

## **Appendix D**

### Thames Valley Police conditions

#### TVP 1.

The Premises Licence Holder shall ensure that all staff employed at the premises whose duties include the sale or supply of alcohol shall undertake and complete a relevant programme of training prior to them being authorised to sell or supply alcohol. Such training shall consist of providing staff with an understanding of:

- The need to ensure the responsible sale and supply of alcohol
- The need to refuse the sale and supply of alcohol to persons who are intoxicated or underage
- The need to seek credible age verification from persons seeking to be sold or supplied alcohol who may appear under the age of 18 years old

Where subsequent issues or concerns linked to that training are brought to the premises licence holder's attention by the Licensing Authority or one or more of the named responsible authorities under the licensing act, the premises licence holder will make amendments as directed by that authority

Records of the training programme shall be maintained and made available to Authorised Officers upon request.

The Premises Licence holder shall provide a "refresher" training session to all relevant staff members as and when deemed necessary on a case by case evaluation, but as a minimum requirement the refresher training session shall be provided to all staff on at least one occasion every six months.

#### TVP 2.

A Premises Daily Register shall be held at the premises. This Register shall be maintained for a rolling minimum period of 12 months, and shall record:

- The name of the person responsible for the premises on each given day.
- The name of the person authorising the sale of alcohol each day.
- All calls made to the premises where there is a complaint made by a resident or neighbour of noise, nuisance or anti-social behaviour by persons attending or leaving the premises. This shall record the details of the caller, the time and date of the call and the time and date of the incident about which the call is made and any actions taken to deal with the call.
- Any refusals on grounds of age and/or intoxication (to include date, time, member of staff involved, reason for refusal as well as a brief physical description of the person refused) • Any items seized by security staff employed at the premises.
- The name, SIA number, start and finish time of anyone employed in a security role for that day
- Any use of force by SIA registered staff in the effective management
- Weekly checks of the CCTV, to ensure it is fully operational and any faults are dealt with including the time of the check and the person that carried it out.

- Any calls to or visits by Thames Valley Police in relation to any crime and disorder or like related matter.

The Designated Premises Supervisor, or in their absence duly appointed member of staff, shall check the Premises Daily Register on a weekly basis ensuring that it is completed and up-to-date, sign the Premises Daily Register each time that it is checked.

The Premises Daily Register will be readily available for inspection by any Authorised Officer of the licensing authority or named responsible authority under the licensing act, throughout the trading hours of the premises.

#### TVP 3.

The premises shall implement written policies. Such documents shall include, but not be limited to, the following:

- CCTV
- Conditions of Entry
- Crowd Dispersal
- Safeguarding Children & Vulnerable Adults
- Noise
- Queue Management
- Responsible Service of Alcohol
- Security Measures
- Underage Sales & False Identification
- Zero Tolerance Drugs

Where subsequent issues or concerns linked to that policy are brought to the premises licence holder's attention by the Licensing Authority or one or more of the named responsible authorities, the premises licence holder will make amendments as directed by that authority.

Hard copies of the most up to date policies will be kept on the premises. They will be readily accessible to staff for their own reference whilst working, and will be made available to any of the authorities upon request to check for compliance.

#### TVP 4.

A CCTV system will be installed and maintained. The CCTV system will incorporate the following basic requirements:

- Be switched on and fully operational when the licensable activities are being carried out.
- Record for a minimum rolling period of 31 days

- Have a camera covering any entrance which will provide a facial shot of identification quality.
- Have cameras covering any pertinent public areas (internally and externally)
- Have a means of copying any footage to another medium as evidence if requested by the Police
- Have a member of staff working at all times whilst the licence is in operation that is able to operate the system and in particular be able to provide copies of any footage requested by The Police at the time of the request if in relation to an urgent enquiry.
- A system shall be in place to maintain the quality of the recorded image and a complete audit trail maintained. The system will comply with other essential legislation, and all signs as required will be clearly displayed

TVP 5.

No person shall be allowed to leave the premises whilst in the possession of any drinking vessel or open bottle, whether empty or containing any beverage. (The external areas belonging to the premises are not included in this exemption)

TVP 6.

All members of staff at the premises shall seek "credible photographic proof of age evidence" from any person who appears to be under the age of 25 years and who is seeking to purchase or consume alcohol on the premises. Such credible evidence, which shall include a photograph of the customer, will include a passport, photographic driving licence, or Proof of Age card carrying a "PASS" logo.

TVP 7.

Where such a scheme exists and subject to the agreement of the relevant service provider/ radio link committee. The Premises Licence holder shall operate the "Radio-Link" system of communication during the hours the premises is open to the public, and shall ensure that the "Radio-Link" it is maintained, monitored and utilised correctly.

TVP 8.

Prominent, clear notices shall be displayed at all exit points to advise customers to respect the needs of the local community and of acceptable behaviour in public spaces.

TVP 9

The premises shall be cleared of customers and closed 30 minutes after the conclusion of the last licensed activity.

TVP 10.

Where the security risk assessment identifies the need for SIA security, the Premises Licence holder shall ensure that all staff employed in a security role at the premises shall wear at all times whilst on duty both inside and outside of the premises high visibility yellow florescent jackets/ vests which clearly identify them as members of the security staff.

TVP 11.

Where the security risk assessment identifies the need for SIA security there shall be no fewer than 2 employed to avoid issues inherent with lone working security

