

**Proposed conditions for;  
Doves Garage, High Street, Melbourne.**

1. A 'Challenge 25' age verification policy will be employed at the premise with regards to the sale of alcohol. Whenever a person appears or looks to be under the age of 25 they will be asked for ID to prove that they are over the age of 18.
2. This proof of age will be in the form of;  
Photo driving licence  
Current passport  
Government approved 'PASS' identification card scheme
3. Clear signage in relation to the 'Challenge 25' age policy operated at the premises will be displayed.
4. Any challenges / refusals in relation to the sale of alcohol will be entered in the refusals book or register kept for this purpose. These registers shall be kept on the premises for a minimum period of 1 year and will be produced upon request to any RA.
5. Full training is to be provided by the Designated Premises Supervisor or nominated deputy to all staff involved in the sale of alcohol, on commencement of employment relating to their responsibilities under the licensing act 2003 and any system or procedures they are expected to follow in the course of dealing with these goods.
6. Refresher training will be provided at regular intervals (At least once every 6 months). Written records detailing the training will be kept on the premises for production to the RA's upon request. These records shall be retained on the premises for a minimum of 1 year.
7. CCTV must be operated at all times when the premises are open to the public for licensable activities.
8. All CCTV recordings must be retained for a minimum of 31 days. These images must be available for viewing at any reasonable time (48hrs) upon request of a Police Officer or another authorised person.

9. A CCTV system shall be installed and the recording system must be maintained in good working order and any faults repaired as soon as possible. The CCTV recording unit is to be kept secure, to be opened only by the premises licence holder or authorised, designated member of staff.
10. Installed CCTV cameras / monitors are to be positioned so as to ensure all areas to which the public have access are covered.
11. All digital recordings to be made in real time, time lapse not to be used; the recordings will be fit for the purpose (for the avoidance of doubt, the image must be clear and in focus). The system must be able to export recorded images to a removable means such as a CD / DVD/ Memory stick and have its own software that shall enable playback / review on site.