

Annex 4

Conditions agreed with North Yorkshire Police

1. CCTV System

The Premises Licence Holder shall install and maintain a CCTV system covering all areas accessible to the public where alcohol is consumed. The system shall be operational and recording at all times when the premises are open.

- Recordings must display the correct date and time.
- Recordings shall be retained for a minimum of 28 days and made available to Responsible Authorities, subject to Data Protection requirements.
- Copies of recordings shall be provided within 48 hours upon request, subject to Data Protection requirements.
- A suitably trained member of staff shall be present at all times to enable immediate viewing of footage upon request by Police or an authorised Licensing Officer.

(This update reflects the absence of a defined retention period within the current condition.)

2. Staff Training

Documented staff training shall be provided covering staff obligations under the Licensing Act, including:

- Retail sale of alcohol
- Age verification policy
- Conditions attached to the premises licence
- Permitted licensable activities
- The licensing objectives
- Opening times of the venue

Training records shall be retained for a minimum of 12 months and produced immediately upon request by any Responsible Authority. Refresher training shall be undertaken every 12 months.

3. Incident and Refusals Log

An incident and refusals log (which may be electronic) shall be maintained and made available upon reasonable request to any Responsible Authority. Entries must be completed within 24 hours and include:

- All crimes reported to the premises
- Ejections of patrons
- Complaints relating to crime and disorder
- Incidents of disorder
- Faults in the CCTV system
- Refusals of the sale of alcohol
- Visits by relevant authorities or emergency services

Records shall be retained for a minimum of 12 months.

4. Age Verification Policy

The Premises Licence Holder shall operate a Challenge 25 age verification policy. Acceptable forms of identification shall include a current passport, photocard driving licence, military ID, or a PASS-accredited proof of age card (or any other form of approved identification adopted in the future).

5. Door Supervisors

Door Supervisors will be provided at the venue as follows:-

- Every Saturday from 1900hrs between 1st April – 30th September until close of business
- During York Racecourse meetings (excluding the family meeting in September and the first meeting in May), from 1700 hours
- At all other times, the Premises Licence Holder shall risk assess the requirement for SIA Door Supervisors in consultation with North Yorkshire Police and ensure sufficient provision to promote the prevention of crime and disorder.
- The venue management shall comply with any reasonable, proportionate, and justified written request from North Yorkshire Police (with a minimum of seven days' notice authorised by an Inspector or above) regarding the provision of Door Supervisors.

Where Door Supervisors are employed, a register shall be maintained recording:

- The number of Door Supervisors on duty
- The name and SIA badge number of each supervisor
- Duty times
- Any incidents

All Door Supervisors shall clearly display their SIA identification at all times whilst on duty.

Service

6. There shall be a minimum of 48 table covers available at all times the premises is open for licensable activities.

7. No drinks or drinking glasses shall be taken out of the licensed premises or (licensed area) onto the pavement or highway.