

## APPENDIX D

**The operating schedule makes reference to the use of a CCTV system to further enhance this the following to apply:**

Recorded CCTV images will be maintained and stored for a period of twenty-Six days,

A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public. Copies of footage will be provided to officers on request following a request to the premises licence holder's centralised IT department.

Recordings are fit for their intended purpose,

Good quality images are presented to the officer in a format that can be replayed on a standard computer

**The operating schedule also makes reference to a challenge 25 policy being in operation at the premises, to further enhance this the following to apply:**

Publicity materials notifying customers of the operation of the "Challenge 25" scheme shall be displayed at the premises.

A documented training programme shall be introduced for all staff in a position to sell, serve or deliver alcohol. A written record for each member of staff shall be kept of the content of such training and shall be made available for inspection at the request of Local Authority Officers and Police.

The Premises Licence Holder shall conduct six monthly training reviews with all members of staff authorised to sell, serve or deliver alcohol in order to reinforce the training and to promote best practice. An electronic record for each member of staff shall be kept of the content of such reviews and shall be made available for inspection at the request of Local Authority Officers and Police.

A list of persons authorised to sell alcohol shall be kept on site and made available for inspection at the request of Local Authority Officers and Police.

Clearly visible signage is to be displayed at the entrances and at points of sale indicating it is illegal to sell alcohol to people under the age of 18.

All other steps offered are welcome and acceptable to the Police and will assist in promoting all four objectives of the Act.