

Original operating Schedule

LICENSING OBJECTIVES

a) General

STAFF TRAINING,INTRODUCE CHALLENGE 25 SCHEME AS STORE POLICY ,
INSTALL CCTV SYSTEM RECORD AND KEEP , STAFF
WILL BE TRAINED TO RECORD ALL INCEDENTS AND ACCIDENTS , DISPLAY
SIGNAGES (No ID No sales, proxy sales & fines, challenge 25 signs) ,
DESIGNATED AREA TO STORE AND DISPLAY ALCOHOL, KEEP THE PLACE
SAFE FOR ELDERLY PEOPLE AND ACCESSABLE FOR THEM AND KEEP THE
SHOP AND SURROUNDING ARE TIDY AND LITTER FREE.

b) The prevention of crime and disorder

- 1.We'll be carrying out an internal staff training where we train our staff to sell alcohol according to licensing act 2003, for ex; challenge the age, refuse to sell with out ID, identify proxy sale and record every refuse sale in Refusal book.
- 2.install cctv system to identify any shop lifting by underage and for the safety of the public.
- 3.identify drunken people and take the measurements to refuse to sell them and introduce them any council webb/link or hand outs to take control of their drinking habit.
- 4.Designated area to store and display alcohol.
- 5.Display signs (Underage No ID no sales, challenge 25 and proxy sales and penalty notice)

c) Public safety

1. A CCTV system will be installed, recorded and maintained regularly, we'll keep the recordings for minimum of 28 days.
2. We'll not allow any groups to gather around our shop premises, by taking safe measurements ,we'll ask them to move on.
3. Access to the shop for an elderly people and people in wheel chair.
- 4.All incidents and accidents will be recorded by the member of staff immediately .

d) The prevention of public nuisance

1. We'll not encourage any youths to hang around the shop premises.
2. Cctv systems installed and clearly marked.
- 3.We'll put a secure Bin out side for litter and keep the shop surrounding area free from litter

e) The protection of children from harm

1. we'll fully train our staff before they're allow to go behind the till and issue them with authority to sell alcohol and staff training will be review and refresh at regular interval. (Licensing act 2003, challenge 25 and proxy sales and record of refusal).

2. No ID No sales sign clearly displayed at till area and wherever the alcohol drinks are displayed.
3. Staff fully train how to check ID's and No ID's accepted other than Passport or Driving license.
4. All refusal sales will be recorded immediately after refusal of a sale.
5. Identify any "proxy" sales and refuse them to serve and warn them that is an illegal act and could get fined by the authority.

ANNEX 2 - CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE – After liaison with Trading Standards

General

Retail convenience store, intend to sell alcohol to consume off the premises

- Staff training
- introduce challenge 25 scheme as store policy
- install CCTV system record and keep,
- staff will be trained to record all incidents and accidents,
- display signages (no id no sales, proxy sales & fines, challenge 25 signs),
- designated area to store and display alcohol,
- keep the place safe for elderly people and accessible for them
- and keep the shop and surrounding are tidy and litter free.

Prevention of Crime and Disorder

1. We'll be carrying out an internal staff training where we train our staff to sell alcohol according to licensing act 2003, for example.
 - challenge the age,
 - refuse to sell without id,
 - identify proxy sale
 - and record every refuse sale in refusal book.
2. Install CCTV system to identify any shop lifting by underage and for the safety of the public.
3. Identify drunken people and take the measurements to refuse to sell them and introduce them any council web/link or handouts to take control of their drinking habit.
4. Designated area to store and display alcohol.
5. Display signs (underage no id no sales, challenge 25 and proxy sales and penalty notice).

Public Safety

1. A CCTV system will be installed, recorded, and maintained regularly; we'll keep the recordings for minimum of 28 days.
2. We'll not allow any groups to gather around our shop premises, by taking safe measurements, we'll ask them to move on.
3. Access to the shop for an elderly people and people in wheelchair.
4. All incidents and accidents will be recorded by the member of staff immediately.

Prevention of Public Nuisance

1. We'll not encourage any youths to hang around the shop premises.
2. CCTV systems installed and clearly marked.
3. We'll put a secure bin outside for litter and keep the shop surrounding area free from litter.

Protection of Children from Harm

1. Full training is provided to staff on commencement of employment on the law relating to all age-restricted products sold and any system or procedures they are expected to follow in the course of dealing with these goods. Refresher training should be provided at regular intervals (at least 6-monthly).

Records detailing the training provided will be kept on the premises for production, on request, to an officer of a Responsible Authority. Records shall be retained on the premises for a minimum of 2 years.

2. The age verification policy applying to the premises is 'Challenge 25'; that means anyone attempting to purchase alcohol (or other min.18 restricted product) that appears under the age of 25 years will be asked to prove their age. The only forms of acceptable identification shall be either a valid photographic driving licence, a valid passport, military identification or any other recognised form of photographic identification incorporating the PASS logo. Failure to produce satisfactory proof of age will result in a refused sale.

Clear, prominent and unobstructed signage informing customers of the age verification policy in operation and the age restrictions on products, will be clearly displayed at:

- all entry points to the premises,
 - adjacent to the products, where displayed, and
 - all points of sale.
3. A system of recording sales refused under the age verification policy will be operated at all times.

At least weekly, the Designated Premises Supervisor (or deputy, authorised in writing) will:

- examine the record and compare it against the normal operating pattern for the premises
- indicate any action required following that examination
- sign off/endorse the record to indicate the above points have been carried out

The refusal record will be kept on the premises for production, on request, to an officer of a Responsible Authority. Records shall be retained on the premises for a minimum of 2 years.