

Suggestions of Conditions by TVP

Prevention of Public Nuisance

- 1) An entry, closure and dispersal policy for controlling the opening and closing of the premises and the departure of customers from the premises at the conclusion of the licensed activities shall be put in place and shall be actively operated. The policy shall be in written format and made available upon request to an authorised officer of West Berkshire Council and Thames Valley Police.
- 2) Recorded music shall be reduced to background level 30 minutes before the end of the time that the premises is permitted to be open to the public.
- 3) Signage will be prominently displayed on the premises to encourage customers to leave the premises quietly.

Protection of Children from Harm

Challenge 25 & Age verification

- 1) At all times that the premises is operating under this licence, the Premises Licence Holder shall ensure that its staff operate a Challenge 25 Policy (to minimise the risk of alcohol being sold to underage customers). This Policy shall (as a minimum provide) that before entry (or alternatively before any sale of alcohol), any person who appears to be under the age of 25 will be required to produce photo ID in the form of a passport; driving licence, UK Military ID card; PASS (or similar) card to prove that he/she is over the age of 18, before being permitted;
- 2) Notices advertising the Challenge 25 and proof of age policies shall be displayed in prominent places in the premises so that they can be seen internally and externally;
- 3) The Premises Licence Holder shall display in a prominent position a copy of their policy on checking proof of age.

Prevention of Crime and Disorder

CCTV

The premises licence holder shall ensure the premises' digitally recorded CCTV system cameras shall continually record whilst the premises are open to the public and recordings shall be kept for a minimum of 31 days with time and date stamping. The entire licensable area shall be covered by the CCTV. Data recordings shall be made immediately available to an authorised officer of Thames Valley Police or West Berkshire Council together with facilities for viewing upon request, subject to the provisions of the Data Protection Act. Recorded images shall be of such quality as to be able to identify the recorded person in any light. At least one member of staff on the premises at any time during operating hours shall be trained to access and download material from the CCTV system.

Incident Book

An incident/refusal book shall be used to record details of incidents that occur in and around the venue and refusal of sale of alcohol. The incident book shall truly reflect what has occurred and shall be specific in detail. All incidents shall be signed off by the DPS or the nominated individual when DPS is not on site. The premises licence holder shall ensure a recorded weekly review of the incident/refusal book by the DPS shall be carried.

Public Safety

Staff training & alcohol sales

Staff employed to sell alcohol shall undergo training upon induction. This training shall include, but not be limited to:-

- The premises age verification policy
- Dealing with refusal of sales
- Proxy purchasing
- Recognising valid identity documents not in the English language
- Identifying attempts by intoxicated persons to purchase alcohol
- Identifying signs of intoxication
- Conflict management
- How to identify and safeguard vulnerable persons who attend and leave the premises
- Drug Policy and substance awareness and effects
- Search Policy
- Dispersal Policy
- Crime scene preservation
- Child Sexual Exploitation

Refresher training shall be provided every 6 (six) months and signed records made available for inspection by a Police Officer or authorised officer of West Berkshire Council upon request. Written records are to be kept for a minimum of 2 (two) years of the date of training.