

## Conditions from Operating Schedule

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 internally and externally to cover all public areas, including the entrance to the premises. (Amend this part as appropriate) The system shall be on and recording at all times the premises licence is in operation
  - a. The CCTV cameras and recording equipment must be of sufficient quality to work in all lighting levels inside the premises at all times.
  - b. CCTV footage will be stored for a minimum of 31 days
  - c. The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy.
  - d. The management will give full and immediate 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.
  - e. Subject to Data Protection 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 for the police without difficulty or delay and without charge to Sussex Police.
  - f. Any breakdown or system failure will be notified to the police via 'phone (currently 101) or email immediately & remedied within a time frame agreed with Sussex Police.
2. The premises will operate an age verification policy set at a minimum of 25 years, whereby any person attempting to buy alcohol who appears to be under the specified age will be asked for photographic ID to prove their age. Signage advertising the "Challenge" policy will be displayed in prominent locations in the premises and shall include the point of sale and the area where the alcohol is displayed, as a minimum
3. All staff members engaged, or to be engaged, in selling alcohol on the premises shall receive full training pertinent to the Licensing Act, specifically in regard age-restricted sales, and the refusal of sales to persons believed to be under the influence of alcohol or drugs. Induction training must be completed prior to engaging in any sale of alcohol. Refresher training shall be conducted thereafter at intervals of no more than twelve weeks. All restricted sales training undertaken by staff members shall be fully documented and signed by the employee and the DPS. All training records shall be made immediately available upon request to officers of a Responsible Authority.
4. A refusals record must be kept at the premises which details all refusals to sell alcohol. This record must include the date and 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. All entries must be made within 24 hours of the refusal. The DPS must review and sign the

record at intervals of no more than eight weeks. The record must be made immediately available upon request to officers of a Responsible Authority.

5. No customer shall be allowed to use the outside or balcony areas after 22.00 hours, except for customers permitted to temporarily leave the premises to smoke in the designated smoking area.
6. Prohibit glasses and bottles being taken beyond a designated area which comprises the outside areas of the balcony, the patio and the grass terrace extending 3 metres into the Recreation Ground.
7. Notices will be displayed with clear signage stating no drinks on the perimeter of the designated area stating, 'No glasses beyond this point'