

APPENDIX D

Applicants Proposed Operating Schedule

1. A fully recording CCTV system will be installed, maintained and operated to the satisfaction of the police and licensing authority.
2. If a person who appears to be 25 years of age or younger attempts to buy alcohol they will be required to prove their age before they may be sold unless the staff member is certain either from personal knowledge or because they have seen an approved proof of age document on a previous occasion that the person is 18 years old or over.
3. Approved documents for proof of age are a passport, a photo driving licence, a proof of age card that bears the PASS hologram or such other form or means as may then be approved by the police and the licensing authority.
4. All staff are to be trained on the store's due diligence and proof-of -age systems at induction and regular intervals thereafter. A written record of training will be kept on the premises and will be produced on demand to the police or any officer of a responsible authority.
5. A scanning till will be used that is set up to recognise age sensitive products and prompts the operator to call for approved forms of proof of age.
6. Notices will be displayed in the shop and in staff areas of the challenge 25 policy in existence at the store.
7. A record of refusal of alcohol and all age-sensitive products will be kept at the premises and will be produced on demand to the police or any officer of a responsible authority.