1. **The Prevention of Crime and Disorder**
2. CCTV shall be installed, operated and maintained at all times that the premises is open for licensable activities, so as to comply with the following criteria;
* The licensee will ensure that the system is checked every two weeks to ensure that the system is working properly and that the date and time are correct. A record of these checks, showing the date and time of the person checking, shall be kept and made available to police or authorised council officers on request
* The police must be informed if the system will not be operating for longer than one day of business for any reason
* One camera will show a close-up of the entrance to the premises, to capture a clear, full length image of anyone entering
* The system will provide coverage of any exterior part of the premises accessible to the public
* The system shall record in real time and recordings will be date and time stamped
* Recordings will be kept for a minimum of 31 days and downloaded footage will be provided free of charge to police or authorised council officers on request, (subject to the Data Protection Act 1998) within 24 hours of any request, and
* At all times the premises are open for licensable activity, there will be a person on the premises who can operate the system sufficiently to allow police or authorised council officers to view footage on request

2.

 An incident log shall be kept at the premises, and made available on request to an authorised officer of the Council or the Police, which will record the following:

(a) all crimes reported to the venue

(b) all ejections of patrons

(c) any complaints received concerning crime and disorder

(d) any incidents of disorder

(e) any faults in the CCTV system

(f)any visit by a relevant authority or emergency service.

3.

A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record shall be available for inspection at the premises by the police or an authorised officer of the Council at all times whilst the premises is open.

4.

In the event that a serious assault is committed on the premises (or appears to have been committed) the management will immediately ensure that:

(a) The police (and, where appropriate, the London Ambulance Service) are called without delay;

(b) All measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police;

(c) The crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and

(d) Such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises.

1. **Public Safety**

5.

A first aid box will be available at the premises at all times

6.

A fire safety risk assessment will be completed as per government guidelines on an annual basis (Regulatory Reform (Fire Safety) Order 2005) And produced to authorised officers of Camden Council or the Metropolitan Police upon request

1. **The Prevention of Public Nuisance**

7.

Alcoholic beverages can only be served to and consumed by customers sat at a table; and clear signage will be used to inform patrons that alcoholic drinks can only be consumed by customers sat at a table

8.

Notices shall be prominently displayed at the exit requesting patrons to respect the needs of local residents and businesses and leave the area quietly

9.

Smokers will not be permitted to take drinks outside the front of the premises

10.

A dispersal policy will be in existence which shall, so far as is possible, ensure that minimum disturbance or nuisance is caused to our neighbours and to ensure that the operation of the premises makes the minimum impact upon the neighbourhood in relation to potential nuisance and anti-social behaviour.

 D**. The Protection of Children From Harm**

11.

The premises shall at all times operate a Challenge 25 policy to prevent any customers who attempt to purchase alcohol and who appear to the staff member to be under the age of 25 years without having first provided identification.  Only a valid British driver’s licence showing a photograph of the person, a valid passport or proof of age card showing the ‘Pass’ hologram are to be accepted as identification. Military ID Cards can also be accepted. Notices and/or posters advertising the Challenge 25 policy shall be placed in prominent positions at the premises.

12.

The premises licence holder or nominated representative shall keep and maintain all right to work documents for all staff members. Right to work documents shall be kept at the premises and produced to authorised officers of Camden Council or the Metropolitan Police upon request

**Barista on the Other Side**

**Unit 1. 116-118 Finchley Road**

**Dispersal Policy**

The purpose of this dispersal policy is to ensure, so far as is possible, that minimum disturbance or nuisance is caused to our neighbours and to ensure that the operation of the premises makes the minimum impact upon the neighbourhood in relation to potential nuisance and anti-social behaviour.

Staff at the premises will take proactive measures at the end of each evening to ensure the controlled and safe dispersal of our patrons.

* At the end of each evening staff will assist with the orderly dispersal of patrons
* Staff will advise patrons to leave the premises and the area, quickly and quietly
* Notices shall be prominently displayed at the exit requesting patrons to respect the needs of local residents and businesses and leave the area quietly
* Staff will ensure that no patrons leave the premises with bottles or any forms of drinking receptacle from within the venue.
* Patrons will be actively discouraged from gathering outside the venue at the end of the evening.