

## Appendix 1

### Sex Establishment Licensing Policy Review

#### Change log

Current Wording	Proposed Wording
<p>The licensee shall operate a 'Challenge 21' policy with all staff insisting on evidence of age of any person appearing to be under 21 years of age and is attempting to gain entry to the premises. This evidence shall be photographic, such as a passport, photographic driving licence or an approved proof of age card such as a Validate Card, Portman Card or a Citizen Card.</p>	<p>The licensee shall operate a 'Challenge 25' policy with all staff insisting on evidence of age of any person appearing to be under 25 years of age and is attempting to gain entry to the premises. This evidence shall be photographic, such as a passport, photographic driving licence or an approved proof of age card such as PASS hologram identity card.</p>
<p>A CCTV system approved by the Council and the Police Licensing Officer shall be installed on the premises covering all of the internal areas of the premises and any external areas that may be specified. The system shall be maintained in good working order and shall operate at all times when the premises are open. Recordings shall be maintained in a secure place for a period to be agreed with the Police Licensing Officer and the manager and a sufficient number of staff shall be trained in its use to ensure that recordings can be made available to the police or an authorised officer of the council when requested.</p>	<p>A digital Closed Circuit Television System (CCTV) will be installed and maintained in good working order and be correctly time and date stamped. The system will incorporate sufficient built-in-hard-drive capacity to suit the number of cameras installed. CCTV will be capable of providing pictures of evidential quality in all lighting conditions, particularly facial recognition. Cameras will encompass all ingress and egress to the premises, outside areas and all areas where the sale/supply of food occurs. The system will record and retain CCTV footage for a minimum of 30 days. The system will record for 24 hours a day. The system will incorporate a means of transferring images from the hard-drive to a format that can be played back on any desktop computer. The Digital recorder will be password protected to prevent unauthorised access, tampering or deletion of images. Upon receipt of a request for a copy of CCTV footage from Police, Licensing Officers or any other Responsible Authority, the member of staff will produce the footage within 24 hours or less if urgently required for investigations of serious crime. CCTV footage must be made available to be viewed by the Police, Licensing Officers or other Responsible Authorities on request during an inspection of or visit to the premises.</p>