

WAVERLEY COUNCIL REQUIREMENTS FOR CLOSED CIRCUIT TELEVISION (CCTV) SYSTEMS

Where your development consent requires you to install and maintain a closed-circuit television (CCTC) system on the premises, it must comply with the following;

- (a) Cameras must record continuously from opening time until one hour after the premises are
- (b) at all times),
- (c) External cameras must operate continuously (applies to tattoo and piercing and sex premises);
- (d) It must record in digital format and at a minimum of 15 frames per second,
- (e) Any recorded image must specify the time and date of the image;
- (f) The system's cameras must cover:
 - (i) all entry and exit points of the premises,
 - (ii) the footpath immediately adjacent to the premises, and
 - (iii) all publicly accessible areas (other than toilets) on the premises.
- (g) CCTV recordings must be retained for at least 30 days.
- (h) Signage shall be clearly displayed adjacent to the principal entry alerting persons entering the premises that CCTV is in operation.
- (i) Ensure that at least one member of staff is on the premises at all times the premises is trading who is able to access and fully operate the system, including downloading and producing recordings of CCTV footage.
- (j) Provide any recordings made by the system to an Authorised Council or Police Officer within 24 hours of any request by an Authorised Council or Police Officer to provide such recordings;
- (k) Cameras must have the ability to record viewable footage in low light environments (applies to tattoo and piercing and sex premises);
- (l) Any cameras monitoring the entry and exit points of the premises, shall provide recorded images in which the picture quality and detail is sufficient to enable the identity of person/s to be established (applies to tattoo and piercing and sex premises);
- (m) An internal monitor shall be positioned within the premises in such a position that patrons attending the premises will be alerted to the images depicted. The monitor will stream respective images from the CCTV system making it clear that patrons on the premises are under CCTV surveillance. Appropriate signage will further advise that patron's actions are being recorded. (This applies to late night licenced traders)