

CONDITIONS OFFERED IN OPERATING SCHEDULE

1. All staff engaged in licensable activity at the premises will receive training and information in relation to the following:
 - i. The Challenge 25 scheme in operation at the premises, including the forms of identification that are acceptable.
 - ii. The hours and activities permitted by the premises licence issued under the Licensing Act 2003 and conditions attached to the licence.
 - iii. How to complete and maintain the refusal register in operation at the premises (in relation to the sale of alcohol).
 - iv. Recognising the signs of drunkenness.
 - v. The operating procedures for refusing service to any person who is drunk, under-age or appears to be under-age, or appears to be making a proxy purchase.
 - vi. Action to be taken in the event of an emergency, including reporting an incident to the emergency services.
2. Training shall be recorded in documentary form and shall be regularly refreshed at no greater than 12 month intervals.
3. Training records shall be made available for inspection and copying at reasonable times upon request of an authorised officer of a responsible authority. Training records will be retained for at least 12 months.
4. An incident log shall be kept and maintained at the premises which will include a log of the following, including pertinent details:
 - i. Any incidents of disorder or of a violent or anti-social nature
 - ii. All crimes reported by the venue to the police
 - iii. All ejections of patrons
 - iv. Seizures of drugs or offensive weapons
 - v. Any faults in the CCTV system
 - vi. Any visits by an emergency service.
5. Records must be completed within 24 hours of any incident, and will contain the time and date, the nature of the incident, the people involved, the action taken and details of the person responsible for the management of the premises at the time of the incident.
6. The logs shall be kept for at least 12 months following the date of entry and be made available for inspection and copying upon request of an authorised officer of a responsible authority.
7. The premises shall install operate and maintain a comprehensive digital colour CCTV system to the satisfaction of the Police. All public areas of the licensed premises including entry and exit points will be covered. The system must record clear images permitting the identification of individuals, and in particular enable facial recognition images (a clear head and shoulder image) of every person entering and leaving in any light conditions.
8. The CCTV system will continually record whilst the premises are open for licensable activities and during all times when customers remain on the premises. All equipment must have a constant and accurate time and date generation.

9. All recordings will be stored for a minimum period of 28 days with date and time stamping.
10. Recordings will be made available immediately upon the request of an authorised officer of a responsible authority throughout the entire 28 day period.
11. The CCTV system will be capable of downloading images to a recognisable viewable format.
12. The CCTV system will be fitted with security functions to prevent recordings being tampered with, i.e. be password protected.
13. If the CCTV equipment breaks down the Licensing Authority and the Police must be informed as soon as is reasonably practicable. This information shall be contemporaneously recorded in an incident report register and shall include the time, date and means this was done and to whom the information was reported. Immediate steps must be taken to put the equipment back into action. The Licensing Authority and the Police shall be informed when faults are rectified.
14. Internal and external lighting will be provided (and regularly checked) to promote the public safety objective.
15. All parts of the premises and all fittings and apparatus therein, door fastenings and notices, lighting, heating, electrical, air condition, sanitary accommodation and other installations, will be maintained at all times in good order and in a safe condition.
16. Fire escape routes will be indicated, and staff will be instructed in the importance of keeping them clear.
17. Fire extinguishers will be tested regularly, and their locations reviewed periodically.
18. A breathalyser will be used if any racer is suspected of drinking alcohol prior to them racing. All tests will be logged with date, time, details of the person and whether the test was positive or negative.
19. Wristbands will be issued to racers before they race and taken off when they finished racing. No person wearing a wrist band will be served alcohol at the premises. Staff will ensure proxy buying does not occur.
20. No glass or bottle drinking vessels may be taken outside the premises.
21. Noise reduction measures will be put in place to address the public nuisance objective.
22. Prominent, clear and legible notices will be displayed at the exit requesting the public to respect the needs of nearby residents and to leave the premises and the area quietly.
23. Customers will be asked not to stand around loudly talking in the street outside the premises.

24. There will be in place an age verification policy in relation to the sale or supply of alcohol, which will specify a Challenge 25 proof of age requirement. This means that staff working at the premises must ask individuals who appear to be under 25 years of age, attempting to purchase alcohol, to produce identification.

The only acceptable identification documents will be:

- A photo driving licence
- A passport
- An identification card carrying the PASS hologram

Unless such identification is produced the sale of alcohol must be refused.

25. An alcohol sales refusal register shall be kept at the premises and be maintained to include details of all alcohol sales refused. The register will include:

- i. the date and time of refusal
- ii. the reason for refusal
- iii. details of the person refusing the sale
- iv. description of the customer
- v. any other relevant observations.

26. The refusals register will be made available for inspection and copying on request of an authorised officer of a responsible authority. All entries must be made within 24 hours of the refusal