

Proposed Annex Two Conditions
New premises licence application: Api Avi Convenience Store, 383 Church Lane, NW9 8JB (REF: 37419)

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 31 days. The CCTV system shall also display the correct date and time on any recordings.
2. The CCTV system shall capture clear images of every person entering or leaving the premises with further CCTV cameras covering the publicly accessible areas stipulated on the premises plan, including the front external area.
3. CCTV footage shall be made available for immediate viewing upon request by the Police and any authorised Officers from Brent Council by a member of staff who is conversant with the operation of the CCTV system. CCTV footage shall also be provided 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. A notice stating that CCTV is in operation shall be clearly and prominently displayed.
5. An up-to-date incident log shall be kept and maintained at the premises which shall record the following:
 - a. any incidents of crime and 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 12 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. The incident log shall be available for inspection upon request by an authorised officer of Brent Council or the Police

6. A logbook shall be kept recording all refused sales of alcohol. The log 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.

7. 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.

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. The DPS shall produce a written list of all staff members who are trained and 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.
9. There shall be no sales of spirit miniatures under 35cl or wine under 200ml. A notice advising customers of this policy shall be displayed at the point of sale.
10. There shall be no sales of beers, ales, lagers, or ciders above 6.5% ABV (except for genuine artisan or craft beers, lagers, and ciders).
11. There shall be no sales of any single cans or bottles of beer, or cider under 500ml (except for genuine artisan or craft beers, lagers, and ciders). A notice advising customers of this policy shall be displayed.
12. There shall also be no external advertising of alcohol displayed on or adjacent to the premises, including on windows, doors, signage, or street-facing structures.
13. All alcohol exposed for sale shall only be confined to the areas denoted on the premises plan.
14. Staff shall take reasonable steps to discourage street drinking of alcohol directly outside the premises and shall refuse service to individuals who engage in such behaviour.
15. Any internal access point between the ground-floor commercial area and the residential accommodation above shall be permanently sealed so as to prevent access between the two areas.
16. A notice shall be displayed warning customers against drinking on the street in line with Brent Council's Public Spaces Protection Order.

Public safety

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

The prevention of public nuisance

18. Clear and legible notice shall be displayed at the exit requesting patrons to respect the needs of residents when leaving the premises.

19. Clear and legible notice shall be displayed at the exit requesting customers not to drop any litter in the street.

The protection of children from harm

20. 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.

21. Notices shall be conspicuously displayed at the point of sale reminding customers that proxy sales are unlawful.