

APPENDIX F

All staff engaged in licensable activity at the trailer 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 trailer.
- 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.

An incident log shall be kept and maintained at the trailer which will include a log of the following.

- i. Any incidents of disorder or of a violent or anti-social nature
- ii. Any complaints received
- iii. Any visits by a responsible authority (under the Licensing Act 2003) or emergency service.

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.

No alcohol will be served past the terminal hour of the bar close time.

There shall be a personal licence holder available to contact at all times when the premises are authorised to sell alcohol.

All alcohol on display will be in such a position so as not to be obscured from the constant view of the cashier staff.

No super-strength beer, lagers, ciders or spirit mixtures of 5.5% ABV (alcohol by volume) or above shall be sold at the trailer, except for premium beers and ciders supplied in plastic cups.

There shall be no self-service of alcohol on the premises.

There shall be no self-service of spirits on the premises.

No single cans or bottles of beer or cider or spirit mixtures shall be sold at the premises.

No miniature bottles of spirits of 20cl or less shall be sold from the premises.

Retail sale of alcohol shall only take place from a mobile dispense bar.

A structured training programme surrounding substance misuse will be in place. Training will be undertaken annually for all staff that deal with persons who are in the possession of/or incapacitated through the use of drugs or the combined effect of drugs and alcohol.

All drinks shall be served in plastic containers. A deposit will be paid which they can claim back when returning the cup. This will significantly reduce waste and rubbish.

The collection of litter shall be undertaken at regular intervals to ensure there is no build-up in and around the area.

No speakers for amplification of music shall be placed on the outside of the trailer.

Pneumatic tyres (or equivalent) will be fitted to any moving work equipment to be used outside (e.g. bins, trolleys, roll cages etc.).

Any moveable furniture will be fitted with rubber (or equivalent) feet.

Regular maintenance will be carried out on all plant and machinery to ensure that noise disturbance from such sources is kept to a minimum.

Any generator will be positioned away from residential premises and in the case of a mobile van positioned so that the vehicle acts as a screen.

Where plant and machinery is likely to cause a noise problem it will be positioned in such a way that the building structure provides as much screening as possible for nearby noise-sensitive properties.

The handling of kegs, bottles cleaning equipment, bottle disposal and similar items shall not take place before 10am hours or after 7pm hours.

No deliveries (in relation to licensable activities) to the trailer shall take place between 12pm and 7pm.

A telephone number shall be made available and displayed in a prominent location where it can conveniently be read from the exterior of the premises by the public for local residents to contact in the case of noise-nuisance or anti-social behaviour by persons or activities associated with the trailer. The telephone number will be a direct number to the management who are in control during opening hours. A record will be kept by management of all calls received, including the time, date and information of the caller, including action taken following the call.

During the hours of operation of the trailer, sufficient measures will be taken to remove and prevent litter and waste arising or accumulating from customers in the area immediately outside the trailer.

No collections of waste or recycling materials (including bottles) from the premises shall take place. All waste will be taken from site when the trailer is closed.

All bar staff, supervisors and managers must be trained in the legality and procedure of alcohol sales.

There will be in place a written 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.

This policy will include documented steps taken to prevent adults from purchasing alcohol for or on behalf of children under 18.

An alcohol sales refusal register shall be kept at the trailer in diary form 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.

Children will not be able to buy anything from the trailer.