

ANNEX 2

Andover Stores, 1 Shakespeare Avenue, Andover SP10 3DR

Agreed conditions

1. Alcohol shall only be delivered to a legitimate address that is a dwelling or a business premises.
2. A record shall be kept at the licensed premises detailing every transaction that includes delivery of alcohol. This record shall include the name of the delivery driver, time and date of delivery and the name and address of the person making the order. The record shall be made available to Police, Trading Standards officers and Licensing officers on request.
3. The delivery driver shall ensure that for every transaction which has not been pre-paid for by credit card, that photographic ID is produced and that he records the date of birth and the Passport number, photo driving licence number or PASS accredited photo ID number and that these details are corroborated with the original order for alcohol. If the person seeking alcohol is unable to produce acceptable means of identification no sale or supply of alcohol will be made to or for that person. These records shall be made available to Police, Trading Standards officers and Licensing officers on request.
4. After 18.00 hours the maximum amount of alcohol permitted shall be 48 cans or bottles of beer or cider; 12 bottles of wine or alco-pops; 4 bottles of spirits.
5. A written log shall be kept of all refusals to sell alcohol. The Premises Licence Holder shall ensure that the refusals log is checked, signed and dated on a weekly basis. The refusals log will be kept and maintained at the premises and will be available for inspection immediately upon request by Trading Standards, Hampshire Constabulary and any responsible authority. The record of refusals will be retained for 12 months.
6. 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 staff will receive refresher training every six months as a minimum and records are to be kept of this refresher training which should be signed and dated by the member of staff who received that training. All training records will be made immediately available for inspection by Trading Standards, Hampshire Constabulary and any responsible Authority upon request. Training records will be kept for a minimum period of two years.

7. For sales of alcohol in the shop 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. If the person seeking alcohol is unable to produce acceptable means of identification, no sale or supply of alcohol will be made to or for that person.

‘Challenge 25’ posters shall be displayed in prominent positions at the premises.

8. The premises shall have sufficient cameras located within the premises to cover all public areas including outside of the premises covering the entrance and exit. The system will be able to cope with strobe lighting (where used) and all levels of illumination throughout the premises as well as outside areas.

CCTV warning signs to be fitted in public places.

The CCTV system must be operating at all times whilst the premises are open for licensable activity. All equipment shall have a constant and accurate time and date generation.

The recording system will be able to capture a minimum of 4 frames per second and all recorded footage must be securely retained for a minimum of 28 days.

Records must be made on a weekly basis and kept for inspection to show that the system is functioning correctly and that data is being securely retained.

The DPS or premises manager must be able to demonstrate that the CCTV system has measures to prevent recordings being tampered with, i.e. password protected.

There shall be sufficient members of trained staff at the premises during operating hours to be able to provide viewable copies immediately to police on request when investigating allegations of offences or criminal activity. Any images recovered must be in a viewable format on either disc or VHS. Footage supplied in a digital format on CD or DVD will also have a copy of the CCTV system software enabled on the disc to allow playback.

In the event of technical failure of the CCTV equipment the Premises Licence holder/DPS MUST report the failure to the Police Licensing Unit within 24 hours.