

Annex 1

It is requested consideration is given to placing the following conditions on the licence, in conjunction with any conditions requested by the Immigration Service:

- There shall be sufficient cameras to cover those areas that are not easily supervised from the sales counter, all entry and exit points from the premises (including fire exits) all areas where the sale of alcohol occurs and where alcohol is displayed.
- A monitor should be placed in such a position so as to be viewed by staff working in the sales area of the premises.
- The system must be capable of continuously recording in colour, providing real time pictures of evidential quality in all lighting conditions, and copies of such recordings shall be retained for a period of not less than 28 days.
- Any system installed should be capable of producing copies of recordings on site. Copies of recordings shall be provided on request to a person under the direction and control of the Chief Constable or an officer of North East Lincolnshire Council on DVD/USB at no cost.
- The designated premises supervisor will be responsible for the operation of the system and shall ensure that it is maintained in accordance with these codes of practice. They must ensure an appointed member of staff is capable of downloading CCTV footage in a recordable format at all times the premises are operating.
- Records of maintenance of the CCTV system shall be kept by the person responsible and the system shall be maintained in working order and checked weekly. Records of any maintenance/weekly checks shall be endorsed by signature by the DPS or other responsible named individual, and actions taken must be recorded. The record shall be produced on request to a person under the direction and control of the Chief Constable or an officer of the local authority on production of their identification.
- Recordings must be made of each trading period conducted at the premises, camera views must not be obstructed, and the recordings must be correctly time and date marked.

- An incident log shall be kept at the premises, and made available on request to a person under the direction and control of the Chief Constable or an officer of North East Lincolnshire Council, which will record the following:
 - all crimes reported to the venue
 - all ejections of patrons
 - any complaints received
 - any incidents of disorder
 - all seizures of drugs or offensive weapons
 - any refusal of the sale of alcohol
 - any visit by a relevant authority or emergency service

- There shall be a personal licence holder on duty on the premises at all times when the premises are authorised to sell alcohol

- Staff training will be given to all staff working at the premises. Such training shall be documented and recorded in a book/folder kept solely for that purpose. It will record the date and names of those trained and the person providing it. All present shall sign the book. The frequency of the training shall be on commencement of employment with refresher training once every six months. The training shall cover all aspects of the responsible sale of alcohol (Premises Licence Conditions, Licensing objectives, age verification, how to detect proxy sales, consequences of underage sales, serving to drunks and street drinkers etc) and conflict management. The book will be available to be viewed on demand by a person under the direction and control of the Chief Constable or an officer of North East Lincolnshire Council.