a section on the written alcohol authorisation for all persons

5: Age Product Verification Training Book -this is Q & A self test training book. It has 3 sections

1: Alcohol, Challenge 25, Conflict Management

2: The sale of Cigarettes both legal and illegal

3: 30 products that have age restriction upon them

All the log books are bound and tamperproof and will be kept on the premises for a minimum of 12 months.

The premises will also display in prominent positions the following:

Challenge 25 A4 posters

Proxy signs

Quiet Notices

Customer alcohol Refusal Policy

Age Verification Policy and Scheme

Public Safety

No risk has been assessed

Prevention of Public Nuisance

6. Management and staff are to use their best endeavours to prevent 3 or more persons loitering outside the premises and to ensure that persons refused entry or ejected are asked to leave the vicinity of the premises.

7. Noise from plant or machinery shall not be audible at the nearest noise

sensitive premises during the operation of the plant or machinery. Plant and machinery shall be regularly serviced and maintained to meet this level.

8. Prominent, clear and legible notices must be displayed at all exits requesting that customers respect the needs of local residents, to leave the premises and area quietly and to properly dispose of litter.
9. 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.
10. All deliveries or removal of trade waste will not take place between 08.00 and 20.00 on any day.
11. The Premises Licence Holder will ensure that no exterior lighting will cause a nuisance to any neighbouring residential properties.

Protection of Children

12. 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.
13. The only acceptable forms of identification for proof of age are recognisable identification bearing a photograph, date of birth, and either a holographic mark or ultraviolet feature, such as a driving licence, passport, military ID card, national identity card, or a proof of age card with the PASS Hologram. Digital ID's displayed on mobile devices will not be accepted as a form of ID - until such a time that official guidance is issued on acceptable forms and safeguards. The premises is to maintain a refusals book or electronic equivalent 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. The Premises Licence Holder / Designated Premises Supervisor or nominated representative shall regularly monitor the book/electronic equivalent and record these checks. The book/electronic records must be made available to a Police Constable / Authorised Officers of the Licensing Authority on request.
14. Notices which inform customers of the offence of purchasing or attempting to purchase alcohol on behalf of under 18's (proxy sales), shall be displayed at the premises. **END**