

## Annex D - List of conditions

### Conditions proposed by the applicant

1. A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
2. A CCTV system will be installed at the premises covering the entrance, the external area and all internal areas.
3. An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the Local Authority
4. All staff members engaged, or to be engaged, on the premises shall receive full training pertinent to the Licensing Act
5. A CCTV system will be installed at the premises covering the entrance, the external area and all internal areas. A head and shoulders image to identification standard shall be captured of every person entering the premises. Images shall be kept for 31 days and supplied to the police or local authority on request.
6. A member of staff trained in the use of the CCTV system must be available at the premises at all times that the premises is open to the public.
7. The CCTV system will display, on screen and on any recording, the correct time and date that images were captured.
8. CCTV signage will be displayed, reminding customers that CCTV is in operation.
9. An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the Local Authority. The log will record the following:
  - Date
  - Time
  - Location
  - Persons concerned
  - Summary of incident
  - Identification of emergency personnel concerned
  - All crimes reported to the venue
  - All ejections of customers or refusal of entry
  - Any incidents of disorder (disturbance caused by either one person or a group of people).
  - Any faults in the CCTV system or searching equipment or scanning equipment
10. The premises shall operate a zero-tolerance policy to the supply and use of drugs.
11. Anyone who appears to be drunk or intoxicated shall not be allowed entry to the premises and those who have gained entry will be escorted from the business immediately

12. Substantial food and non-intoxicating beverages, including drinking water, shall be available in the premises where alcohol is sold or supplied for consumption on the premises.
13. All delivery orders shall be to a registered residential or business address. There shall be no deliveries to public/communal areas or open spaces.
14. All staff member should be checked to ensure they have the right to work in the UK. These checks should be made available upon requests to all responsible authorities. All associated '*entitlement to work*' documents:
  - a) must be logged and kept on the premises for the duration of the employment; and
  - b) must be retained for a minimum of 12 months after employment has ceased.
15. There shall be no vertical drinking at the premises.
16. The supply of alcohol on the premises shall only be to persons seated taking a table meal there and for consumption by such persons as ancillary to their meal.
17. The premises will have a refusal book or electronic system to record all refusals of sales, this must be made available to the police and local authority officers upon reasonable request.
18. During the hours of operation the licence holder shall ensure sufficient measures are in place to remove and prevent litter or waste arising or accumulating from customers in the area immediately outside the premises, and that this area shall be swept and or washed and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements by close of business.
19. Clear and legible notices will be prominently displayed at the exit to remind customers to leave quietly and have regard to our neighbours
20. No beers, ales, lagers, or ciders of 6% ABV or above to be sold
21. A challenge 25 policy will be in operation at the premises with operate signage on display throughout the premises.
22. All staff members engaged, or to be engaged, on the premises shall receive full training pertinent to the Licensing Act, specifically in regard to age-restricted sales, and the refusal of sales to persons believed to be under the influence of alcohol or drugs. This shall take place every 12 months.
23. All such training is to be fully documented and signed by not only the employee but the person delivering the training. Training records shall be kept at the premises and made available upon request to either Police Officers or an authorised officer of the Local Authority
24. Alcohol shall not be located in the immediate vicinity of the entrances and exit to the premises, but shall be in an area in which it shall be monitored by staff on a frequent and daily basis whilst licensable activities are taking place.
25. For all orders taken over the phone or via the internet, customers should be informed of Challenge 25 and the requirement to have ID ready for inspection should the need arise before receipt of alcoholic beverages.

Conditions agreed with Porden Road Residents Group

26. There shall be no emptying of bottle banks between the hours of 23.00 - 09.00
27. Ensure that patrons are verbally advised by management/SIA upon leaving to be mindful of the neighbouring residents and supervised to ensure that they are.
28. Patrons to disperse along Acre rather than via Porden Road.
29. Vehicles being used to deliver food and alcohol will not do so via Porden Road (due to noise disturbance caused particularly by mopeds/motor-bikes) and deliveries should be restricted to 10.00 - 18.00 Monday to Wednesday, 10:00 – 19:00 on Thursday to Saturday and 11.00 - 17.00 on Sunday.