

## **AGREED CONDITIONS - Silvertime, 5-6 Park Parade, Harlesden, NW10 4JH**

Agreed with the Police and Licensing Officer

### **LAYOUT**

1. A clear view of the interior from outside the premises shall be maintained as shown on the licence plan.

### **CCTV**

2. CCTV shall be installed to Home Office Guidance standards and maintained in a good working condition and recordings shall be kept for 31 days and shall be made available to police and licensing officers if requested.

a) All entry and exit points to and from the premises enabling frontal identification of every person entering under any light conditions

b) The areas of the premises to which the public have access (excluding toilets)

c) Gaming machines and the counter area

3. The CCTV shall continue to record activities 24 hour a day for 31 days.

4. CCTV shall be made available for the police viewing at any time with minimum delays when requested.

5. The premises shall display notices near the entrance of the venue stating that CCTV is in operation.

6. A monitor shall be placed inside the premises above the front door showing CCTV images of customers entering exiting the premises.

### **RECORDING OF INCIDENTS**

7. An incident log shall be kept for the premises and 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) Any complaints received regarding crime and disorder;

c) Any incidents of disorder;

d) Any faults in the CCTV system; and

e) Any visit by a relevant authority or emergency service.

### **SIGNAGE**

8. Signs to be displayed alerting customers:

No alcohol

No smoking

No persons under 18 Years

Persons will be prosecuted for causing criminal damage

9. Prominent GamCare documentation will be displayed at the premises.

### **SECURITY**

10. A suitable intruder alarm complete with panic button shall be fitted and maintained.

11. The premises shall install and maintain a panic button behind the cashiers counter.

12. The licensee will ensure that customer toilets are checked every hour for evidence of drug taking. Toilet checks are to be documents stating the time and member of staff who made the checks.
13. A fire alarm and smoke detections system will be installed the premises are open.
14. The premises shall be staffed by a minimum of two persons at all times when the premises are open.
15. There shall be no pre-planned single staffing at any time.
16. The licensee shall install and maintain an intruder alarm on the premises.
17. The premises shall install and maintain a panic button behind the cashiers counter.

### **CHILDREN & YOUNG PEOPLE**

18. The Licensee shall maintain a bound and paginated 'Challenge 25 Refusals' register at the premises. The register shall be produced to the police or licensing authority forthwith on request.
19. Prominent signage and notices advertising the Challenge 25 will be displayed showing the operation of such policy.
20. Third party testing on age restricted sales systems purchasing shall take at least twice a year and the results shall be provided to the Licensing Authority upon request.
21. A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.

### **IDENTIFICATION OF OFFENDERS & PROBLEM PERSONS**

22. The Licensee shall implement a policy of banning any customers who engage in crime or disorder within or outside the premises.
23. The Licensee shall place a notice visible from the exterior of the premises stating that customers drinking alcohol outside the premises is not permitted and those who do so will be banned from the premises.
24. The licensee will refuse entry to customers who appear to be under the influence of alcohol or drugs.

### **STAFF TRAINING**

25. The Licensee shall take all reasonable steps to prevent street drinking of alcohol directly outside the premises and to ban from the premises those who do so.
26. The licensee shall provide training on the specific local risks to the licensing objectives that have been identified for these premises as part of the staff induction training programme. Periodically provide refresher training to all of its staff working at these premises on the specific local risks to the licensing objectives.

27. The Licensee shall train staff on specific issues related to the local area and shall conduct periodic refresher training. Participation in this training shall be formally recorded and the records produced to the police or licensing authority upon request.

28. New and seasonal staff must attend induction training and receive refresher training every six months. Participation in this training shall be formally recorded on each member of staffs training records which, if requested will be presented to the Licensing Authority as soon as practicable.

### **SEATING**

29. The licensee shall ensure that all seating within the premises are either secured to the floor or are weighted to prevent/deter lifting.

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