

## **APPENDIX 2**

### **Bufs - Proposed Conditions**

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 public 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 cameras shall be so as to enable clear identification of persons on the premises
  - c) The system will be capable of making correctly time and date stamped recordings , retaining said recordings for at least 28 days
  - d) The Data Controller shall make footage available for viewing and downloading to a Police Officer or authorised officer and ensure there is present a member of staff trained to do so at any time during which licensable activities are taking place 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. A refusals log will be maintained and shall be made available for inspection at the request of any Police Officer, Trading Standards Officer, or Local Authority Enforcement Officer

The Challenge 25 scheme will be actively promoted and advertised at the premises and suitable signs will be in place. 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 and that refusal recorded in the dedicated log.

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) Foreign National Identity Cards
- (d) Ministry of Defence Identity Cards

3. A documented training scheme shall be introduced for all staff in a position to sell, serve or deliver alcohol. The training must include, but should not be limited to, Check 25 and Drug Awareness. The scheme shall be made available for inspection at the request of any Police Officer, Trading Standards Officer or Local Authority Enforcement Officer.

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.

4. An incident log shall be kept to record any incidents occurring at the premises including occurrences of crime and disorder, evidence or suspicion of drug related activity and any requests made for persons to leave the premises. The log should record the date and time, the nature of the incident and the person recording it, the outcome or action taken and a police log number if appropriate. Entries should be completed as

soon as practicable and in any case no later than the close of business on the day of the incident. The incident log is to be kept on the premises and shall be produced to a Police Officer or authorised officer on request