

## Annex 1 – Mandatory Conditions

- (1) No supply of alcohol may be made at a time when there is no designated premises supervisor in respect of this licence or when the designated premises supervisor does not hold a personal licence or the personal licence is suspended.
- (2) Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence.
- (3) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price. For the purposes of this condition,
  - (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
  - (b) “permitted price” is the price found by applying the formula  $P = D + (D+V)$  where –
    - (i) P is the permitted price,
    - (ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
    - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

Where the permitted price given by this formula is not a whole number, it should be rounded up to the nearest penny.
  - (c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence:
    - (i) the holder of the premises licence,
    - (ii) the designated premises supervisor (if any) in respect of such a licence, or
    - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence; and
  - (d) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.
  - (e) (i) Sub-paragraph (ii) applies where the permitted price on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.  
(ii) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.
- (4) (a) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (b) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (c) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either
  - (i) holographic mark or
  - (ii) an ultraviolet feature

## **Annex 2 - Conditions consistent with the Premises Operating Schedule:**

- (5) Alcohol shall not be sold in an open container or be consumed in the licensed premises.
- (6) A CCTV system shall be installed that ensures all areas of the licensed premises are monitored, including all entry and exit points, and external areas to the front and rear of the premises and which enables frontal identification of every person entering in any light condition. All cameras shall continually record whilst the premises are open to the public and the recordings shall be kept available for a minimum of 31 days with correct time and date stamping. Recordings shall be made available to an authorised officer or a police officer together with facilities for viewing. The recordings for the preceding two days shall be made available immediately on request. Recordings outside this period shall be made available on 24 hours notice. All staff should be trained on data retrieval and viewing from the CCTV system. Any breakdown or system failure will be notified to the Police immediately and remedied as soon as practicable. A sign advising customers that they are on CCTV shall be positioned in a prominent position.
- (7) The licensee shall adopt and maintain a Challenge 25 Policy as part of their policy relating to alcohol sales. Clear signage relating to the policy shall be displayed.
- (8) Only a valid driver's licence showing a photograph, a valid passport, a UK nationally approved proof of age card showing the 'Pass' hologram (or any other similarly nationally recognised scheme) or a current UK Military Identity card, are to be accepted as identification.
- (9) All staff employed in the sale of alcohol shall be trained in respect of the law relating to the sale of alcohol, the company's proof of age policy and the procedure on handling and recording refusals. Training must be documented and details made available upon request by Thames Valley Police or authorised officers of the Council. This training shall formally take place once every six months. Training shall be reviewed and updated on a regular basis.
- (10) An alcohol refusal register shall be maintained at the premises and kept up to date. The register is to be made available upon request by Thames Valley Police or authorised officers of the Council. The register will contain the following information:
  - a) Date
  - b) Time
  - c) Member of staff
  - d) What was requested
  - e) What ID was produced

A responsible member of staff will review and sign the refusals register at least once a week.

- (11) Any incident at the premises which impacts on the crime and disorder licensing objective shall be recorded in a register kept at the premises. The register will contain the following information:
  - a) Time and date
  - b) Exact location
  - c) Nature of incident
  - d) Name of staff members or door supervisors involved
  - e) Name of any offender
  - f) Action taken as a result of the incident

This record must be retained at the premises for a period of not less than six months and be made available upon request by Thames Valley Police or authorised officers of the Council.

- (12) An appropriate number of waste bins will be provided on the forecourt.

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

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## **Annex 4 - Plans:**

Site Plan dated May 2015