

## Annex 1 - Conditions

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

- The Premises Licence Holder must ensure an appointed member of staff is capable of operating the CCTV system and downloading CCTV footage in a recordable format at all times the premises are operating.
- Copies of recordings will be provided on request to a person under the direction and control of the Chief Constable or an officer of North East Lincolnshire Council.
- Records of maintenance of the CCTV system shall be kept by the Personal Licence Holder and the system maintained in working order and checked weekly. Records of any maintenance and weekly checks shall be endorsed by signature by the PLH/DPS or other responsible named individual, and actions taken must be recorded. The record will be produced on request to a person under the direction and control of the Chief Constable or an officer of North East Lincolnshire Council.
- 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

It is also requested that consideration be given to amending a current condition on the licence from:

- Staff shall receive regular training

to

- 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.