

## **Proposed conditions Queenborough Sports and Social club**

### **Condition one**

CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition.

- (a) Cameras shall encompass all ingress and egress to the premises, fire exits and all areas where the sale and supply of alcohol occurs.
- (b) Equipment must be maintained in good working order, be correctly time and date stamped, recordings MUST be kept in date order, numbered sequentially (if not stored by hard drive) and kept for a period of 31 days and handed to Police upon reasonable request.
- (c) Key staff nominated by the data controller will be trained in the operation of the CCTV & will be capable and competent at downloading CCTV footage in a recordable format to the Police and Local Authority upon reasonable request.
- (d) The recording equipment and any discs/tapes shall be kept in a secure environment under the control of the data controller.
- (e) In the event of technical failure of the CCTV equipment the premises licence holder or DPS must report the failure to the Police Licensing Officer as soon as reasonably practicable (ie by the next working day) ([licensing.north.division@kent.pnn.police.uk](mailto:licensing.north.division@kent.pnn.police.uk))

### **Condition two**

All persons that sell or supply alcohol to customers must have licensing training.

- (a) Training should take place within six weeks of employment and any new employees will be supervised until the training has taken place.
- (b) Refresher training should be repeated a minimum of every six months or earlier if required due to changes of legislation.
- (c) Training records must be kept on the premises and shall contain the nature, content and frequency of all training.
- (d) Records must be made available for inspection by Police, Police Licensing Officer and authorised officers from the Local Authority upon reasonable request either electronically or hard copy.

### **Condition three**

The premises licence holder or designated premises supervisor must keep an incident register.

- (a) Staff to be trained to complete an incident book/records immediately after the incident but no later than the end of their shift.

(b) The register must be kept on the premises and will detail

(i) Day, date and time of incident

(ii) Nature of incident

(iii) Resolution

(iv) Each entry is to be checked and signed by the DPS/duty manager no later than 1 week after the entry has been made.

(c) The register must be made available to Police, Police Licensing Officers and authorised officers from the Local Authority upon reasonable request either electronically or hard copy.

**Condition four**

At all times when the premise has been hired by a non-member or is hosting an event a risk assessment will be completed to assess the requirement for door supervisors. If door supervisors are required there will be a minimum of 2 door supervisors at any one time. All risk assessment will be kept for a minimum of 6 months and will be made available to Police and Local authority licensing officers upon reasonable request.