

**Proposed Conditions for Varanda, 35 Westow Street, Upper Norwood,
SE193RY**

1. A CCTV system will be installed and maintained at the premises to cover the entrance, internal and all external public areas 24 hours a day. A camera must capture a head and shoulders image to identification standard of every person entering the premises. Images shall be kept for 31 days and supplied to the police or local authority on request.
2. A member of staff trained in the use of the CCTV system must be available at the premises at all times that the premises is open to the public. A member of staff suitably trained to download CCTV footage must be available within 48hrs. The downloaded footage is to be supplied in a useable digital format
3. The CCTV system will display, on screen and on any recording, the correct time and date that images are captured.
4. CCTV signage will be displayed, reminding customers that CCTV is in operation.
5. An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the London Borough of Croydon. The log will record the following:
 - Date of the incident
 - Time of the incident
 - Location of the incident
 - Persons concerned in the incident
 - Summary of incident
 - Identification of emergency personnel concerned
6. A challenge 25 policy will be in operation at the premises with operate signage on display throughout the premises.
7. The premises will have a refusal book or electronic system to record all refusals of sales, this must be made available to the police and local authority officers upon reasonable request.
8. Staff will be trained with regard to their responsibilities in the retail sale of alcohol and regular refresher training (every 6 months) will also be undertaken. Training records will be made available for inspection upon request by police or other responsible authority

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9. Clear and legible notices will be prominently displayed at the exit to remind customers to leave quietly and have regard to our neighbours.
 10. The venue must provide it's own written policy in relation to searching, drugs, weapons and theft. Signage shall be displayed at the entrance of the premises and in toilets explaining a zero tolerance to drugs.
 11. The venue will have a written dispersal policy. The purpose of the dispersal plan is to move guests from the venue and its immediate area in such a way to cause minimal disturbance or nuisance neighbours, both residential and business, and to make the minimal impact upon the neighbourhood in relation to potential nuisance, anti-social behaviour and crime.
 12. The dispersal plan is subject to review and will address problems and concerns as they are identified in order to establish a permanent reduction or elimination of any nuisance, anti social behaviour or crime.
 13. If the premises is open to trade after 00:00 hours on a Friday, Saturday, Christmas Eve, New Years Eve or a Sunday before a bank holiday that at least two (2) SIA door-supervisors are deployed on such day/s from 22:00 hours until the premises closes the following morning.
 14. Ensure that records are kept by the DPS, at the premises, of the following details of any door-supervisor employed at the premises: -
 - a. Name and date of birth
 - b. Full 16 digit SIA badge number
 - c. Dates and times employed
 15. These records must be made available, in useable form, to the Metropolitan Police, Croydon Council officers or authorised officers of the Security Industry Authority upon request.
 16. Ensure all bookings for private events are made in person at the premises and an application completed on a booking agreement form agreed with the Metropolitan Police and all records of these bookings and a guest list must be available for inspection by an authorised officer of the police at any time that the premises is open. Copies of photographic ID must accompany any application (Passport, Driving Licence, Pass logo ID)
 17. Ensure all bookings are made at least 14 days in advance of the event and may only be made by a person over the age of 21 years.
 18. When the premises is used for promoted events an identification scanning device capable of recording and checking identity documents. All customers must have

their ID scanned as a condition of entry. IDs must be valid and in date. The following are acceptable forms of identification:

Driving licences

Military ID cards

Cards bearing the PASS hologram