

Proposed Annex Two Conditions
New Premises Licence Application: Windermere Foods, 124 Windermere
Avenue, Wembley, HA9 8RB (REF: 35690)

The prevention of crime and disorder.

1. The premises shall operate and maintain a digital colour CCTV system. The CCTV system shall continually record whilst the premises are open for licensable activities and all recordings shall be kept for 28 days. The CCTV system shall also display the correct date and time on any recordings.
2. The CCTV system shall be capable of obtaining clear images of every person entering or leaving the premises with further CCTV cameras covering the publicly accessible areas stipulated on the premises plan. At least one CCTV camera shall face onto the immediate frontage of the premises.
3. CCTV footage shall be available to the Police and any authorised Officers from Brent Council, in a readily accessible format on removable media (i.e., USB, hard drive, CD etc..) or via digital transfer within 24 hours of request.
4. Signage stating that CCTV is in operation shall be clearly and prominently displayed at the premises.
5. An incident log shall be kept at the premises and made available for inspection upon request by the Police and any authorised Officers from Brent Council. The incident log shall record the following:
 - a. any incidents of crime or disorder.
 - b. any customers barred from the premises.
 - c. any complaints received.
 - d. any faults in the CCTV system
 - e. any visit by a relevant authority or emergency service.

Any entries into the log shall be made within 24 hours of any incident and shall contain the time/date of the incident, the nature of the incident, a description of the people involved, the action taken and details of the person responsible for the management of the premises at the time of the incident.

6. Staff training shall be undertaken by all members of staff involved in licensable activities. All staff shall also undergo refresher training at least once every 12 months, with all training recorded. Training shall include the following topics:
 - a. age verification policy and prevention of proxy sales.
 - b. recognising signs of drunkenness, intoxication, and identifying habitual street drinkers.
 - c. procedures for recording refused sales relating to (a) or (b), and conflict management.
 - d. the four licensing objectives.
 - e. operating procedures, permitted hours, and premises licence conditions.
7. Training records shall include the time/date of the training, staff members name, training topic and must be signed off by the relevant staff member and the

premises licence holder. A copy of staff training shall be available upon request by Police and authorised officers from Brent Council.

8. A register shall be kept recording all refused sales of alcohol. The register shall contain the time/date of the refusal, a description of the customer, the name of the staff member who refused the sale, the reason the sale was refused and any other relevant observation. The refusals register shall be made available for inspection upon request of an authorised officer of a Brent Council and the Police
9. The DPS shall produce a written list of all staff members who are authorised to sell alcohol on behalf of the DPS. This list shall have the staff members name, the signature of the staff member and the authorisation date. This list shall be made available for inspection upon request of an authorised officer of a Brent Council and the Police
10. There shall be no self-service of spirits on the premises with all spirits being located behind counter.

Public safety

11. All entry and exit points (including fire exits) shall be free from any obstructions.

The prevention of public nuisance

12. Clear and legible notices shall be prominently displayed requesting patrons to respect the needs of residents when leaving the premises.

The protection of children from harm

13. 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. A Challenge 25 notice shall be also conspicuously displayed at the point of sale.
14. Notices shall be conspicuously displayed at the point of sale reminding customers that proxy sales are unlawful.