

**CCTV**

CCTV shall be installed and cover all licensable areas, including all public entry and exit points, outside areas, marquee and tepee and any areas where smokers are allowed to congregate. Agreed

The CCTV unit shall be positioned in a secure location within the office of the licensed premises and only accessible by management.

CCTV footage shall be made available to be viewed by an officer of a responsible authority during an inspection of or visit to the Premises.

Upon receipt of a request for a copy of CCTV footage from any officer of a responsible authority, the premises will produce that footage within 24 hours, in accordance with the Data Protection Act where it is necessary to do so for the prevention of crime and disorder, prosecution or apprehension of offenders or where disclosure is required by law.

All images must be kept for a consecutive 31 day period and to be produced to the Police, Trading Standards or Local Authority Officers in relation to the investigation of crime and / or disorder issues and suspected license breaches, upon request where it is necessary to do so for the prevention of crime and disorder, prosecution or apprehension of offenders or where disclosure is required by law.

The CCTV system must be maintained so as to be fully operational and recording continually whilst the premises are open for licensable activities and during all times when customers remain on the premises.

The CCTV system clock must be set correctly and maintained (taking account of GMT and BST).

There must be notices displayed throughout the premises stating that CCTV is in operation.

There must be a member of staff available at all times who is trained and capable of operating the CCTV system and also downloading any footage required by the Police, Trading Standards or Local Authority Officers.

An incident book must be kept at the Premises and maintained up to date (no later than 24 hours after the incident) at all times and will record the following:

- Time date and details of all incidents/complaints of crime and disorder or anti-social behaviour
- All crimes reported to the venue
- Any faults in the CCTV system, searching equipment or scanning equipment
- Any visit by a responsible authority or emergency service

7. Staff training must incorporate:

- Responsible Alcohol Service, including recognising signs of drunkenness, refusal skills, drugs awareness
- Managing and resolving conflict
- Premises License conditions
- Relevant obligations and offences under the Licensing Act 2003, including those associated with the sale of alcohol

- Safeguarding awareness in child protection matters (protecting children from harm)

All Live and Recorded Music after 11pm shall take place in the main building Only, and all licensable activities shall cease at 11pm in the outside areas, marquee and Teepee and these areas shall be clear of customers by 11:30 pm , (except for smokers)

There shall be no more than 6 smokers outside the premises after 11pm in a designated smokers area.

No live or recorded music be audible at the boundary of the nearest residential premises

The premises licence holder shall provide a list of all events and functions where live and recorded music shall be provided on a monthly basis to the licensing authority and environmental Health team.

### **EVENTS:**

There shall be no more than three (3) promoted events with live and/or recorded music where the audience numbers will be over 150 people these events shall only take place inside the main building after 11pm and not outside in the garden, marquee or tepee areas.

When the three promoted events are taking place the PLH shall inform in writing to the Licensing Authority, Environmental Health and the nearest residential properties providing date, time and contact number of the person(s) in charge if there is a issue on noise or other concerns who the residents can contact on the day of the event.

The PLH will notify South Staffordshire Council 3 months prior to an event, with either a draft first EMP or information for the event which summarises some key points such as dates and times of the event, details and nature of the event, contact details of the organiser and key personnel, number of attendees proposed, demographics (adult only, family event etc), ticketing arrangements being proposed, and any other information which may assist at this point to risk assess the event.

The PLH will send a subsequent working EMP and associated documents to be forwarded as soon as possible but at least 8 weeks prior to the event, with the final approved EMP to be sent 4 weeks prior to the event taking place.

The ESMP Environmental and safety management plan will include details on the following subjects:

Event Risk Assessments, Event Schedule, Site Plan, Fire Risk Assessment, Security & Crowd Management Plan, Drugs Policy, Liquids Policy, Search Policy, Alcohol Management Plan, Traffic Management Plan ,Traffic parking; Egress Plan, Waste Management Plan, Medical Management Plan, Adverse Weather Plan, Crisis Communication Plan, Noise Management Plan, Egress Plan, Sanitation Plan, Child Welfare/Vulnerable Persons Policy, Capacity Calculations, Barrier Plan, Emergency Evacuation Procedures. These documents will be living documents which will be reviewed and revised in the planning phases of each event.

Premises License holder shall appoint a SIA Accredited security company to prevent crime and disorder and public safety at the event.

The PLH shall give 28 days notification to local residents, police and licensing authority of any events with licensable activities the notification shall contain two contact numbers (a primary and

secondary contact who shall be the PLH, DPS or other authorised person to act on behalf of the PLH)to act on)

The PLH shall record in writing any complaints in relation to the event and record what actions have been taken in the incident book.

#### Security For Events:

The Premises Licence Holder/Designated Premises Supervisor must identify the requirement for Security/Door Staff at all times by way of a risk assessment.

Where the Risk Assessment identifies the need for Security/Door Staff to be deployed, staff must be of sufficient number to be able to control entry to the premises and deal with any instances of disorderly behaviour within the premises simultaneously.

Where the Risk Assessment identifies the need not to have security/door staff to be deployed this must be documented and recorded in the incident book as to the reasons for not having security and a copy of the Risk Assessment signed and dated to be contained in the incident book.

Security/Door Staff must remain at the premises until such time the premises are closed and all members of the public have left the venue. All persons utilised at the premises in the capacity of a Security/Door Staff must wear high visibility clothing.

Where Security/Door Staff are employed there must be a register of every SIA person employed at the premises that contains the following details:

- Name, date of birth and home address
- Security Industry Authority licence number
- Time and date Security/Door Staff starts and finishes duty
- Each entry shall be signed by the Security/Door Staff

That register must be kept fully updated at all times and remain at the licensed premises and be available for inspection immediately by an authorised officer of the Licensing Authority, the Security Industry Authority or Police.

No open vessels containing alcoholic drinks must be taken from the boundaries of the premises.

Where the Event Management Plan/Risk Assessment indicates a requirement for non-glass drinking receptacles (including bottles), these must be of an alternative material other than glass. Any drinks not available in this packaging must be decanted and the glass/bottle retained by the staff at the location and not handed to the customer.

#### Challenge 25:-

Challenge 25 must be operated at the premises whereby all persons who appear to be under 25 and purchasing or attempting to purchase alcohol must be asked to provide identification to prove they are over 18 years of age.

Both initial and subsequent refresher training in relation to the sale of alcohol must contain a written or electronic test to be undertaken by the staff member and this record must be signed and dated by both the member of staff and the Designated Premises Supervisor.

The only acceptable forms of identification allowed must be a valid passport, valid photo ID driving licence or valid proof of age scheme card with the PASS approved hologram.

Challenge 25 signage must be displayed in a clear and prominent public place at the premises.

All staff must be fully trained in relation to the Challenge 25 scheme before being allowed to sell alcohol and a record must be kept of staff training. Training must be refreshed at least every 6 calendar months. Such training must be recorded and be maintained at the premises and made available for inspection upon request by a Responsible Authority. Records for each person must be retained for a minimum of 24 months.

A refusals register must be held at the premises and contain details of the time and date of any sales that are refused in relation to persons that are underage. This refusals register must be checked on a monthly basis by the Designated Premises Supervisor or Duty Manager and endorsed accordingly. This register must be made available for inspection upon request by a Responsible Authority. Records must be retained for a minimum of 12 months. This register can be written or electronic.

The Designated Premises Supervisor must ensure that a written notice of authority is kept at the premises for all staff who sell alcohol. The notice must be made available for inspection upon request by a Responsible Authority and all staff selling alcohol must be in possession of formal identification to enable to verify their identity against the notice.