

APPENDIX F

EXMOUTH PARADE MINI MARKET

OPERATING SCHEDULE

No alcohol or tobacco will ever be purchased from sellers calling at the premise. Exceptions to the condition would be purchases made from authorised representatives who have made prior appointments to visit the store.

All alcohol and tobacco products sold at the premises shall have the relevant UK duty paid.

Foreign tobacco, which does not comply with relevant UK legislation, shall not be stored and/or sold at the premises.

Invoices, or copies of invoices, for all alcohol and tobacco purchases for the sale at the premises, will be retained and kept at the premises, and made available to officers from all Responsible Authorities on request.

If any tobacco products purchased for or on behalf of the business does not have UK Duty Paid fiscal mark or are otherwise suspicious, the licensee and/or designated premises supervisor shall notify the supplier to Council Trading Standards and HMRC as soon as possible.

All persons involved in the sale of alcohol, who are not personal licence holders, will receive initial and subsequent six monthly refresher training by the Designated Premises Supervisor or an appropriately accredited training provider with regards to the law in relation to the sale of alcohol. This will be recorded in a staff training register and will include, signature of the member of staff, the DPS or an appropriately accredited training provider together with the date.

Training records will be maintained at the premises and made available to all responsible authorities on request.

Between the hours of 00:00 - 05:00 a SIA Security Staff will be employed Monday - Sunday to control and monitor customers entry and exit at the premises.

CCTV

The CCTV system must be installed and operate internally to cover all areas that licensable activities take place and where alcohol is displayed within any public area.

The CCTV unit shall be positioned in a secure part of the licensed premise. Access to the system should be allowed immediately to all responsible authorities upon request.

A competent trained person in the use of and operation of the CCTV will be in attendance at the premises at all times when licensable activities take place and be able to fully operate the CCTV system to be able to down load in a recognised format any information requested by ALL responsible authorities.

The CCTV system clock should be set correctly and maintained (taking account of GMT and BST).

A facility will be available for the Police to remove from the CCTV system a copy of any material relevant to any ongoing Police investigation.

All CCTV images will be retained for a period of not less than 31 days.

In the event the hard disk is replaced for any reason, the old hard disk must be kept at the premises for 31 days and be readily available for all the licensing authorities.

An incident register of all occurrences and ejections from the premises will be maintained at the premises and all details of public order offences will be recorded and made available to all responsible authorities on request.

At any time when there is no Personal License holder on the premises there must be at least one member of staff on duty inside the premise who has been authorised by the DPS.

All Records shall be retained at the premises for a period of no less than 12 months and made available to responsible authorities on request.

A Fire risk assessment will be carried out and updated on an annual basis.

Prominent signs will be displayed requesting customers to have regard for local residents when leaving.

The premises adequate bins are available for customers to dispose of litter.

A Challenge 25 policy will be adopted in order to reduce the potential for underage sales of age restricted products including alcohol. If a customer appears to be under 25 years of age and cannot prove that they are eligible to purchase the age restricted item with a valid UK or Ireland Photo card Driving Licence, a valid Passport or PASS accredited proof of age scheme card, they will be refused service.

Challenge 25 posters will be displayed at the premises to reinforce this policy. Posters will be placed at; each till, each area alcohol is stocked and at the point of entry into the store. The posters will be displayed prominently and in sight of customers and staff.

A Refusals Register is to be used to record all incidents when a sale is refused. The register is to be kept in the store at all times unless it is requested by authorised officers of responsible authorities. The Refusal/Challenge Register is to be checked and signed off by the Designated Premises Supervisor every two weeks.

All staff, who are not personal license holders, working at the premises involved in the sale of age restricted products including alcohol will receive on-going training and will be refreshed at least every 6 months. This will be recorded in a staff training register and will also include a written test of knowledge. The Training records must be made available to authorised officers of responsible authorities on request. Records shall be retained at the premises.