

Proposed Operating schedule/proposed licence conditions (v3)

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.

The Licence holder /DPS/Manager shall inspect and test that the CCTV is operational and working correctly on a weekly basis. A signed and dated record of the CCTV examination and any findings shall be kept on the premises and made available to the police and authorised officers of the Local Authority on request

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. This record shall be kept on site and made immediately available to authorised persons.

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. This record shall be kept on site and made immediately available to authorised persons.

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.
 - f. Training on the viewing, downloading and copying of the CCTV system

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 and kept on site for immediate viewing.

Only staff that have completed this training shall be allowed to work at the venue.

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 20cl. A notice advising customers of this policy shall be displayed at the point of sale.
10. There shall be no single can sales of beers, ales, lagers, or ciders above 6.5% ABV (except for genuine artisan or craft beers, lagers, and ciders). A minimum of 2 cans must be purchased
- 10 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 minimum of 2 such cans/bottles must be purchased. A notice advising customers of this policy shall be displayed.
- 11 All alcohol exposed for sale shall only be confined to the areas denoted on the premises plan.
- 12 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.
- 13 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.

- 14 A notice shall be displayed warning customers against drinking on the street in line with Brent Council's Public Spaces Protection Order.
- 15 An appropriate number of staff shall be on duty in the shop - the number of staff on duty will be assessed and determined on a regular basis by the PLH/DPS taking account of any peak periods in terms of sales, volume of customers, etc.
- 16 The PLH and/or the DPS will seek contact and engage with the Police and other authorities as appropriate to discuss and receive updates on any relevant issues in connection with the promotion of the licensing objectives.
- 17 The premises shall operate a refusals policy as follows - alcohol will not be sold to;
 - (1) Any person recognised or identified as a street drinker (regardless of their level of inebriation at the time);
 - (2) Any person found to be drinking alcohol in the street;
 - (3) Any person who is drunk or appears to be drunk;
 - (4) Any person suspected of trying to buy alcohol for another person who is drunk or appears to be drunk;
 - (5) Any person unable to provide valid ID when requested by staff;
 - (6) Any person who is verbally or physically abusive towards staff or customers.
 - (7) To any person suspected of trying to buy alcohol for another person(s) who may be underage.
19. A notice advising customers of the refusals policy shall be on display.
20. Staff shall be vigilant and monitor the area immediately outside the premises to check that persons are not congregating/causing a nuisance.
21. 'Crimestoppers' literature will be on display in the shop to promote the initiative.
22. The premises shall follow the Portman Group code of practice on rules for the naming, packaging and promotion of alcoholic drinks.

Public safety

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

Prevention of public nuisance

24. Clear and legible notice shall be displayed at the exit requesting patrons to respect the needs of residents when leaving the premises.
25. Clear and legible notice shall be displayed at the exit requesting customers not to drop any litter in the street.
26. Staff will monitor the area immediately outside the premises on a regular basis to check for, and properly dispose of, any litter from the premises.
27. Deliveries to the premises will be arranged so as not to cause public nuisance.

Protection of children from harm

28. 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.
29. Notices shall be conspicuously displayed at the point of sale reminding customers that proxy sales are unlawful.
30. A due diligence checklist will be used to help ensure that all steps are in place to prevent underage sales.

The following persons shall not be permitted to work at the venue in any capacity – Mr Rishi SHAH, Mr Punit SHAH, Mr Mahesh SHAH, Ms Ranjan SHAH, Ms Sheena SHAH. Every effort should be made by staff at the venue to refuse access to these people. If entry is gained, they should be asked to leave, and this should be recorded in the incident management log. This condition does not stop the leasing of the said venue from Mr Mahesh SHAH to any other individual