

Alpine, 17/23 Railway Street, Ormskirk

All fire and alarm equipment to be maintained in accordance with certification and testing requirements

Carry out risk assessments for all licensable activities in the premises

The premises must be fully air conditioned

**CRIME & DISORDER**

1. The premises shall operate and maintain a CCTV system which shall be in use during all times licensable activities are taking place at the premises and comply as follows:
  - a) The system shall cover all entrances and exits from the premises, in addition to covering all internal and external areas of the premises used to supply or consume licensed products
  - b) The focus of the camera(s) shall be so as to enable clear identification of persons on the premises
  - c) The system will be capable of time and date stamping recordings and retaining said recordings for at least 28 days
  - d) The Data Controller shall make footage available to a Police Officer or authorised officer where such a request is made in accordance with the principles of the Data Protection Act or any subsequent or alternative legislation
  - e) Signage advising that CCTV is in operation will be displayed.
  
2. A documented Challenge 25 scheme will be operated at the premises. The Challenge 25 scheme will be actively promoted and advertised at the premises and any person purchasing alcohol, who appears to be under 25 years of age, shall be asked to provide acceptable identification to prove that they are 18 years of age or over. Failure to supply such identification will result in no sale or supply of alcohol to that person.  
  
The Proof of Age Standards Scheme (PASS) will be actively promoted at the premises by the display of Challenge 25 posters bearing the PASS logo. A PASS accredited holographic proof of age card will be the main

identification document accepted at the premises as proof of age. A PASS card must be accepted as proof of age if a purchaser possesses one. Where a purchaser does not possess a PASS accredited proof of age card, only the following alternative forms of identification will be acceptable:-

- (a) Photo Driving Licence
- (b) Passport or
- (c) Her Majesty's Forces Warrant Card
- (d) National including EU Identity Cards

3. No off sales shall be permitted
  
4. A documented training scheme shall be introduced for all staff in a position to sell, serve or deliver alcohol. The scheme shall be made available for inspection at the request of any Police Officer, Trading Standards Officer or Local Authority Enforcement Officer.
  
5. A personal licence holder shall be on the premises at all times during which alcohol is being sold or supplied to customers or consumed by customers

The Designated Premises Supervisor or Premises Licence Holder shall conduct six monthly training reviews with all members of staff authorised to sell, serve or deliver alcohol in order to reinforce the training and to promote best practice. The written record shall be kept of the content of such reviews and be available for inspection by any responsible authority upon request.

6. Glasses which are made of toughened glass shall be used whenever possible

## **PUBLIC SAFETY**

7. The DPS or in his/her absence the person in charge of the premises, shall keep and maintain a door supervisor log book in respect of each period of duty of that door supervisor:-
  - (a) His/her full name and SIA badge number
  - (b) The time at which he/she commenced that period of duty with a signed acknowledgement by that person
  - (c) The time at which he/she finished that period of duty with a signed acknowledgement by that person
  - (d) Any times during the period of duty when he/she was not on duty and
  - (e) The full name of the person/company by whom the door supervisor is employed or through whom the services of that person were engaged
  
8. A minimum of two SIA registered door staff shall be employed at all times when one or more licensable activities are provided in order to promote customer safety on leaving, facilitate the safe, quiet and orderly dispersal of customers from the premises and the immediate vicinity. This number shall be assessed and increased as necessary.
  
9. The number of SIA registered door supervisors employed shall be in accordance with the following ratio: a minimum of two from opening and for the first 100 customers: one additional for every 100 customers
  
10. Whenever licensable activities are taking place at the premises the required number of door staff according to the ratio, will, at the end of the evening monitor both inside and outside until at least 10 minutes after the last customer has dispersed. Barriers will be placed outside the entrance 30 minutes before dispersal begins and monitored by the required number of door staff. This will prevent customers from walking out on to the road. These barriers will remain in place until 10 minutes after the last customer has left.

11. Door supervisors shall actively discourage persons leaving the premises with bottles or glasses.
12. Door supervisors shall wear high visibility clothing whilst on duty
13. The premises will have a written drugs policy to the satisfaction of the police that will include a search policy and all staff will have a working knowledge of it.

All staff will receive on-going training in Drugs Awareness, this training will be recorded and retained by the premises. These records will be made available for inspection by any responsible authority on reasonable request.

The premises will display notices which are securely fixed and visible to the public stating that drug use will not be tolerated on the premises.

14. The premises licence holder shall require the designated premises supervisor, or in his/her absence other responsible person, to keep an Incident/Refusals Register in which full details of all incidents are recorded. This shall include details of any refused sales and shall give details of the persons involved, incident description, time and date, actions taken and final outcome of the situation. This shall be completed as soon as possible and in any case no later than the close of business on the day of the incident. The time and date when the report was completed, and by whom, is to form part of the entry. The register is to be kept on the premises at all times and shall be produced to a Police Officer or authorised officer upon request.
15. No more than 600 people (including staff) shall be allowed on the premises at any one time. An appropriate method of keeping an accurate record of capacity levels shall be in place.

## **PUBLIC NUISANCE**

16. All external doors and windows shall be kept closed during opening hours other than for access and egress or in the event of an emergency. The main external doors may be kept open so long as the internal lobby doors are kept closed.
  
17. Notices shall be displayed at the exits to the premises asking customers to leave the premises and area quietly and to have consideration for residents
  
18. Noise from music and associated sources (including DJs and amplified voices) will not cause a disturbance to occupiers of nearby residential premises and other properties
  
19. Volume and tempo of music/entertainment will be significantly reduced one hour prior to closing
  
20. The rear patio doors leading to the external beer garden will be closed at 23.00 except for access and egress to and from the premises and/or in the event of an emergency.
  
21. No glassware to be collected from the premises or to be disposed of into outside waste receptacles between 23.00 and 08.00

## **CHILDREN FROM HARM**

22. There shall be no admission of persons under 18 years of age whilst alcohol is being sold, is available to purchase, or consumed on the premises