

## Annex B

- A CCTV system shall be installed, recording and maintained in working order and operated at the premises to the satisfaction of Lincolnshire Police, specifically:
  - There shall be a minimum of one high resolution colour camera, fitted in a weatherproof housing, for external coverage of the entrance.
  - There shall be a minimum of one high-resolution colour camera fitted to each public entrance/exit. To provide a quality head and shoulder image for facial recognition/identification purposes of all persons entering the premises.
  - There shall be sufficient cameras able to cope with the normal operating illumination to reasonably cover all licensed public areas.
  - Recordings must be kept for a minimum of 31 days and endorsed with the accurate, correct time/date (BST/GMT adjusted).
  - Police and/or Authorised Licensing Officers shall be able on attendance to view immediate playback of any incident without the necessity for download.
  - Recordings of incidents at the premises must be provided to the police following lawful request.
  - A member of staff shall be on the premises at all times they are open to the public who is capable of operating the CCTV system and providing recordings on request. When this is not possible recordings shall be provided within 24 hours of the original request.
  - Recording equipment shall be housed in a secure room/cabinet where access and operation is strictly limited to authorised persons.
- 2 No super-strength beer, lagers or ciders of above 6.5ABV (alcohol by volume) shall be sold at the premises.
- 3 A 'Challenge 25' Proof of Age scheme will be operated. Anyone attempting to purchase alcohol (or other min.18 restricted product) that appears under the age of 25 years will be asked for proof of age. Acceptable forms of identification will be a PASS-accredited proof of age card, photo driving licence or passport. Failure to produce satisfactory proof of age will result in a refused sale.
- 4 Clear, prominent and unobstructed signage informing customers of the Proof of Age scheme in operation and the age restrictions on products, will be clearly displayed at: all entry points to the premises, adjacent to the age restricted products , and all points of sale.
- 5 All point of sale staff shall undergo periodic training in the above policy with a record kept of the date of training, signed by the member of staff and the trainer. Each entry shall be retained for a period of 24 months from date of completion. This record shall be made available for inspection by Lincolnshire Police Officers or other parties acting on their behalf.

- 6 A refusal register will be maintained on the premises in the following format:
- The register shall be in a bound page format with each page consecutively numbered.
  - Each entry to be timed dated and signed by staff member making the refusal.
  - CCTV evidence to be retained and cross-referenced to the specific refusal.
  - Description and/or name of refused person.
  - Each entry to be dated and signed by the DPS.
  - The item attempted to purchase will be recorded.
  - Reason for refusal will be recorded.
  - Register to be retained for period of 24 months.
  - Register to be produced upon request by Police or Trading Standards.