

## **Annex 2 – Conditions consistent with the Operating Schedule**

1. A CCTV system will be installed and maintained. The CCTV system will incorporate the following basic requirements:

- a) Be switched on and fully operational when the licensable activities are being carried out.
- b) Record for a minimum rolling period of 31 days.
- c) Have a camera covering any entrance, which will provide a facial shot of identification quality.
- d) Have cameras covering any pertinent public areas (internally and externally).
- e) The footage from the CCTV is to be available for review by a Police officer, authorised Trading Standards officer or an authorised officer of the council upon request.
- f) Have a means of copying any footage to another medium as evidence if requested by a Police officer, authorised Trading Standards officer or an authorised officer of the council.
- g) Have a member of staff working at all times whilst the licence is in operation that is able to operate the system and in particular be able to provide copies of any footage requested by the police or authorised person.
- h) A system shall be in place to maintain the quality of the recorded image and a complete audit trail maintained. The system will comply with other essential legislation, and all signs as required will be clearly displayed.

2. Alcohol other than spirits will only be merchandised in areas that are within clear line of sight of till staff and directly and comprehensively covered by CCTV. Spirits will only be merchandised behind the point of sale counter and these items will only be accessible to the public via a member of staff providing it.

3. Alcohol shall only be purchased from suppliers registered with HMRC's Alcohol Wholesaler Registration Scheme. The management of the premises shall have available on the premises originals or legible copies of invoices, receipts or other records of transactions for all alcohol products purchased in the preceding three months, which shall be made available upon request to an authorised officer of the council, Trading Standards and Thames Valley Police.

4. Alcohol, tobacco and vaping products shall not be purchased from sellers calling at the premises.

### **Prevention of Public Nuisance.**

5. Prominent, clear notices shall be displayed at all exit points to advise customers to respect the needs of the local community and of acceptable behaviour in public spaces.

6. All staff employed (whether paid or unpaid) in the sale of alcohol or other age restricted products shall be trained in respect of the law relating to the sale of alcohol, proxy purchases, identification checking, the company's proof of age policy and the procedure on handling and recording refusals. The training level will be of the equivalent standard of that offered by the South West Trading Standards 'No Proof of

Age, No Sale' course. All training shall be carried out, documented and completed within 4 weeks of the staff member commencing employment. Refresher training shall be carried out annually and the training records signed by the staff member and designated premises supervisor. Records shall be kept for a minimum of one year and be made available upon request to an authorised officer of the council, an authorised Trading Standards officer and Thames Valley Police.

7. All members of staff at the premises shall seek "credible photographic proof of age evidence" from any person who appears to be under the age of 25 years and who is seeking to purchase alcohol from the premises. Such credible evidence, which shall include a photograph of the customer, will include a passport, photographic driving licence, or Proof of Age card carrying a "PASS" logo.

8. A refusal register (written or electronic) shall be maintained at the premises to record sales of age restricted products that have been refused. The register is to be made available upon request by Thames Valley Police, Trading Standards Officers and Licensing Officers. The register should include details of the time, date, member of staff refusing the sale, reason for refusal and a brief description of the person refused.