

Appendix D

Agreed conditions

1. Digital CCTV and appropriate recording equipment to be installed in accordance with Home Office Guidelines relating to UK Police Requirements for Digital CCTV System (PSDB Publication Number 09/05), operated and maintained throughout the premises including the entrance to the premises. The system shall be on and recording at all times licensable activities are taking place.
2. The CCTV cameras and recording equipment must be of sufficient quality to work in all lighting levels inside the premises at all times.
3. CCTV footage will be stored for a minimum of 31 days.
4. The management will give full cooperation and technical assistance to the Police in the event that CCTV footage is required for the prevention and detection of suspected or alleged crime.
5. The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy.
6. Subject to GDPR guidance and legislation, the management of the premises will ensure that key staff are fully trained in the operation of the CCTV, and will be able to download selected footage onto a disk (or other electronic portable device acceptable to Sussex Police) for the police without difficulty or delay and without charge to Sussex Police.
7. In the event of the CCTV system hard drive being seized as evidence as part of a criminal investigation by Sussex Police or for any other reason, the premises will be expected to install a replacement hard drive or a temporary replacement drive as soon as practicable.
8. The Premises Licence Holder shall ensure that all staff members engaged, or to be engaged, in selling alcohol at the premises shall receive induction training to take place prior to the selling of such products. This training to include the lawful selling of alcohol and refusing the sale of alcohol to a person who is drunk.
9. Alcohol sales training to take place twice a year.
10. All such training undertaken by staff members shall be fully documented and recorded. All training records shall be available on the premises and made available to Sussex Police, officers of the local authority and officers from the Trading Standards team upon request.
11. A member of the management team will be on the premises all the time the store is open for licensable activities. This colleague will have responsibility for the premises and will be the initial point of contact for any issues that may arise.
12. The premises will operate an age verification policy set at a minimum of 25 years (e.g. "Challenge 25") whereby staff will be trained to ask any person attempting to buy alcohol who appears to be under the age of 25 will be asked for photographic ID to prove their age. The recommended forms of ID that will be accepted are passports, official Photographic Identity Cards issued by EU states bearing a hologram or ultraviolet feature, driving licences

with a photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram and any other identification approved by the Home Office.

13. Signage advertising the age verification, or 'Challenge 25' policy will be displayed in prominent locations in the premises.

14. An incident log will be maintained by the premises showing a detailed note of incidents that occur in the premises.

15. The log should be kept on the premises and be available for inspection at all times the premises are open by authorised officers of the Licensing Authority or the police. An incident will be defined as being one which involves an allegation of a criminal offence.

16. All sales of alcohol, for consumption off the premises, to be made in a sealed container.

17. All alcohol orders (whether online, completed by the customer on paper, via the phone or verbally face to face) will contain age verification, whereby the customer will be asked to confirm that they are over 18.

18. In the event that there is no one to accept delivery, alcohol shall not be left on the doorstep or any other place. It can however be left securely with a neighbour as long as they are over 18 or a safe space.

19. Each delivery must be signed for where appropriate and the person delivering the alcohol must request appropriate photographic ID from the recipient if that person is believed to be under 25 years of age. If no such ID is produced the alcohol will not be delivered unless it is to a safe space.

20. Delivery staff must be trained in delivery of alcohol and challenge 25 prior to commencing deliveries

Condition/amendment still under discussion

The operating hours to be amended from 00:00 to 23:00, in line with the other off licences in the town.

I SIA on a Friday & Saturday from 17:00 to 23:00, opposed to our previous proposal of Thursday, Friday & Saturday from 20:00-23:00