

WILLIAM MITCHELL

CONDITIONS FOR VARIATION

The DPS/ manager will draw up and implement a written risk assessment for door supervisors at the premises ('The RA'). The RA will detail minimum door supervision provision for operating when regulated entertainment is being provided, for private bookings or for national and/ or local holidays or events where the premises may be busier than normal. The RA will also be updated following any incident or police engagement to ensure it includes best practice. The RA will specify the number of door supervisors required and start and finish times and the DPS/ manager will ensure that provision is made to employ door supervisors in line with The RA. Copies of The RA and any event-specific RA will be made available to the police/ licensing authority on request.

An incident book will be maintained in which there will be recorded:

All incidents of crime and disorder

Refused sales to suspected under-age and drunken persons.

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 or authorised person on demand.

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', Any showing of major sporting events including Boxing, Football (World Cup, European Championships, Premier League), Wrestling etc,

Where there is information from Police where security is needed such as a wake, funeral or high tensions in the area and community.

Also consideration for SIA Door Staff for Private Bookings or events such as Christenings, Birthdays, Funeral Wakes where there is a possibility of large numbers of patrons.

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.

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 conducting licensable activities.

The images recorded by the CCTV system shall be retained in unedited form for a period of not less than 30 days.

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.

A documented Challenge 25 scheme will be operated at the premises. The Challenge 25 scheme shall be actively promoted and advertised at the premises and will ensure that any person supplied with alcohol, who appears to be under 25 years of age, shall be asked to provide acceptable identification to prove that they are 18 years of age or over. Failure to provide such identification will result in no supply of alcohol to that person.

The Proof of Age Standards Scheme (PASS) will be actively promoted at the premises by the display of Challenge 25 posters bearing the PASS logo.

A PASS accredited holographic proof of age card will be the main identification document accepted at the premises as proof of age. A PASS card must be accepted as proof of age if a client possesses one. Where a client does not possess a PASS accredited proof of age card, only the following alternative forms of alternative identification will be acceptable:

- (a) Photo driving licence**
- (b) Passport or**
- (c) HM Forces Warrant Card**

All private bookings should be risk assessed by management. Records of the booking should be kept and any concerns passed to Police Licensing. These

records should be available for inspection by Police or any other responsible authority.