

# **Proposed Operating Schedule**

## **28 Craven Park Road, HARLESDEN, NW10 4AB**

### **1. PREVENTION of CRIME & DISORDER**

#### **CCTV:**

CCTV will be provided in the form of a recordable system, capable of providing pictures of EVIDENTIAL QUALITY in all lighting conditions, particularly facial recognition. Cameras shall encompass all ingress and egress to the premises, fire exits, outside areas, and all areas where the sale/ supply of alcohol occurs.

A monitor shall be mounted on the wall at the premises where it is clearly visible to all members of the public. The monitor shall show the live CCTV footage being recorded.

Equipment MUST be maintained in good working order, be correctly time and date stamped.

Recordings MUST be kept in date order, numbered sequentially and kept for a period of 31 days and handed to Police on reasonable request.

The Premises Licence Holder must ensure at all times a DPS or appointed member of staff is capable and competent at downloading CCTV footage in a recordable format to the Police/Local Authority on reasonable request

The Recording equipment and tapes/discs shall be kept in a secure environment under the control of the DPS or other responsible named individual.

An operational weekly log report must be maintained endorsed by signature, indicating the system has been checked and is compliant, in the event of any failings actions taken are to be recorded.

In the event of technical failure of the CCTV equipment the Premises Licence holder/DPS MUST report the failure to the Police on contact number 101 as soon as reasonably practicable.

#### **INCIDENT LOG:**

An incident log must be kept at the premises, and made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the Police, which must record the following:

- (a) all crimes reported to the venue
- (b) all ejections of patrons
- (c) any complaints received relevant to the Licensing Objectives
- (d) any incidents of disorder
- (e) any recovered drugs or offensive weapons
- (f) any faults in the CCTV system or searching equipment or scanning equipment

- (g) any refusal of the sale of alcohol
- (h) any visit by a relevant authority or emergency service

#### STAFF TRAINING:

All serving staff engaged in the sale of alcohol to be trained in Responsible alcohol retailing to the minimum standard of Responsible Alcohol Retailing Training - Level 1 or any other equivalent recognised training. This training shall include training on refusing sales to drunken persons, vulnerability and proxy sales.

Training records shall be kept on the premises and shall be produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards the Council on demand.

There shall be no sales of miniature bottles of spirits.

There shall be no single sales of cans of beer, cider or lager

There shall be no sales of cans or of beer, cider or lager exceeding 5.5% ABV.

## **2. PUBLIC SAFETY**

All requirements and responsibilities pertaining to the lawful and responsible operation of the premises covered by primary legislation, will be complied with – e.g. building regs, health and safety, food labelling and fire prevention.

## **3. PREVENTION of PUBLIC NUISANCE**

#### GOOD NEIGHBOURLINESS:

Noise or vibration shall not emanate from the premises so as to cause a nuisance to neighbours or residents.

Prominent, clear and legible signage shall be displayed at all exits to the premises requesting the public to respect the needs of local residents and to leave the premises and the area quietly.

## **4. PROTECTION of CHILDREN from HARM**

#### AGE VERIFICATION

The premises shall operate Challenge 25.

Prominent, clear and legible signs shall also be displayed at all entrances to the premises as well as at, at least one location behind any counter advertising the scheme operated.

#### REFUSAL REGISTER

A written register of refusals will be kept including a description of the people who have been unable to provide required Identification to prove their age. Such records shall be kept for a period of 12 months and will be produced to the police or authorised officer of the Council on demand.

The only acceptable form of identification shall be a Passport, Photo Driving Licence or Proof of Age Standard Scheme card carrying the PASS hologram.

**ALCOHOL SALES – ONLINE or via APP:**

All sales of alcohol arising from an online order for delivery must be paid for, at the point of ordering, by credit or debit card.

The delivery of alcohol shall be made only to a residential or business address and to a customer ordinarily resident or employed at the address. Challenge 25 must be applied.

Orders will not be accepted or completed to any person in a public place (for example a street corner, park or bus stop).

Where a third-party courier is used to supply alcohol, only reputable courier services will be utilised and they must provide an age verification service or adopt a policy of checking age and ID at the time of delivery.

The courier must ensure that any order containing alcohol is received by a person over 18 years of age and measures must be in place for the refusal of delivery of items containing alcohol where no person over 18 years of age is able to receive the order.