

# Appendix B

**Hertfordshire Constabulary agreed conditions and amended timings**

DPS / Premises Licence Holder will ensure that a minimum of one (1) SIA registered door staff is on duty from 21:30hrs until closing on Friday and Saturday.

DPS / Premises Licence Holder will ensure that viewable and un-edited copies of recordings from the CCTV system will be provided to Police no later than 24 hours after request.

DPS / Premises Licence Holder will ensure that a minimum of two (2) persons, namely the owner/DPS and duty manager are fully trained to access and operate the CCTV system and download copies of any footage, upon request by Police Licensing Officer, Police Officers, Police Community Support Officers, Local Authority Licensing, Officers and Trading Standards Officers. One of these persons will be at the premises at all times when the premises are open to the public.

DPS / Premises Licence Holder will ensure that a refusals book is maintained and kept at the premises at all times.

DPS / Premises Licence Holder will ensure that the refusals book will be made available for inspection upon request by Police Licensing Officer, Police Officers, Police Community Support Officers, Local Authority Licensing Officers and Trading Standards Officers.

DPS / Premises Licence Holder will ensure that an incident book is maintained and kept at the premises at all times.

DPS / Premises Licence Holder will ensure that the incident book will be made available for inspection upon request by Police Licensing Officer, Police Officers, Police Community Support Officers, Local Authority Licensing Officers and Trading Standards Officers.

DPS / Premises Licence Holder will ensure that patrons are not allowed to leave the premises with any open vessels.

DPS / Premises Licence Holder will ensure that there are no persons under 18 present on the premises after 21:00hrs.

**As for the operating hours, see below proposal:**

No change to standard days and timings proposed on the application.

Non-Standard Timings: Provision of Films (Indoors) / Provision Live Music (Indoors) / Recorded Music (Indoors) / Supply of Alcohol (On and Off the Premises): On Christmas Eve, Boxing Day and New Years Day, where those days fall other than on a Friday or a Saturday, the hours will be 11:00hrs – 01:00hrs.

Non-Standard Timings: Late Night Refreshment: On Christmas Eve, Boxing Day and New Years Day, where those days fall other than on a Friday or a Saturday, the hours will be 23:00hrs – 01:00hrs.

Non-Standard Timings: Hours Premises are Open to the Public: On Christmas Eve, Boxing Day and New Years Day, where those days fall other than on a Friday or a Saturday, the hours will be 11:00hrs – 01:30hrs.

Non-Standard Timings: Provision of Films (Indoors) / Provision Live Music (Indoors) / Recorded Music (Indoors) / Supply of Alcohol (On and Off the Premises): On the Sundays of Bank Holiday Weekends, the hours will be 11:00hrs – 01:00hrs.

Non-Standard Timings: Late Night Refreshment: On the Sundays of Bank Holiday Weekends, the hours will be 23:00hrs – 01:00hrs.

Non-Standard Timings: Hours Premises are Open to the Public: On the Sundays of Bank Holiday Weekends, the hours will be 11:00hrs – 01:30hrs.