

**From:** Helen Cardy [mailto:H.Cardy@popall.co.uk]  
**Sent:** 02 May 2017 15:19  
**To:** Ellie Green; Charlotte Palmer; Karen.Staff@met.pnn.police.uk  
**Subject:** RE: Annex 07 Proposed Conditions

Dear Ellie

Thank you very much for your email.

I have taken my client's instructions and can confirm the following amendments to the application:

1. Removal of all non standard timings sought, save for New Year's Eve for all licensable activities and opening (which is permitted on the existing licence) and British Summertime for opening
2. Addition of conditions proposed by the Police and Licensing Authority. For ease, I attach a list of those conditions and have also noted where they would replace a duplicate condition.

Charlotte, we have spoken and, Karen, I would be grateful if you could let me know a convenient time to discuss further.

Ellie, can you kindly let me know whether there are any other matters listed at next week's Committee hearing?

Kind regards

Helen

**Helen Cardy | Solicitor**

**Poppleston Allen**

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**Proposed Conditions**

**Conditions Proposed in Operating Schedule**

1. A CCTV system shall be installed at the premises and maintained in good working order and used at all times when the premises are open for licensable activities. Any CCTV footage shall be held for at least 28 days and shall be made available to an officer of the Licensing Authority or Police on reasonable request.
2. An incident log book (which may be electronic) shall be kept on the premises and made available on request to an authorised officer of the Council or Police which will record the following:-
  - a) Any incidents of disorder
  - b) Any seizures of drugs or offensive weapons
  - c) Any ejections of patrons
  - d) Any complaints of noise nuisance from residents
3. The premises shall maintain a written dispersal policy, which shall be made available to the Police or an authorised officer of the Council upon request.
4. The premises shall maintain a written drugs policy, which shall be made available to the Police or an authorised officer of the Council upon request.
5. Save for on New Year's Eve, when the premises are open for the sale of alcohol beyond midnight, there shall be no new admission to the premises after midnight, save for customers who have temporarily left the premises e.g. to smoke.
6. The need for door supervisors will be assessed by way of risk assessment and cognisance will be taken of any police advice.
7. Alcoholic drinks shall not be removed from the premises in open containers save for consumption in any external customer area.
8. Reasonable steps will be taken to recognise the rights of local residents and notices will be displayed at the premises exits requesting customers to leave quietly and reminding them that they are in a residential area.
9. When regulated entertainment in the form of live music or DJ led entertainment is taking place, staff will monitor noise both internally and externally.
10. When regulated entertainment in the form of live music or DJ led entertainment is taking place, doors and windows will be closed except for access or egress.
11. Customers will not be permitted to take their drinks into the front external customer area of the premises after 23:00 hours Mondays to Saturdays and after 22:30 hours on Sundays.
12. No waste or recyclable materials, including bottles, shall be moved or placed in the front external area between 11 pm and 7 am the following day.

13. A proof of age scheme such as Challenge 21 will be operated at the premises where the only acceptable forms of identification are photographic identification cards such as a driving licence or passport.
14. A log (which may be electronic) shall be kept detailing all refused sales of alcohol. The log shall include the date and time of the refusal and the name of the member of staff who refused the sale. A copy of the log or electronic report shall be made available upon reasonable request.
15. All bar staff to receive appropriate training in relation to alcohol sales prior to commencing their duties. This will include the premise licence conditions, underage sales policy and other relevant licensing matters. Training documents (which may be in an electronic format) shall be made available to an authorised Police Officer or Council Officer upon request.

### **Additional Conditions Proposed from Licensing**

1. All bar staff shall receive induction and refresher training (at least every three months) in relation to the sale of alcohol and the times and conditions of the premises licence. (to replace Condition 15 in 'Conditions Proposed from Operating Schedule')
2. All training relating to the sale of alcohol and the times and conditions of the premises licence shall be documented and records kept at the premises (this may be in electronic format). These records shall be made available to the Police and/or Local Authority upon request and shall be kept for at least one year. (to replace Condition 15 in 'Conditions Proposed from Operating Schedule')
3. A 'Think 25' proof of age scheme shall be operated and relevant material shall be displayed at the premises. (to replace Condition 13 in 'Conditions Proposed from Operating Schedule')
4. A log (which may be electronic) of refused sales shall be kept on the premises detailing all refused sales of alcohol. This log shall contain the date and time of the refusal, a description of the customer, the name of the staff member who refused the sale, and the reason the sale was refused. This record shall be made available to Police and/or the Local Authority upon request and shall be kept for at least one year from the date of the last entry. (to replace Condition 14 in 'Conditions Proposed from Operating Schedule')
5. The Designated Premises Supervisor shall regularly check the refusals book to ensure it is being consistently used by all staff.
6. Prominent, clear and legible notices shall be displayed at all public exits from the premises requesting customers respect the needs of local residents and leave the premises and area quietly. These notices shall be positioned at eye level and in a location where those leaving the premises can read them.
7. Children under the age of 18 shall only be permitted on the premises if accompanied by an adult and only until 23:00 hours.

### **Conditions Proposed by Police**

A digital CCTV system must be installed in the premises complying with the following criteria:

1. Cameras must be sited to observe the entrance and exit doors and floor areas.
2. Cameras on the entrances must capture full frame shots of the heads and shoulders of all people entering the premises i.e. capable of identification.
3. Cameras overlooking floor areas should be wide angled to give an overview of the premises.
4. Provide a linked record of the date, time, and place of any image.
5. Provide good quality images.
6. Operate under existing light levels within and outside the premises.
7. Have the recording device located in a secure area or locked cabinet.
8. Have a monitor to review images and recorded picture quality.
9. Be regularly maintained to ensure continuous quality of image capture and retention.
10. Have signage displayed in the customer area to advise that CCTV is in operation.
11. Digital images must be kept for 28 days.
12. Police or authorised local authority employees will have access to images at any reasonable time.
13. The equipment must have a suitable export method, e.g. CD/DVD writer so that the police can make an evidential copy of the data they require. This data should be in the native file format, to ensure that no image quality is lost when making the copy. If this format is non-standard (i.e. manufacturer proprietary) then the manufacturer should supply the replay software to ensure that the video on the CD can be replayed by the police on a standard computer. Immediate copies must be made available to Police or authorised local authority employees on request.

(to replace Condition 1 in 'Conditions Proposed from Operating Schedule')

An incident log shall be kept at the premises, and made available on request to an authorised officer of the Council or the Police, which will record the following:

- a) all crimes reported to the venue
- b) all ejections of patrons
- c) any complaints received
- d) any incidents of disorder
- e) all seizures of drugs or offensive weapons
- f) any refusal of the sale of alcohol
- g) any visit by a relevant authority or emergency service.

(to replace Condition 2 in 'Conditions Proposed from Operating Schedule')