Closed Circuit Television (CCTV)

Good quality CCTV is a basic requirement to help deter and detect criminal activity for all reputable license holders. Therefore a decent quality CCTV system is an essential tool and should be installed and maintained in accordance with Home Office Guidance. The system should be fully operational during the hours of business, with a member of staff present who can operate and if required download footage upon request of the police or other recognised authority from Brent Council.

Notices will also be displayed advertising the presence of the CCTV to help promote a secure and safe dining and working environment.

Police require the following points should be added as conditions on the premises licence as below:

1. 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 authorised Officers from Brent Council upon request.

2. CCTV cameras shall be installed to cover all the entrances and exits of the premises

3. A member of staff trained in the use of the CCTV system shall be available at the premise at all times that the premises are open to the public.

4. The CCTV system shall display on all recordings with the correct date and time of the recording.

5. The CCTV system shall be capable of obtaining clear facial recognition images and a clear head and shoulder image of every person entering or leaving the premises.

7. A copy of the premises licence summary including the hours which licensable activities are

permitted shall be visible from the outside of each entrance to the premises.

8. Notices asking customers to leave quietly from the premises shall be displayed by the

Exit/entrance.

9. All deliveries (to the venue) shall take place during the normal working day i.e. 09.00hrs to 18.00hrs daily.

10. An incident and refusals log shall be kept at the premises and made available for inspection on request to an authorised officer of Brent Council or the Police, which will record the following;

a) Any complaints received.

b) Any incidents of disorder.

c) Any faults in the CCTV system.

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

11. Staff training must be documented and based on legislation and operating procedures. All training shall be signed and dated, and a copy of such records will be available for inspection by Police and local authority enforcement officers

On Line / Take-away Orders

12. Drivers shall not deliver to any person anywhere other than that at the residential / business address given when the order was placed. There shall be **NO** deliveries made to any open/public spaces

13. Delivery drivers should be asked to keep noise to a minimum when collecting takeaways and must not be permitted to loiter unnecessarily