

Dear Sam

It is the intention of the Police to work with you, the Applicant.

The Police would like to suggest the following amended conditions in red to you, as outlined below, which does in part, include what has been written on the application.

It is hoped these suggestions will meet with your approval.

Please advise an update as soon as possible.

b) The Prevention of Crime and disorder (suggestion is to add what is in red)

The Police suggest the following in red to replace Point 2 on your application.

- A full digital CCTV system, preferably in HD, with the capability of uploading footage, on request by the police or other relevant authority, to an external cloud based digital evidence management system.
- The CCTV system will be in place at the premises and will operate at all times the premise is open for licensable activities.
- A clear head and shoulders image of the 'challenged' person and ID offered by the 'challenged' person to be recorded by the point-of-sale CCTV, all staff to be trained in the procedure and the CCTV regularly monitored to ensure compliance.
- All CCTV recordings made shall be retained for not less than 31 days and be made available to police or an authorised officer of any responsible authority within one hour upon request. In accordance with current data protection legislation.
- A member of staff capable of operating the CCTV system and downloading images shall be at the premises at all times that the premises are open to the public.
- The CCTV system clock shall display on any recording, the correct date and time of the recording, which must be maintained and take account of GMT and BST.
- CCTV cameras shall monitor all areas of the premises that are accessible to members of the public including the area immediately outside the premises to monitor numbers and prevent crime and disorder.
- CCTV signage will be placed in a prominent position inside and outside the premises.

Point 3 – retain as it is.

Point (b) 4 and point (e) 17 are similar.

I believe the 4 & 17 could be merged and could be the same in (b) and (e). I think this approach makes more sense.

A suggestion of that this merger may be as below but in any case, the Police would like to include the word paginated in relation to the incident log.

1. A written paginated incident log must be kept at the premises for a minimum of 12-months and made available on request to the Police or an authorised officer of the Licensing Authority. It must be completed within 24 hours of the incident and must record the following:
 - a) All crimes reported to the premises.
 - b) All ejections of patrons, including a description of them
 - c) Name of the member of staff who refused the sale
 - d) The reason the sale was refused
 - e) Any complaints received concerning crime and disorder
 - f) Any incidents of crime and disorder
 - g) All seizures of drugs or offensive weapons
 - h) Where possible, details of those involved including members of the public, police officers, SIA staff and employees.
 - i) Any visits by a Responsible authority officer
 - j) Any visits by a representative of the Premises Licence Holder

c) Public Safety (suggestion is to add what is in red)

7. Drinks shall be served in containers made from glass and when necessary, such as large events or outdoor consumption from toughened glass/polycarbonate.

d) The Prevention of Public Nuisance

12. Entertainment shall be held internally only; no music or speakers shall be provided to external areas of the premises. There is air-conditioning which will be used to control the temperature and windows will remain closed when there is music playing.

14. The seating area outside the premises shall be cleared by 22:00 hours. All the outdoor furniture is aluminium which is lightweight and will be removed quietly inside the premises.

e) The Protection of Children from Harm (suggestion is to add what is in red)

Point (b) 4 and point (e) 17 are similar.

I believe 4 & 17 could be merged and could be the same in (b) and (e). I think this approach makes more sense.

A suggestion of that this merger may be as below but in any case, the Police would like to include the word **paginated** in relation to the incident log.

2. A written paginated incident log must be kept at the premises for a minimum of 12-months and made available on request to the Police or an authorised officer of the Licensing Authority. It must be completed within 24 hours of the incident and must record the following:
 - a) All crimes reported to the premises.
 - b) All ejections of patrons, including a description of them
 - c) Name of the member of staff who refused the sale
 - d) The reason the sale was refused
 - e) Any complaints received concerning crime and disorder
 - f) Any incidents of crime and disorder
 - g) All seizures of drugs or offensive weapons
 - h) Where possible, details of those involved including members of the public, police officers, SIA staff and employees.
 - i) Any visits by a Responsible authority officer
 - j) Any visits by a representative of the Premises Licence Holder