

1. A documented Challenge 25 scheme will be the adopted Age Verification Policy operated at the premises. The Challenge 25 scheme will be actively promoted and advertised at the premises and suitable signage 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 the refusal shall be recorded in the dedicated Refusals Register which must be made available for inspection by any responsible authority upon request

Acceptable forms of identification: -

- a) Photo Driving Licence
- b) Passport
- c) National, including EU Identity Cards
- d) A PASS accredited holographic proof of age card
- e) Any other identification agreed with police licensing

The DPS or nominated person shall ensure that all staff members involved in the sale of alcohol are trained upon commencing employment and refresher training delivered at least one per annum or upon the request of any responsible authority. The training records shall be kept on site and shall be produced for viewing upon the request of any responsible authority.

2. The premises shall operate and maintain a digital 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, exits and emergency exits from the premises, in addition to providing recordings from all internal and external areas of the premises used to supply or consume licensed products
 - b) The focus of the camera(s) shall be positioned to enable clear identification of persons on the premises
 - c) The system will be capable of making correct time and date stamped recordings and 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 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
3. Whenever the premises trade beyond midnight for the sale of alcohol, the number of door supervisors employed at the premises will be as follows: -
 - a) Sunday, to Wednesday – The DPS or a nominated person shall carry out a risk assessment of the premises to determine whether door supervisors are required.
 - b) Thursday, to Saturday – There shall be a minimum of 2 SIA registered door supervisors employed from 2000hrs until close of premises. The DPS or a nominated person shall carry out a risk assessment of the premises to determine whether further door supervisors are required.
 - c) Any bank holiday, public holiday or day preceding these – There shall be a minimum of 2 SIA registered door supervisors employed from 2000hrs until close of premises. The DPS or a

nominated person shall carry out a risk assessment of the premises to determine whether further door supervisors are required.

- d) The risk assessment for the provision of door supervisors shall be a written one. Such risk assessment shall be conducted for the normal running of the business and shall be carried out on a not less than yearly basis. All risk assessments shall be kept on the premises for 12 months from the date of assessment and shall be produced to Responsible Authority Officer or Police Officer on request.
4. Any sales of alcohol made for consumption off the premises will be made in a sealed container
5. Notices shall be displayed at public exits, in a clear prominent position, requesting that patrons respect the needs of local residents and leave the premises and area quietly
6. The premises shall have a written drug policy detailing measures taken to enforce a zero tolerance towards drugs.
7. An incident log shall be kept on the premises to record any notable incidents, such as a report 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 possible, and in all cases, no later than the close of business on the day of the incident. The written record shall be available for inspection by any responsible authority upon request.
8. All members of staff employed by the premises shall undergo vulnerabilities training at least once per annum, the training shall include but not be limited to personal safety, drink safety and serving alcohol to those that are drunk.