

For the attention of: Sgt Keith Daley  
Licensing Section  
Stockton Police  
Thistle Green  
Stockton  
TS18 1TZ

Licensing Act 2003  
11 Elm Tree Centre  
Elm Tree Avenue  
Stockton  
TS19 0UW

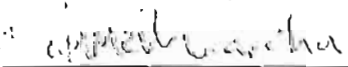
Further to your recent correspondence concerning the above. I confirm that I wish to amend my operating schedule to include the following:

1. A digital Closed Circuit Television System (CCTV) will be installed and maintained in good working order and be correctly time and date stamped. The system will incorporate sufficient built-in hard-drive capacity to suit the number of cameras installed, whilst complying with Data Protection legislation. CCTV will be capable of providing pictures of **evidential quality** in all lighting conditions, particularly facial recognition. Cameras will encompass all ingress and egress to the premises, outside areas and all areas where the sale/supply of alcohol occurs. There will be a minimum of 14 days recording. The system will record for 24 hours a day. The system will incorporate a means of transferring images from the hard-drive to a format that can be played back on any desktop computer. The Digital recorder will have the facility to be password protected to prevent unauthorised access, tampering, or deletion of images.
2. There will be at all times a member of staff on duty who is trained in the use of the equipment and upon receipt of a request for footage from a governing body, such as Cleveland Police or any other Responsible Authority, be able to produce the footage within a reasonable time, e.g. 24hrs routine or immediately if urgently required for investigation of serious crime.
3. A 'Challenge 25' policy will be implemented with all staff insisting on evidence of age from any person appearing to be under 25 years of age and who is attempting to buy alcohol. There shall be notices displayed at all points of sale and at all entrances and

exits to inform customers and remind staff that the premises are operating a 'Challenge 25' policy.

4. All staff will be fully trained in relation to the laws relating to the sale of alcohol to underage persons, persons buying on behalf of under 18s (proxy sales) persons appearing to be under the influence of alcohol and also the operation of the associated 'Challenge 25' policy. Staff will receive refresher training at least every 3 months.
5. Training records, signed by both the staff member and the Designated Premises Supervisor/Store Manager/Business Owner will be retained for future reference and shall be updated at least every 3 months. All staff training records will be made available to the Licensing Authority and/or Responsible Authorities upon request.
6. The business will maintain a refusals book to record all instances where the sale of alcohol has been refused. This shall include the date and time of the attempted sale, together with a description of the incident. The Designated Premises Supervisor/Store Manager/Business Owner will check and sign each page and the refusals book will be made available to the Licensing Authority and/or Responsible Authorities upon request.
7. There will be a minimum of two notices displayed on the premises indicating that the sale of alcohol to persons under the age of 18 is illegal and that adults who buy alcohol for immediate disposal to persons under age the age of 18 are committing an offence.

If my application is successful, I understand that these amendments will then form part of any conditions attached to the grant of the licence.

Signature: 

Print Name: PAMELA CABELLA

Position: Director of Service

Date: 18-09-13