

## Appendix 4

### Prevention of Crime & Disorder

CCTV to be upgraded at the premises within 28 days of these conditions being added to the licence to ensure that the

CCTV system is compliant with the below conditions:

A CCTV system shall be used and shall be designed and installed in accordance with the Cheshire Constabulary's CCTV

guidance document called 'CCTV in Licensed Premises – An Operational Requirement'. This system shall be in operation at

all times when licensable activities are taking place.

Recorded CCTV images will be maintained and stored for a period of twenty-eight days and shall be produced to the Police

or Licensing Authority upon request.

Designated supervisors will need to demonstrate that their CCTV system complies with their

Operational requirements. Management at the premises will need to be able to demonstrate the following:-

- Recordings are fit for their intended purpose,
- Good quality images are presented to the officer in a format that can be replayed on a standard computer
- The supervisor has an understanding of the equipment/training,
- Management records are kept,
- Maintenance agreements and records are maintained,
- Data Protection principles and signage are in place.

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### Door Staff

All persons employed at the premises to carry out a security activity must be authorised to carry out that activity by a

licence granted under the Private Security Industry Act 2001 or entitled to carry out that activity by virtue of section 4 of

that Act.

Management at the premises will hold a valid SIA non-frontline licence, allowing them to employ their own fulltime door

staff or they will employ a reputable fully licensed security company.

The premises will employ door supervisors on a ratio of one door supervisor for every 40 guests present at the premises.

Door Supervisors shall be required to wear reflective waistcoats or jackets to approved standard- to be a specified colour,

with approved lettering "security" front and rear and a clear plastic pocket to display the SIA badge in a prominent position.

A written record shall be kept on the premises by the Designated Premises Supervisor of every person employed on the

premises as a door supervisor in a register kept for that purpose. That record shall contain the following details:-

- The door supervisor's name, date of birth and home address
- His/her Security Industry Authority licence number
- The time and date he/she starts and finishes duty
- The time of any breaks taken whilst on duty
- Each entry shall be signed by the door supervisor
- Record of all incidents taking place in the venue

That register shall be available for inspection on demand by an Authorised Officer of the Council, the Security Industry

Authority or a Police Constable.

The premises are to consider the use body worn video cameras by the door supervision; where such cameras are used; the

footage will be stored securely for 28 days and will be made available to police, SIA Officer or an appropriate member of

the licensing authority upon request.

A violence risk assessment program shall be adopted by the premises, the training is to be completed by all members of

staff as part of their staff induction with refresher training to be completed at quarterly intervals. The training is to be

recorded

## Policies

### Search Policy for Weapons & Drugs

The Premise Licence Holder shall put in place a search policy to cover both drugs and weapons for the premises, which

shall be to the satisfaction of Cheshire Constabulary. The Premises Licence Holder or Designated Premises Supervisor shall

then ensure that this search policy is complied with at all times when the premises are open for licensable activities.

Conspicuous notices advising customers of the search policy shall be displayed at all entrances to the premises.

There shall be a suitable safe available for the safe storage of suspected drugs seized or found in the premises. The items to

be placed within Police supplied drugs bags and appropriately labelled and sealed until handed over to the Police.

The premises will adopt a dispersal policy from the time that guests start to leave the premises, with door supervision

encouraging guests to leave the area quickly and quietly.

There will be no entry/re-entry to the premises after 02:00 am.

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There will be no more than 220 customers in the premises at any one time. The management must be able to demonstrate

how the numbers of customers are being controlled and provide details of the number of customers on the premises when

requested by police or an officer from the local authority.

Entry to the premises shall be refused to any person who appears to be intoxicated.

Any disorderly persons shall be asked to leave.

Any customer who behaves inappropriately will be barred from the premises and their details passed to Pubwatch.

No person who is subject of a court banning order or who is restricted access through a Pubwatch scheme will be allowed

in the premises providing that the details of the person have been provided to the premises by the licensing authority or

Cheshire Constabulary.

Management of the premises will be a member of the local pubwatch and they will actively participate in the scheme.

#### Incident Book

An incident book shall be kept at the premises, and made available to the police or authorised council officers, which will

record the following:

All crimes reported

Lost property

All ejections of customers

Any complaints received

Any incidents of disorder

Any seizure of drugs or offensive weapons

Any faults in the CCTV

Any visit by a relevant authority or emergency service

#### Availability of DPS/Personal Licence Holder

The DPS or a Personal Licence Holder shall be on duty on Friday and Saturday evenings. At other times the DPS, a personal

licence holder or trained member of staff nominated in writing by the DPS shall be on duty at all times the premises are

open to the public.

#### Public Safety

There shall be clearly marked fire exits and fire extinguishers and the health and safety standards shall be reviewed on a

regular basis.

Extractor and fire equipment shall be tested on a regular basis in accordance with recommendations from Cheshire Fire.

Appropriate and sufficient first aid provisions will be available at the premises at all times.

Regular safety checks shall be carried out by staff.

Management shall liaise with the Fire Authority as necessary to ensure compliance with all necessary fire regulations.

#### Prevention of Public Nuisance

Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and leave the

area quietly.

All deliveries to the premises must be made via the entrance marked on the premises plan.

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No deliveries may be made to the premises between 22:00 hours and 08:00 hours

The Premises Licence holder or their representative shall conduct regular assessments of the noise coming from the

premises and shall take steps to reduce the level of noise where it is likely to cause disturbance to local residents.

A written record of those assessments and the remedial action taken shall be kept and will include the date, time of the

checks and the name of the person carrying out the checks. Details of the remedial action will also be recorded.

#### Prevention of Children from Harm

A "Challenge 25" policy shall be operated at the premises at all times.

The only forms of ID that shall be accepted (at the discretion of the Management) as proof of age are a valid passport, a

valid photographic driving licence, a PASS approved proof of age card, HM Services Warrant Card or other reliable photo ID

(that has been approved for acceptance by the Police or an Officer of the Local Authority)

Publicity materials notifying customers of the operation of the "Challenge 25" scheme shall be displayed at the premises.

The Designated Premises Supervisor or Premises Licence Holder shall operate and maintain an up-to-date Register of

Refusals of Sale of Alcohol, indicating the date, time and reason for refusal which shall

be made available for inspection by Local Authority Officers and the Police. The DPS or other responsible person shall

check and sign the register once a week.

Alternatively an electronic point of sale refusals log shall be kept.

A documented training programme shall be introduced for all staff in a position to sell, serve or deliver alcohol. A written

record for each member of staff shall be kept of the content of such training and shall be made available for inspection at

the request of Local Authority Officers and Police.

The DPS or Premises Licence Holder shall conduct six monthly training reviews with all members of staff authorised to sell,

serve or deliver alcohol in order to reinforce the training and to promote best practice. A written record for each member of

staff shall be kept of the content of such reviews and shall be made available for inspection at the request of Local

Authority Officers and Police.

A list of persons authorised to sell alcohol shall be kept on site and made available for inspection at the request of Local

Authority Officers and Police.

Misc

The premises licence holder or designated premises supervisor when employing staff members will

Carry out checks on the person to ensure that they have the right to live and work in the UK, any

Concerns regarding a potential employee are to be brought to the attention of the appropriate authorities.

All checks made and the outcome will be documented in an appropriate book or spreadsheet and this will be made

available for inspection at the request of Local Authority Officers and Police.