

Appendix E

- The sale of alcohol for consumption off the premises shall be limited to within the designated stadium footprint only and shall not be permitted to be taken beyond the external perimeter of the stadium grounds. All off sales must be consumed within the stadium stands and associated spectator areas.
- The sale of alcohol for consumption on the premises shall be restricted to the two pop-up bars and Bobby's Bar only, as clearly indicated on the approved premises licence plan. No other areas within the stadium shall be used for the sale or supply of alcohol for on-sales purposes.
- The provision of regulated entertainment shall only take place within Bobby's Bar, as delineated on the approved premises licence plan, and shall not be permitted in any other part of the stadium or licensed area

CCTV -

- CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions.
- Cameras shall encompass all ingress and egress to the premises; fire exits and all areas where the sale and supply of alcohol occur.
- Equipment must be maintained in good working order, be correctly time and date stamped, recordings MUST be kept on the hard drive and kept for a period of 31 days and handed to Police upon reasonable request.
- The premises licence holder must ensure at all times a DPS or appointed member of staff is capable and competent at downloading CCTV footage in a recordable format to the Police and Local Authority upon reasonable request.
- In the event of technical failure of the CCTV equipment the premises licence holder or DPS must report the failure to the Police Licensing Officer within 24 hours unless the CCTV will be repaired before that time - licensing.north.division@kent.police.uk

Training -

- All staff who sell alcohol or supply alcohol to customers will have licencing training.
- Alcohol training will take place within six weeks of employment.
- Refresher training will take place every year or earlier if there is a change in the legislation.
- Any new employees will be supervised until training has taken place.
- All staff will have individual training records that detail the date and nature of training.
- All training will be documented and will be made available to the responsible authorities on demand along with the content of the training.
- All records will be kept for a period of 2 years.

Incident Log -

- An Incident log shall be kept at the premises, and made available on request to a police officer, police licensing officer or council authorised licensing officer. It must be completed within 24 hours of the incident and will record the following:
- All crimes reported at the venue.
- Any complaints received concerning crime and disorder.
- Any incident of disorder
- Any faults in the CCTV system, searching equipment or scanning equipment.
- Any visit by a relevant authority or emergency service

Refusals book –

- Keep a refusals book on the premises and ensure it is completed whenever a sale is refused to a person who cannot prove they are over the age of 18 years.
- The date should contain the date, time of the incident, a description of the customer, the name of the staff member who refused the sale and the reason the sale was refused.
- The book should be made available to police and authorised council officer on request.

Challenge 25 –

- A 'challenge 25' scheme serves as a reminder to staff of the need to be vigilant in preventing underage sales and to customers that it is against the law for anyone under 18 to purchase alcohol. A useful website is <http://www.challenge25.org/>
- Only accept photographic driving licence, passports or PASS (proof of age standards scheme) cards approved as means of ID. If you accept other forms of ID such as EU national ID cards, these must bear a photograph, DOB, and holographic mark.
- Challenge 25 posters will be on display in the premises.

SIA/Stewards –

The premises licence holder or nominated person shall complete a risk assessment to determine the number of SIA-registered door supervisors and/or stewards required for any event – This will detail the following –

- The premises licence holder or DPS shall maintain an accurate and up to date register in respect of all stewards, security staff and door supervisors working at the premises when it is open to the public. The register will comprise:
 - Names, addresses and telephone numbers of the members of staff.
 - Any registration number relating to the steward or door supervisor whether employed directly by the licensee or through an agency.
 - Name, address and telephone number of the agency providing stewards, security staff or door supervisor where not employed directly by the licensee.
 - Dates and times of commencement and finishing of work.

- Signature of the member of staff.
- Details of any incident in which the member of staff is involved including any calls to the police and any police action taken.

Notices -

- A notice is displayed at the entrance/exit of the premises to remind customers to leave the premises quietly
- The management shall display prominent notices in all areas to remind spectators and members that it is prohibited to take alcohol drink outside the licensed areas.

Other –

- All alcohol supplied for consumption in the spectator stands or any external licensed area shall be provided only in polycarbonate or other non-glass containers.
- No glass bottles or glass drinking vessels shall be permitted in the spectator stands or any area accessible to spectators at any time.