

## ANNEX 3

1. *A CCTV system with recording equipment shall be installed, operated and maintained at the premises. All recordings made by the system shall, be of evidential quality, indicate the time and date, be retained for a minimum period of 31 days and be made available for inspection and downloading upon request to an authorised officer of a responsible authority or the licensing authority..*
2. *Staff will be trained regarding appropriate precautions to prevent the sale of alcohol to persons under the age of 18, the signs and symptoms of drunk persons and the refusal of sale due to intoxication. Records will be kept of such training which must be signed and dated by the member of staff who has received that training.  
All training records will be made available for inspection by Hampshire Constabulary and any responsible authority upon request. Training records will be kept for a minimum period of two years. Training records will be kept on the licensed premises to which they relate.*
3. *There will be a Challenge 25 policy operating at the premises. Challenge 25 means that the holder of the premises licence shall ensure that every individual, who visually appears to be under 25 years of age and is seeking to purchase or be supplied with alcohol at the premises or from the premises, shall produce identification proving that individual to be 18 years of age or older.  
Acceptable identification for the purposes of age verification will include a driving licence, passport or photographic identification bearing the “PASS” logo and the persons date of birth.  
Challenge 25’ notices shall be displayed in prominent positions at the premises.*
4. *A written log shall be kept of all incidents and refusals relating to the licensable activities including refusals to sell alcohol and refusal of entry. The premises licence holder shall ensure that the refusals log is checked, signed and dated after each event.  
The refusals log will be kept and maintained at the premises and will be available for inspection immediately upon request by Hampshire Constabulary and any responsible authority. The record of refusals will be retained for 12 months.*
5. *At each exit point a prominent and clear notice will be displayed to the effect that customers should be considerate to local residents by leaving the premises and the area quietly*