

### Annex 3 - Conditions agreed with North Yorkshire Police

1. The premises shall operate predominantly as a coffee shop and not as a vertical drinking establishment.

2. Documented staff training will be given regarding staff's obligation under the Licensing Act in respect of the:-

- Retail sale of alcohol
- Age verification policy
- Conditions attached to the Premises Licence
- Permitted Licensable activities
- The Licensing objectives and
- The Opening Times of the venue.

Such records shall be kept for a minimum of one year and will be made available immediately upon request from any Responsible Authority.

3. An incident log (sequential day to page diary or electronic log) will be kept at the premises and made available on request to an authorised officer or the police which will record the following:

- all crimes reported to the venue
- any complaints received regarding crime and disorder
- any incidents of disorder
- any refusal of sale of alcohol
- any visit by a relevant authority of emergency service

with such records being kept for a minimum of one year. [For the avoidance of doubt, the one year period relates to each respective entry in the log book and runs from the date of that particular entry];

4. On Sales of alcohol shall cease 30 minutes before close of business on any given day to allow for 'drinking up' time.

5. The licence holder will operate a Challenge 25 Age Verification Policy at the premises.

The only acceptable proof of age identification shall be a current Passport, photo card Driving Licence, Military ID card, or identification carrying the PASS logo.

6. No open drinks containers shall be taken out of the licensed premises or (licensed area) onto the pavement or highway.

7. All off sales of alcohol shall be in sealed containers.

8. All Doors and windows shall be kept shut after 21:00 hours daily.

9. There shall be a minimum of 12 seats provided at all times for customer use inside the premises when the premises is trading.

10. The licence holder will operate a Challenge 25 Age Verification Policy at the premises.

The only acceptable proof of age identification shall be a current Passport, photo card Driving Licence, or identification carrying the PASS logo.

11. No external area at the premises shall be used after 21:00 hours.