



Hampshire Constabulary

Station : **Southampton Central** Area : **Southampton West**
Department : **Licensing** Date : **18 July 2013**

Subject : **Review of Premises Licence - Wellingtons PH, New Milton**

Democratic Services, New Forest District Council

Progress Report – Wellingtons PH, New Milton

18th July 2013

Background

Between December 2011 and June 2013 Hampshire Constabulary had increasing concerns regarding drug use, disorder, and drunkenness at this premises. The manager, Peter Smith, had shown minimal and ineffective efforts to improve the premises support for the licensing objectives during this time, despite repeated advice from police officers. As a result of an incident in May 2013 Hampshire Constabulary requested a review of the premises licence based on all 4 licensing objectives. The review was submitted on 12th June 2013 and requested the removal of Peter Smith as Designated Premises Supervisor, and the addition of several conditions to the premises licence in order to ensure that the licensing objectives were supported.

June 2013 – Present

On 18th June 2013 Hampshire Constabulary received an application for the Designated Premises Supervisor became Keri Ewins, with immediate effect. Keri was visited by PC Wood (Licensing) on 19th June and was provided with advice and support in relation to running the premises in support of the licensing objectives. At this point CCTV had already been installed in the premises and was seen to be functioning. Keri seemed positive about disrupting any drugs activity at the premises. The premises had a grand opening night on 21st June which passed without incident. Ion Track swabs were taken at the premises on Friday 28th June, with a reading of 1.19 Cocaine present in the Ladies Toilets (a background trace), and no trace at all in the Gents Toilets. There have been no reported or known incidents at the premises since Keri Ewins became the DPS, and Hampshire Constabulary are aware of no new concerns regarding drugs activity. A meeting was held at the premises on 18th July 2013 with Keri and the Premises Licence Holder, William Drew. During this meeting the premises current ability to adhere to the conditions requested in the review document was assessed, and an agreement was reached by all parties present with regards to conditions to be added to the premises licence in order to ensure that the licensing objectives are upheld. These conditions are as follows:



The premises shall have sufficient cameras located within the premises to cover all public areas including outside of the premises covering the entrance and exit. The system will be able to cope with all levels of illumination throughout the premises as well as outside areas.

CCTV warning signs to be fitted in public places.

The CCTV system must be operating at all times whilst the premises are open for licensable activity. All equipment shall have a constant and accurate time and date generation.

The recording system will be able to capture a minimum of 4 frames per second and all recorded footage must be securely retained for a minimum of 28 days.

Records must be made on a weekly basis and kept for inspection to show that the system is functioning correctly and that data is being securely retained.

The DPS or premises manager must be able to demonstrate that the CCTV system has measures to prevent recordings being tampered with, i.e. password protected.

There shall be sufficient members of trained staff at the premises during operating hours to be able to provide viewable copies immediately to police on request when investigating allegations of offences or criminal activity. Any images recovered must be in a viewable format on either disc or VHS. Footage supplied in a digital format on CD or DVD will also have a copy of the CCTV system software enabled on the disc to allow playback.

In the event of technical failure of the CCTV equipment the Premises Licence holder/DPS MUST report the failure to the Hampshire Constabulary Licensing Department (Western Division) within 24 hours.

Incident Book

An incident book will be provided and maintained at the premises. It will remain on the premises at all times and will be available to police for inspection upon request.

Any incidents that include physical altercation or disorder, physical ejection, injury, id seizure or drug misuse will be recorded in the incident book. The entry is to include an account of the incident and the identity of all person(s) involved (or descriptions of those involved if identity is not known). Should there be any physical interaction by members of staff and the public the entry will include what physical action occurred between each party. The entry shall be timed, dated and signed by the author.

If the member of staff creating the entry has difficulties reading or writing then the entry may be written by another staff member. This should however be read back to the person creating the entry and counter signed by the person who wrote the entry.

At the close of business on each day the incident book will be checked by the manager on duty where any entries will be reviewed and signed. If incidents have occurred the duty manager will de-brief door staff (if employed) at the close of business. Should there be no incidents then this will also be recorded at the close of business in the incident book.

