

**Conditions agreed between Police and Trading Standards & applicant  
regarding premises licence application - Swift service Station, Clayton Road,  
Newcastle under Lyme, ST5 4DH.**

1. The premises must adopt a "Challenge 25" scheme to tackle underage sales. All staff are to be fully trained in its use before being allowed to sell alcohol. Challenge 25 is defined as requiring any customer who appears to be under 25 years of age and unknown to the staff member serving as a person who is aged 18 or over, and who wishes to purchase alcohol to first provide identification to verify their age. The following forms of Identification will only be accepted - photo driving licence, "PASS" accredited proof of age scheme card or a passport. NO ID NO SALE.
2. The premise licence holder should ensure that a record is kept of all staff training and it is fully updated at all times and this training must be refreshed at least every six calendar months. Both initial and subsequent refresher training in relation to the sale of alcohol will contain a written test to be undertaken by the staff member.
3. The records of training (including written tests) must be kept at the licensed premises and be made available to Police Officers or Trading Standards Officer upon reasonable request or at least no later than 24 hours after initial request.
4. A refusals book must be held at the premises and contain details of the time and date of any sales that are refused in relation to persons that are under age. The book must also contain details of the staff member refusing the sale. This book must be checked on a weekly basis by the designated premises supervisor and endorsed accordingly by the DPS signing the book with the time and date of inspection.
5. A till prompt system will be installed and utilised by all staff.
6. No sale of alcohol to be made through a "serving hatch". All sales of alcohol to be made within the licensed premise.
7. CCTV must be installed to the approval of the Police Licensing Officer (PLO) and cover all public area's. The CCTV unit shall be positioned in a secure part of the licensed premises. Access to the system should be provided without undue delay to the Police & Trading Standards officers and no later than 24 hours after initial request.
8. The CCTV system must be maintained so as to be fully operational and recording 24 hours every day.
9. All images should be kept for a 31 day period. Copies of recorded images will be provided without undue delay and no later than 24 hours after initial request by authorised staff to Police officers and to Trading Standards officers.
10. There will be notices displayed throughout the premises stating that CCTV is in operation.
11. The CCTV system clock should be set correctly and maintained (taking account of GMT and BST).
12. The CCTV system should be fully maintained in accordance with the manufacturers/installers instructions and a record kept of the maintenance undertaken.
13. Appropriately worded signage will be displayed prominently around the premises both internally and externally, advising customers that it is an offence to consume alcohol on the premises and on the forecourt.

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**Further condition**

Trading standards required a further condition that the Police have not requested regarding Challenge 25. For the sake of completeness I will include it on this document and tweak it to ensure it is measurable and relevant:

14. Challenge 25 posters will be displayed prominently on the premises near to the customer entrance, the counter area and near to the alcohol display area.