

Appeal x y

Sarah Wilson

From: Conway, Sharon <sharon.conway@hampshire.pnn.police.uk>
Sent: 20 March 2017 12:41
To: Licensing e-mail address
Subject: FW: New Premises Licence application - The Wash House, Milford-On-Sea,

Licensing

Re: New premises licence application – The Wash House, Milford on Sea, SO410QF

With the agreed below conditions being added to the premises licence, police have no objections.

Regards

Sharon

PC 22237 Sharon Conway
Licensing & Alcohol Harm Reduction Team
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[Licensing HomePage](#)

From: Duncan Broomfield [<mailto:duncanbroomfield@gmail.com>]
Sent: 17 March 2017 17:28
To: Licensing & Alcohol Harm Reduction Team Mailbox <licensing@hampshire.pnn.police.uk>
Subject: Re: New Premises Licence application - The Wash House, Milford-On-Sea,

Many thanks for your email Sharon, I whole heartedly agree for these requirements to be placed within the wording of the premises license conditions.

Kind regards

Duncan Broomfield

Sent from my iPhone

On 17 Mar 2017, at 11:19, <licensing@hampshire.pnn.police.uk> <licensing@hampshire.pnn.police.uk> wrote:

Dear Mr Broomfield

I am the police licensing officer dealing with your application for a premises licence at 27 High Street, Milford on Sea.

I have read your application and the steps that you have proposed in your operating schedule to promote the licensing objectives. Based on these steps, I would like to propose some wordings to add to the premises licence as conditions. The addition of conditions provide clear directions as to your intentions to uphold the licensing objectives.

CCTV

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 strobe lighting (where used) and 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.

All images downloadable from the CCTV system must be provided in a form that can be viewed on readily available equipment without the need for specialist software. In the event of technical failure the DPS will make arrangements for an engineer to be called to the premises to repair the system without delay.

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 and the refusal of sale due to intoxication. 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.

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 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.

Refusals book

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 duty manager/manageress.

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.

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 staff 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.

This record will be retained for 12 months.

If you are in agreement for the above wordings to be placed on your premises licence as conditions, please can you confirm this in writing. This can be by return of email.

Additionally, in our experience, small craft alehouses can become very popular very quickly. When you are trading, please monitor the outside areas frequently, and regularly review staffing levels, including whether SIA trained door supervision is required.

I look forward to hearing from you.

Sharon

PC 22237 Sharon Conway
Licensing & Alcohol Harm Reduction Team