Refusals Log

A written log shall be kept of all refusals including refusals to sell alcohol. The Premises Licence Holder shall ensure that the refusals log is checked, signed and dated on a weekly basis by the Designated Premises Supervisor. The refusals log will be kept and maintained at the premises and will be available for inspection immediately upon request by Hampshire Constabulary and any responsible authority. The record of refusals will be retained for 12 months.

Challenge 25

There will be a Challenge 25 policy operating at the premises. Challenge 25 means that the holder of the premises licence shall ensure that every individual, who visually appears to be under 25 years of age and is seeking to purchase or be supplied with alcohol at the premises or from the premises, shall produce



identification proving that individual to be 18 years of age or older. Acceptable identification for the purposes of age verification will include a driving licence, passport, HM Forces ID card or photographic identification bearing the "PASS" logo and the persons date of birth. If the person seeking alcohol is unable to produce acceptable means of identification, no sale or supply of alcohol will be made to or for that person. 'Challenge 25' posters shall be displayed in prominent positions at the premises.

Staff Training

Staff will be trained regarding appropriate precautions to prevent the sale of alcohol to persons under the age of 18, the signs and symptoms of drunk persons, the refusal of sale due to intoxication, and the signs and symptoms of drug use. Records will be kept of such training which must be signed and dated by the member of staff who has received that training.

All staff will receive refresher training every six months as a minimum and records are to be kept of this refresher training which should be signed and dated by the member of staff who received that training.

In addition to their training a written test related to the training given will be conducted before the staff member is permitted to sell or authorise alcohol. The test will consist of a minimum of ten questions of which the pass rate is 80%. Anyone who fails to reach the prescribed pass rate will be retrained and re-tested. Anyone not attaining the pass rate will not be permitted to sell or authorise the sale of alcohol until the pass rate is attained. There will be a minimum of two sets of questions to be used in the training which will be rotated upon each subsequent six month training session.

All training records will be made immediately available for inspection by Hampshire Constabulary and any responsible Authority upon request. Training records will be kept for a minimum period of two years. Training records will be kept on the licensed premises to which they relate to.

The Designated Premises Supervisor must complete a nationally recognised level 2 DPS course within 12 weeks of commencing work at the premises.

Toilet Checks

As a minimum, the toilets within the premise shall be checked every hour from the time that the premises opens for licensable activity until 1900hrs, and every 30 minutes from 1900hrs until the premises closes. A record shall be kept at the premises and presented on request by Hampshire Constabulary. Toilet check records shall be kept for a minimum period of 3 months.

Drugs Policy

There will be a Zero Tolerance policy to anyone suspected to be in possession of an illegal drug. The premises licence holder will ensure that this policy is clearly documented at the premises.

Any person suspected to be in possession of an illegal drug will be reported to police.

The premises licence holder will ensure that there is a drugs policy in place. As a minimum requirement this policy will contain the following:

- Search criteria
- Searching policy
- Instructions to staff regarding the seizure of suspected illegal drugs
- Details regarding the location of a drugs safe
- Clear procedures for staff to follow if they suspect drugs use at the premises



The only changes made to those requested within the review document are that the Designated Premises Supervisor has already been changed, negating the need for this to be enforced by the sub-committee, and that toilet checks have been amended slightly to reflect the typical occupancy of the premises at different times of day. It was agreed that it would be proportionate that toilet checks be only hourly until 1900hrs each day, and every 30 minutes from 1900hrs until close. Overall, it was felt that there had been extremely positive progress made at the premises but that there was a requirement to ensure that this progress was maintained and that the licensing objectives continued to be supported.

All parties are aware that there is a continued requirement for the sub-committee to view the review request and the agreements reached, and to consider whether the agreements reached are both proportionate and necessary in order to support the licensing objectives but felt that it would be time efficient to advise the Licensing Authority and Licensing sub-committee of the current situation.

Kind Regards,

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