

Conditions agreed with Dorset Police and Trading Standards

Prevention of crime and disorder

1. All staff involved in the sale of alcohol shall receive training on the law relating to prohibited sales, the age verification policy adopted by the premises and the conditions attaching to the premises licence. Refresher training shall be provided at least once every 6 months. A record shall be maintained of all staff training and that record shall be signed by the person receiving the training and the trainer. The records shall be kept for a minimum of 12 months and made available for inspection by police, licensing or other authorised officers.
2. The premises shall install and maintain a comprehensive CCTV system, all entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 31 day period. The CCTV system should be updated and maintained according to police recommendations.
3. An incident log shall be kept at the premises. The log should include the date and time of the incident and the name of the member of staff involved. The log to be made available on request to an authorised officer of the Council or the Police, which will record the following:
 - (a) all crimes reported to the venue
 - (b) all ejections of patrons
 - (c) any complaints received
 - (d) any incidents of disorder
 - (e) all seizures of drugs or offensive weapons
 - (f) any faults in the CCTV system or searching equipment or scanning equipment
 - (g) any refusal of the sale of alcohol
 - (h) any visit by a relevant authority or emergency service.
4. Any delivery shall be provided by a reputable company operating in the area. Where the company directly employ a delivery driver, they shall provide a delivery policy and training to their employee.
5. All persons making deliveries shall be instructed to report to the holder of the licence or the DPS any and all occasions when a delivery is refused and the reason for that refusal and a record of all such refusals shall be maintained at the premises. The record shall be checked by the DPS or the manager (ess) in charge of the premises at least once a week and shall be signed to that effect.
6. Off sale alcohol shall be ancillary to food prepared and served on/delivered from the premises.
7. Alcohol deliveries shall only be made to residential/business addresses.

Protection of children from harm

8. Challenge 25 shall be operated at the premises where the only acceptable forms of identification are (recognised photographic identification cards, such as a driving licence or passport I Holographically marked PASS scheme identification cards). Appropriate signage advising customers of the policy shall prominently displayed in the premises
9. A refusals register will be kept at the premises and used to record any refusals of sales of alcohol (e.g. no ID/ underage/ drunk). The register will be signed off and dated by the Designated Premises Supervisor on a weekly basis as being an accurate record.

10. All staff must receive training regarding the: - ·

- Four licensing principles contained in the Licensing Act 2003
- Responsible retailing of alcohol, and the law and
- The conditions attached to the premises licence.

Training must include evidence that the trainee has gained knowledge and understanding of the training, which may consist of a test or quiz, completed by the trainee. Documented records of training completed shall be kept for each member of staff for a minimum of 12 months and signed off by a supervisor.