

## Appendix 7 - Proposed conditions

### Prevention of Crime and Disorder

1. All alcohol and tobacco products will be purchased from established and bona fide VAT registered traders who provide receipts and invoices.
2. Invoices for all stock will be kept on file for a minimum of 12 months and will be made available to Police Officers, HMRC Officers and authorised local authority officers (including Trading Standards Officers) upon request.
3. The premises shall install and maintain a comprehensive CCTV system. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31-day period.
4. A staff member from the premises who is conversant with the operation of the CCTV system shall always be on the premises when the premises is open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
5. An incident log shall be kept at the premises and made available on request to an authorised officer of the Council or the Police. It will record the following:
  - (a) All crimes reported to the venue
  - (b) Any complaints received relating to crime and disorder
  - (c) Any incidents of disorder
  - (d) Any faults of the CCTV system
  - (e) Any refusal of the sale of alcohol
  - (f) Any visit by a relevant authority or emergency service

### The Protection of Children from Harm

1. A challenge 25 policy will be in force, where any person looking under the age of 25 shall be asked to prove their age when attempting to purchase alcohol and signs to this effect will be displayed at the premises.