

**KHAN STORES
63 BENTINCK ROAD
HYSON GREEN
NOTTINGHAM
NG7 4AG**



Agreed Conditions

1. A CCTV system with recording equipment must be installed and maintained at the premises and operated with cameras in positions agreed with the Police. All recordings used in conjunction with CCTV must:
 - Be of evidential quality in all lighting conditions;
 - Indicate the correct time and date; and
 - Be retained for a period of 31 consecutive days.

A member of staff trained to use the system must be on duty at all times licensable activities are taking place, as the recorded images must be available for inspection immediately upon request to all officers of Responsible Authorities. A system must be in place to provide images for uploading to the NICE link or similar digital evidence gathering system immediately upon request to the Police. There must also be adequate portable hardware (such as compact disks or USB storage devices) at the premises, as the recorded images must be available for downloading immediately upon request to officers of other Responsible Authorities.

2. All images downloaded from the CCTV system, not using the NICE link, or similar digital evidence gathering system must be provided in a format that can be viewed on readily available equipment without the need for specialist software.
3. Challenge 25 notices must be displayed in prominent positions throughout the premises.
4. A bound and sequentially paginated refusals book or electronic record must be kept at the premises to record all instances where admission or service is refused.

Details to show:

- The basis of the refusal;
- The person making the decision to refuse; and
- The date and time of the refusal

Such books/records to be retained at the premises for at least 12 months and must be made available for inspection and copying by the Police, or other officers of a Responsible Authority, immediately upon request.

5. A bound and sequentially paginated incident/accident book or electronic record must be kept to record all:
 - incidents and crimes at the premises.
 - personal injuries.
 - complaints received at the premises.
 - faults in the CCTV system; and

- visits by an officer of a responsible authority

All such books/records must be retained at the premises for at least 12 months and must be made available for inspection and copying by the Police and other officers of Responsible Authorities immediately upon request.

6. Training records must be kept to record staff training and advice including the following areas:
 - preventing underage sales of alcohol
 - preventing proxy sales of alcohol to underage persons
 - preventing sales of alcohol to a person who is drunk
 - acceptable forms of proof of age
 - how to refuse a sale to persons under 18 years of age
 - Challenge 25 age verification
 - Premises Licence Conditions

This training must be on-going, and each member of staff must be reviewed at least every 6 months. Such records to be retained at the premises for at least 12 months and must be made available for inspection and copying by the Police, or other officers of a Responsible Authority, immediately upon request.

7. Members of staff must not be permitted to sell/supply alcohol until they have successfully completed the training as per the above condition.
8. Clear notices must be prominently displayed requesting customers to leave the premises and the area in a quiet and orderly manner.
9. All spirits and sherries must be displayed behind the counter and must not be available for customers to self-serve.
10. Alcohol for delivery must only be sold or supplied to persons at a residential or business address and not to an open public space such as a street corner, park etc.
11. Only alcohol that has been pre-ordered must be carried in the delivery vehicle.
12. No open vessels of alcohol must be carried in the delivery vehicle.
13. The sale of alcohol is not permitted direct from any delivery vehicle.
14. A Challenge 25 scheme must operate both at the premises and at the delivery address. Any person who is either placing an order in the premises or who is accepting delivery and who appears to be under 25 years of age must not be given the alcohol unless they produce an acceptable form of identification (passport, photo driving licence, PASS accredited card or HM Forces identity card).
15. At the time an electronic or telephone order is placed, a declaration that the person placing the order is over 18 years of age must be made, before the order is completed.

16. All deliveries must be recorded in a legible log and be retained at the premises for a period of at least 12 months. Such log must be made available for immediate inspection and copying upon request of an officer of a Responsible Authority. Details to show:

- The name and address of the person placing the order.
- The delivery address.
- The time and date the alcohol was delivered.
- To whom it was delivered.
- The form of proof of age identification seen (where applicable).
- Basis for the refusal where delivery of alcohol is refused at the delivery address, and
- The delivery person's name

17. A copy of the log as detailed above must be in the possession of the delivery driver whenever alcohol is being delivered.

