

Annex 1 - Mandatory Conditions:

N/A

Annex 2 - Conditions consistent with the Premises Operating Schedule:

- (1) No alcohol is to be supplied at any time.
- (2) Fire extinguishers shall be available and maintained regularly.
- (3) All staff shall be trained in fire safety.
- (4) Bins located to the front of the store shall be regularly emptied during the day and at the close of business

Conditions suggested by the responsible authorities – agreed at mediation

- (5) The licensee shall ensure that the footway and public space in the vicinity of the premises is swept and kept free of litter at regular intervals whilst the premises are open and at the close of business, and litter and sweepings disposed of in an appropriate manner.
- (6) A management policy shall be implemented to manage the noise and conduct of customers within the vicinity of the premises.
- (7) Notices shall be displayed at the exits requesting that customers should leave the premises quietly and to respect local neighbours.
- (8) Doors and windows to the premises shall not be kept open except when in use for access and egress by customers and staff so as to prevent noise nuisance.
- (9) All extraction and ventilation equipment shall be installed and maintained in accordance with Building Regulation Standards, and shall be operated to ensure that there is no nuisance caused to neighbouring properties.
- (10) Staff shall monitor and take appropriate action for any anti-social behaviour captured on the CCTV.
- (11) Delivery drivers visiting the premise will be instructed to enter and leave their vehicles quietly, not to leave the engines running whilst making deliveries and to park considerately at all times.
- (12) Waste collection and commercial deliveries shall not happen outside the hours of 07:00 to 22:00 Monday to Saturday, with no waste collection or commercial deliveries on a Sunday or Bank Holidays.
- (13)
 - (a) An incident book shall be used to record details of incidents that occur in and around the venue.
 - (b) The incident book shall truly reflect what has occurred and shall be specific in details. If incidents involve members of staff, including any door supervisors, their names shall be entered onto the log book.
 - (c) All incidents shall be signed off either by the licence holder or another nominated individual
 - (d) All visits by an enforcement authority, all refusals of service, entry and capacity numbers whilst door supervisors are on duty shall be recorded and weekly reviews of the incident book shall be carried out and signed off by the licence holder or other nominated individual.
 - (e) The incident book shall be retained for a period of six months and shall be made available on request to any authorised officer of the Police or an authorised officer from Bracknell Forest Council
- (14)
 - (a) A CCTV system shall be installed in accordance with current or amended Home Office guidelines relating to UK Police Requirements for Digital CCTV Systems.

- (b) The system shall be maintained and operated correctly to the satisfaction of Thames Valley Police, ensuring all licensed areas of the premises (except toilet facilities) are monitored, including all entry and exit points, enabling frontal identification of every person entering and in any light condition.
- (c) All cameras shall continually record whilst the premises are open to the public and the recordings shall be kept and available for a minimum of 31 days with time and date stamping, except for mechanical breakdown beyond the control of the proprietor. Any breakdown or system failure will be notified to Thames Valley Police immediately and remedied as soon as practicable.
- (d) Recordings shall be made available to an authorised officer of Thames Valley Police or Bracknell Forest Council with facilities for viewing with immediate access by a person qualified to operate the system.
- (e) Any request from Thames Valley Police or Bracknell Forest Council for a recording to be made for evidential purposes must be carried out within forty eight hours.
- (f) A sign advising customers that CCTV is in use shall be positioned in a prominent position at all access points.

Condition suggested by Environmental Protection – not agreed at mediation

The premises will be able to operate up to 23:00 hours on Monday to Thursdays & Sunday, and 23.30 hours on Friday and Saturday, this includes all off site deliveries to help prevent causing a nuisance to the local residents.

Annex 3 - Conditions attached after a hearing by the Licensing Authority:

TBC

Annex 4 - Plans:

TBC