

1. The Club rules must be adhered to at all times. Any changes to the Club rules must be submitted to the Police and Licensing Authority for approval.
2. An incident log (which may be electronically recorded) shall be kept at the premises for at least six months, and made available on request to the Police or an authorised officer of the Licensing Authority. The log must record details of the incident, date, time, the staff who dealt with it, the action taken, the outcome, and whether the emergency services were called. The incident log must record incidents in relation to -
 - (a) all crimes reported to the venue, or by the venue to the Police
 - (b) all ejections of customers
 - (c) any complaints received
 - (d) any incidents of disorder
 - (e) all refusals of entry
 - (f) seizures of drugs, offensive weapons, fraudulent ID or other items
 - (g) any faults in the CCTV system, searching equipment or scanning equipment
 - (h) the date and time of the refused alcohol sale and the name of the member of staff who refused the sale.
 - (i) any faults in the CCTV system, searching equipment or scanning equipment
 - (j) any visit by a relevant authority or emergency service
 - (k) times on duty, names and the licence numbers of all licensed door supervisors employed by the premises.
3. All staff shall be trained in relevant age restrictions in respect of products, recognising signs of drunkenness, how to refuse service, the premises' duty of care, company policies and reporting procedures, action to be taken in the event of an emergency, including the preservation of a crime scene and reporting an incident to the emergency services, and the conditions in force under this licence; this is to ensure that there is no underage drinking, drunkenness on the premise or in public, use of drugs, violent and anti-social behaviour and to ensure the protection of children from harm.
4. Documented records of training completed shall be kept for each member of staff. Training shall be regularly refreshed and at no greater 12 monthly intervals. Training records must be made available for inspection upon

request by a Police officer or an authorised officer of Colchester Borough Council.

5. The premises must install, operate and maintain a comprehensive digital CCTV system. All public areas of the licensed premises, including all public entry and exit points will be covered, enabling facial identification of every person entering in any light condition. The CCTV cameras must continually record while the premises are open to the public and recording must be kept available and unedited for a minimum of 31 days with the date and time stamping. A staff member who is conversant with the operation of the CCTV system be able to produce/download/burn CCTV images upon request by a Police officer or an authorised officer of the Licensing Authority. Any footage must be in a format that can be played back on a standard personal computer or standard DVD player. Where the recording is on a removable medium (i.e. compact disc, flash card etc.), a secure storage system to store those recording mediums must be provided.
6. Customers permitted to temporarily leave and then re-enter the premises, e.g. to smoke, must not be permitted to take drinks or glass containers with them.
7. Staff shall monitor customers smoking outside the premises on a regular basis and ensure customers do not cause a public nuisance.
8. No deliveries or collections relating to licensable activities at the premises will take place between 19.00 and 08.00 hours.
9. Notices must be prominently displayed at all exits requesting customers to respect the needs of local residents and leave the area quietly.
10. The Challenge 25 scheme must be operated to ensure that any person who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age shall only comprise a passport, photo card driving licence, an EU/EEA national ID card or similar document, an HM Forces warrant card, or a card bearing the PASS hologram.

Agreed with Child Protection

1. All children under the age of 18 must be accompanied by an adult.
2. Anyone purchasing alcohol who has a minor in their company will be observed via CCTV cameras located in the club to ensure that alcohol is not passed to the minor.
3. No children are allowed in the bar area.