

## **Operating schedule for Every Day, 1 Malton Street, SE18 2EH**

### **Monday 18<sup>th</sup> December 2023 – 06<sup>th</sup> January 2024**

Every Day convenience store wish to apply for TENs covering the above period for the provision of off sale of alcohol alongside their offering of groceries and basic/essential provisions for the local community. The extended hours will not be externally advertised and only their regular customers will benefit from the extended hours.

In the absence of Annex 2 conditions the premises would like to offer the operating schedule below which they will adhere to for the duration of the TENs. The premises may choose not to open to the full extent of the hours requested and this will be guided by demand.

1. The Premises Licence Holder shall install and operate a CCTV system at the premises capable of providing coverage of all entry points and areas to which customers have access in any lighting conditions.
2. Such CCTV system shall continuously record whilst the premises is open to members of the public and shall be capable of providing clear images and frontal identification of customers.
3. All CCTV recordings shall be retained for a minimum of 28 days and shall be correctly date and time stamped, adequate data storage shall be available to facilitate this.
4. CCTV recordings should be made available within 48 hours upon receipt of a request by the Police and Authorised Officer of the Licensing Authority and footage provided in an easily downloadable format.
5. A member of staff shall always be present on the premises whilst they are open who is capable of operating the CCTV system and able to facilitate viewing of CCTV footage upon the request of the Police and Authorised Officer of the Licensing Authority.
6. The premises licence holder shall perform regular maintenance as instructed by the manufacturers' guidelines and time frame as a minimum. All cameras shall be

cleaned and clear of obstructions and signage including seasonal displays and promotional materials.

7. The premises shall perform a test of the CCTV every 7 days, this will include but not limited to confirmation of playback of 28-day old footage. This will be recorded in a log with the time date of the test and staff member completing.
8. In the event of failure or faults with the CCTV which compromise its ability to record clear usable images, real time playback or provide footage in an easily downloadable format licensable activity shall cease.
9. An Incident and Refusals Record, kept in written form, shall be maintained at the premises and made available on request to the Police or an Authorised Officer of the Licensing Authority. The Incident Record shall record:
  - a. Any complaints received in connection with the licensable activity permitted at the premises.
  - b. Any refusal to sell alcohol at the premises.
  - c. Any incidents of crime, disorder or nuisance at the premises.
  - d. Any visit to the premises by a Responsible Authority in connection with the licensable activity permitted at the premises.
  - e. Details of weekly CCTV test.
10. No high strength beers, lagers, and ciders with **an ABV of 6.5% and above** shall be stocked or sold at the premises with the exception of premium and craft beers with the consent of Royal Borough of Greenwich Licensing .
11. All alcohol on display should be in full view of the cashier/staff on duty at all times and not obscured by displays or shelving.
12. There shall be no self-service of spirits, save for spirit mixtures of less than 6.5% ABV.
13. During the hours of operation of the premises, the licence holder shall ensure that sufficient measures are in place to remove and prevent litter or waste arising from customers in the area immediately outside the premises, and that this area shall be swept and or washed, and litter and sweepings collected.
14. The premises shall be responsible for customers gathering outside the premises and environs, taking into account local residents and shall actively discourage gatherings to reduce noise and antisocial behaviour, signage will be prominently displayed in the premises advising of this.
17. All staff engaged in the sale of alcohol shall receive suitable training (including refresher training every six (6) months) in relation to the proof of age "Challenge 25" scheme to be applied on the premises. The following forms of identification are acceptable: photo driving licence; passport; Proof of Age Standards Scheme (PASS) card; military ID; and any other locally or nationally approved form of identification.

18. Notices shall be displayed inside the premises stating that a “Challenge 25” policy is in force, posters will be displayed enforcing this.
  
19. A personal license holder will be on the premises during the hours of alcohol sales.
  
20. There will be a minimum of two members of staff on duty at all times during the sales of alcohol.