

LIST OF AGREED CONDITIONS TO BE PLACED ON THE PREMISES LICENCE

1. During the absence of the DPS, a designated duty manager/person in charge will be on site during the key trading hours.
2. There must be a suitable colour digital CCTV system installed at the premises providing DVD/USB (or other easily downloadable format) recording equipment of clear images with a monitor out of view and reach of customers. The CCTV system shall have coverage of all areas to which the public have access, including customer entry/exits points and the rear enclosed smoking area of the premises. The CCTV system shall be maintained and operating at all times the premises are open to the public. The system must be capable of providing 31 days recording. The images recorded are to be retained for 31 days and made available to the Police or other enforcement agencies upon request, with duty staff employed receiving adequate training to comply with this provision. The DPS, manager or responsible person on duty at the premises, shall be trained and be capable of providing the relevant DVD/USB (or other easily downloadable medium) recordings upon request. Images shall be made available upon request as soon as practicable to the Police or other enforcement officers at no cost.
3. The CCTV system will be registered and comply with the requirements under data protection.
4. Signage shall be prominently displayed informing patrons that they are being filmed on CCTV.
5. The CCTV system shall be checked monthly to ensure it is working in line with the requirement of the licence and a log shall be maintained on the premises for inspection.
6. Signage is to be displayed within the premises and shall display that a zero tolerance drugs policy is being implemented.
7. An incident log (whether in written or electronic form) shall be maintained to record any activity of a violent, criminal or antisocial nature. The record will contain the time and date, the nature of the incident, the people involved, the action taken and details of the person responsible for the management of the premises at the time of the incident.
8. The incident log shall be available for inspection at all reasonable times by Police or an Authorised Officer. The records will be kept for 12 months.
9. A register will be maintained for the purposes of functions where full details shall be taken of the people making the booking. Bookings for 18th & 19th birthday parties will only be accepted from parents, grandparents or other appropriately responsible adults. The premises shall work with this person to ensure there is sufficient adult supervision at the event.
10. At the discretion of South Wales Police, whereby 7 days' notice will be given, days considered to be sporting events such as 6 Nations Rugby Internationals, Autumn Rugby

World Cup, British Lions Rugby, Football World Cup, Football European Championships, all drinks shall be dispensed into non glass or plastic/polycarbonate receptacles.

11. When there is a pre-arranged or organised function (in any part of the premises) such as live music, karaoke, disco or when the premises is anticipated to be operating to its full capacity, SIA registered door supervisors will be employed. The ratio of door staff to patrons shall be 1:75.
12. When SIA registered door staff are employed at the premises, a door staff register and incident book will be used to record details of the door staff on duty, together with details of any incidents dealt with by door staff during their tour of duty. The door staff register shall be kept at the premises, and made available to enforcement officers upon request.
13. Whilst door supervisors are on duty, they shall display their SIA badges and be clearly recognisable as door supervisors.
14. No customers will be permitted out the front of the premises to smoke.
15. Signage will be displayed on the front and rear doors regarding the designated smoking area.
16. No alcohol is to be taken outside the premises, including the enclosed external area.
17. Signage is to be placed on the door to the enclosed external area stating that no alcohol is to be taken past this point.
18. The premises must operate a 'Challenge 25 Scheme' in relation to the supply of alcohol. Any persons appearing under the age of 25 will be subject to challenge in respect of alcohol. Any persons who appear to be under the age of 25 should be required to produce an original form of ID which is not on any mobile device, namely a passport, photo style driving licence, HM Forces Identification or a PASS accredited proof of age, eg. a Citizen/Validate card.
19. All staff are to record incidents of refusal of sales to persons whom appear to be underage in the form of a 'Refusals Register' (or by way of "prompt" till records). Records of any refusals shall be retained at the premises and be made available to any Authorised Officer upon request for inspection.
20. The DPS should review the 'Refusal Register' on a monthly basis and record the outcome within the Register, together with any remedial action taken.
21. All staff shall receive training in relation to the sale of alcohol, the 'Challenge 25 Scheme' and acceptable forms of ID. Training will be documented and such records made available to the Police and other Authorised Officers upon reasonable request. Refresher training will be provided to staff every six months and recorded within the training register.
22. Signage will be displayed that it is illegal for any person under the age of 18 to attempt to purchase alcohol.

23. Signage will be displayed that it is illegal for any person to attempt to purchase alcohol for a person under the age of 18.
24. All reasonable steps shall be taken to ensure that persons leaving the premises do not conduct themselves in a manner as to cause annoyance to residents or persons passing by.
25. Signage must be displayed inside the premises encouraging good behaviour both inside and whilst leaving.