

**ANNEX A**  
**PROPOSED CONDITIONS**

**B&M STORE (FORMER HOMEBASE)**

**UNIT D, HORSTED RETAIL PARK, MAIDSTONE ROAD, CHATHAM ME5 9SQ**

Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)**

- A multi-camera CCTV system will be operational at the premises, which will cover all public trading areas, the entrance/exit and tills;
- The CCTV system will be maintained in good working order and images will be correctly time and date stamped. Footage will be retained for a minimum period of 31 days and a copy of CCTV footage will be downloaded and provided to any responsible authority on request;
- In order to maintain the security of the CCTV system, selected staff will be trained in the use of the system to ensure that any request for images will be completed within 24 hours.

**b) The prevention of crime and disorder**

- Appropriate signage stating that a CCTV system is operational in the store will be displayed in conspicuous positions;
- B & M will maintain liaison with the neighbourhood police officers regarding any crime/disorder/ASB issues relating to the premises;
- The area for the display of 'alcohol for sale' will be no more than 10% of the store trading area;
- Plain clothes security staff will be employed at the premises as and when deemed necessary by the Premises Licence holder;
- All customer facing staff will be trained in 'Security Awareness' as part of their induction training;
- Staff will be trained to ensure that alcohol is not sold to any person who is believed to be drunk;
- Notices will be prominently displayed inside the premises and at the tills, stating that it is an offence for any person under 18 years of age to purchase alcohol;
- Notices will be prominently displayed inside the premises and at the tills, stating that a Challenge 25 policy is in force;
- B & M operates a zero tolerance to aggressive and/or violent behaviour towards staff members.

**c) Public safety**

- A fire risk assessment will be conducted at the premises and this will be reviewed regularly in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

**d) The prevention of public nuisance**

- The area immediately in front of the store shall be inspected on a regular basis and management and staff shall use their best endeavours to prevent B & M customers from loitering in the said areas; persons refusing to move on will be reported to the Police and/or retail park security staff.

**e) The protection of children from harm**

- Staff will be trained on induction prior to commencing work on tills (and will undergo 3-monthly refresher training (in the form of a short written test)) in respect of the sale of alcohol (including awareness/prevention of proxy sales, signs and symptoms of intoxication, dealing with refusal of sales and any subsequent confrontational behaviour from customers);
- All staff training will be documented and training records will be made available to authorised persons from any responsible authority on request;
- Staff training records will be kept on site for a minimum period of 2 years from the date the training took place;
- A Challenge 25 scheme will be operated at the premises. Any person who appears to be under 25 will be asked to provide identification to prove they are 18+ before a sale of alcohol takes place;
- The only form of identification that will be accepted as proof of age is a passport, driving licence, PASS hologram ID card or His Majesty's Forces' warrant card;
- Failure to supply such ID will result in no sale or supply of alcohol being made to that individual;
- All cash tills will incorporate an electronic "prompt" for till operators whenever an alcoholic (or other age restricted) product is scanned, which will require the operator to verify the age of any person who appears to be under 25 before the sale can proceed;
- An electronic refusals register will be kept for each store (which will be backed up off-site);
- The electronic refusals register will keep records of all refusals of alcohol (or other age restricted products);
- The electronic refusal register will show the date, the product and the name of the employee who refused the sale;
- Refusals registers for each store will be printed, checked and signed by the DPS or duty manager on a weekly basis;
- Refusals registers will be retained for a minimum period of 6 months;
- Refusals records will be made available to authorised persons from any responsible authority on request.