

Appendix D

Conditions agreed with Trading Standards

- The business will operate a 'Challenge 25' policy for the sale of alcohol – i.e. requiring suitable proof of age from anyone who looks as though they are, or could be, under the age of 25 before selling them alcohol.
- The business will display signage at the point of sale of alcohol, advising customers that it operates a 'Challenge 25' policy.
- The only forms of proof of age accepted will be government issued photographic ID, such as valid passports and driving licences, or photographic ID bearing a PASS hologram, such as the Citizen Card
- Staff who may be responsible for selling alcohol will receive training on underage sales at the start of their employment, and thereafter at six-monthly intervals. It will be recorded when staff undergo this training, and these records will be made available to police and responsible authorities on request.
- Every time staff refuse to sell alcohol to an individual because they cannot provide satisfactory proof of their age, this will be recorded in a register. These records will include the date and time of the refused sale, the product requested, a description of the person attempting the purchase, and the reason for refusing the sale. These records will be made available to police and responsible authorities on request.

Conditions agreed with Kent Police

CCTV -

- CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions.
- Cameras shall encompass all ingress and egress to the premises, fire exits and all areas where the sale and supply of alcohol occurs.
- Equipment must be maintained in good working order, be correctly time and date stamped, recordings MUST be kept on the hard drive and kept for a period of 31 days and handed to Police upon request.
- The premises licence holder must ensure at all times a DPS or appointed member of staff is capable and competent at downloading CCTV footage in a recordable format to the Police and Local Authority upon reasonable request.
- In the event of technical failure of the CCTV equipment the premises licence holder or DPS must report the failure to the Police Licensing Officer within 24 hours unless the CCTV will be repaired before that time - licensing.north.division@kent.police.uk

Training -

- All staff who sell alcohol or supply alcohol to customers will have licencing training.

- Alcohol training will take place within six weeks of employment.
- Refresher training will take place every year or earlier if there is a change in the legislation.
- Any new employees will be supervised until training has taken place.
- All staff will have individual training records that detail the date and nature of training.
- All training will be documented and will be made available to the responsible authorities on demand along with the content of the training.
- All records will be kept for a period of 2 years.

Incident Log -

- An Incident log shall be kept at the premises, and made available on request to a police officer, police licensing officer or council authorised licensing officer. It must be completed within 24 hours of the incident and will record the following:
- All crimes reported at the venue.
- Any complaints received concerning crime and disorder.
- Any incident of disorder
- Any faults in the CCTV system, searching equipment or scanning equipment.
- Any visit by a relevant authority or emergency service

Refusals book –

- Keep a refusals book on the premises and ensure it is completed whenever a sale is refused to a person who cannot prove they are over the age of 18 years.
- The book should confirm the date, time of the incident, a description of the customer, the name of the staff member who refused the sale and the reason the sale was refused.
- The book should be made available to police and authorised council officer on request.

Challenge 25 –

- A 'challenge 25' scheme serves as a reminder to staff of the need to be vigilant in preventing underage sales and to customers that it is against the law for anyone under 18 to purchase alcohol. A useful website is <http://www.challenge25.org/>
- Only accept photographic driving licence, passports or PASS (proof of age standards scheme) cards approved as means of ID. If you accept other forms of ID such as EU national ID cards, these must bear a photograph, DOB, and holographic mark.

Alcohol Sales – No beer, lagers, ciders or spirit mixtures of **5.5% ABV (alcohol by volume)** or **above** shall be sold at the premises.