

**KFC, PENNY STREET, LANCASTER**

1) **CCTV equipment shall be installed and be maintained in good working order in accordance with the manufacturer's instructions. Training should be provided for staff members in the usage of the CCTV equipment. CCTV footage recorded must, as a minimum, cover each entry/exit point of the premises and be recording at all times when the premises is open to the public.**

2) **The images recorded by the CCTV system shall be retained in unedited form for a period of not less than 31 days.**

3) **The Data Controller will make footage available within a reasonable time to a Police Constable or Authorised Officer, where such request is made in accordance with, and which satisfies the Data Protection Act 1998.**

4) **Where the premises are to remain open after 01.00 hours on a Friday or Saturday night a minimum of 2 SIA registered door staff must be on duty from 2300 to 0500 HOURS whilst the premises are open to the public.**

5) **A written record shall be kept on the premises by the Designated Premises Supervisor of every person employed on the premises as a door supervisor in a register kept for that purpose. That record shall contain the following details:**

- **the door supervisor's name, date of birth and home address**
- **his/her Security Industry Authority licence number**
- **the time and date he/she starts and finishes duty**
- **the time of any breaks taken whilst on duty**

6) **All SIA registered door staff that work at this venue will wear high visibility jackets.**

7) **An incident book will be maintained in which there will be**

**recorded:**

**All incidents of crime and disorder**

**A record of any person asked to leave the premises.**

**Details of occasions on which the police are called to the premises.**

**A record of persons searched on suspicion that drugs are being carried and the reason for such suspicion.**

**The book will be available for inspection by a police officer.**

**Any other requirement for SIA Door Staff to be on a risk assessment basis such as:**

**Music Festivals, St Patrick's Day, Bank Holidays, last Friday before Christmas known as 'Black Eye Friday', where there is information from Police where security is needed such as a wake, funeral or high tensions in the area and community or busy midweek evenings.**

**The Duty Manager must risk assess these events and have in place sufficient SIA Door Staff cover to manage the premises and ensure the Licensing Objectives are being promoted.**

**Management are welcome to contact Police Licensing for any advice on these matters.**

**A zero tolerance approach to drugs will be promoted via appropriate signage in the premises. Any person found to be in possession of drugs must be reported to the police immediately upon being apprehended.**

**The premises will Operate a 'Takeaway only' policy from Midnight to 0500 hours each Friday and Saturday evening.**

**No person under the age of 16 years will be allowed on the premises between 23.00-05.00 each evening unless accompanied by an adult**

**The WIFI will be turned off between midnight to 0500 hours on each evening.**