

1.

All licensable activities at the premises will cease at **01:00** each day.

2.

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 record 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, with recordings correctly time and date stamped. Recordings MUST be kept in date order, kept for a period of 31 days and handed to police and authorised officers on demand.
- C. The premises licence holder must ensure at all times a DPS or appointed member of staff are on the premises and are capable and competent at downloading CCTV footage in a recordable format to the police and local authority on demand.
- D. The recording equipment and discs/tapes shall be kept in a secure environment under the control of the DPS or other responsible named individual.
- E. An operational daily log report must be maintained and endorsed by signature, indicating the system has been checked and is compliant. In the event of any failures, any action taken is to be recorded.
- F. 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 immediately. ([licensing.north.division@kent.police.uk](mailto:licensing.north.division@kent.police.uk)).

3.

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

- A. Training must take place within six weeks of employment.
- B. Any new employees will be supervised until the training has taken place.
- C. Refresher training should be repeated a minimum of every six months or earlier if required due to changes of legislation.
- D. Training records must be kept on the premises and shall contain the nature, content and frequency of all training.
- E. Records must be made available for inspection by police, police licensing officer and authorised officers from Medway Council on demand either electronically or in hard copy.

4.

The Designated Premises Supervisor will undertake a risk assessment in respect of the provision of door supervisors for any events and where deemed appropriate a minimum of 1 door supervisors will be employed.

5.

The Challenge 25 proof of age scheme shall be operated at the premises. All customers who appear under the age of 25 will be challenged to prove that they are

## **APPENDIX IV**

over 18 when attempting to purchase alcohol. Acceptable forms of ID include a photo driving licence, passport, or home office approved identity card bearing the holographic 'PASS' mark. If the person seeking alcohol is unable to produce an acceptable form of identification, no sale or supply of alcohol shall be made to or for that person. Notices advertising this will be displayed in a clear and prominent position at both the entrance and inside the premises