

From: Conway, Sharon
Sent: 11 September 2018 08:27
To: Licensing e-mail address
Subject: FW: New premises licence application - Yard Cafe at Guy Kremer, Lymington SO419NA

Dear Licensing

Re new premises licence for Yard Café, Lymington SO41 9NA

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

Sharon

PC 22237 Sharon Conway
Licensing & Alcohol Harm Reduction Team
Southampton Central Neighbourhood Police Office
Southampton City Council
Civic Centre
Southampton
SO14 7LY



[✉force.licensing@hampshire.pnn.police.uk](mailto:force.licensing@hampshire.pnn.police.uk) ✉

www.hampshire.police.uk

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From: Stuart Knowles [mailto:stuart.knowles@hampshire.pnn.police.uk]
Sent: 10 September 2018 16:40
To: Conway, Sharon
Subject: Re: New premises licence application - Yard Cafe at Guy Kremer, Lymington SO419NA

Dear Sharon,

Yes I'm in complete agreement.

Yours Sincerely

Stuart James Knowles

From: Stuart Knowles [mailto:stuart.knowles@hampshire.pnn.police.uk]
Sent: 10 September 2018 09:38:06
To: Conway, Sharon
Subject: RE: New premises licence application - Yard Cafe at Guy Kremer, Lymington SO419NA

Hello Stuart

Many thanks for your reply. Hopefully when you are up and running I may pay a visit.

I just need to clarify – are you in agreement for the below wordings in relation to CCTV, Training, incident / refusals recording and age verification to be added to the premises licence as conditions?

Many thanks

Sharon

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From: Stuart Knowles [<mailto:>]

Sent: 31 August 2018 11:09

To: Conway, Sharon

Subject: Re: New premises licence application - Yard Cafe at Guy Kremer, Lymington SO419NA

Dear Sharon,

Thank you so much for your time and email. Already you have been more helpful than the Dorset police. And your email is very constructive and I look forward to working with you.

I do not intend to remain as the DPS, as soon as my partner has qualified he will become the DPS, but I will also remain in contact with the business. As with my pub it's best to have as many people as possible with the knowledge and experience to uphold the law in the premises.

We have already installed CCTV for inside and out and agree to your comments how it should be run and the incident book.

We have already reduced our hours from our first request and are working with our neighbours and the council to maintain a health relationship. Which from my experience adds the business no end.

We are sadly yet to open or to attain the correct paperwork but are working hard to achieve. We will be a food lead cafe with posh toast, coffee and a up market wine list, open for late breakfast and lunches and if we do feel the cafe would be successful in the evening then an early evening chilled out dinner menu. Not a drinking hole.

If you would like to visit The Yard to meet myself or Tai Stanly please do call in or arrange a time to visit. The property is closed Sunday's and Monday's but if they would best suit then we can be there for you.

Yours sincerely

Stuart James Knowles

Sent from Outlook

From:

Sent: 31 August 2018 10:08:25

To:

Subject: New premises licence application - Yard Cafe at Guy Kremer, Lymington SO419NA

Dear Mr Knowles

I am the police licensing officer that is dealing with the application for a premises licence for The Yard Café at Guy Kramer, Lymington.

I have read your application and the steps outlined to promote the licensing objectives.

I note from the public register that you are currently named as the DPS for The White Lion Inn. The preference in Hampshire is for each premises to have a separate DPS. As you are aware, part of the role of the DPS is to be in day to day control of the premises, which becomes more difficult to achieve with multiple premises some distance apart. Will it be your intention to remain the DPS for The Yard Café?

I would like to take this opportunity to expand on the steps mentioned in the application with conditions to be added to the premises licence, should one be granted. From experience, residents of Lymington can become concerned about evening operations, even from small café / restaurant type premises. Conditions will support your commitment towards to promote the licensing objectives given the flexibility of hours you are requesting.

Proposed conditions:

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.

The recording equipment shall be stored and operated in a secure environment with limited access, to avoid damage, theft, unauthorised viewing and maintain the integrity of the system.

The system shall be serviced at twelve monthly intervals and maintained to a standard that is acceptable to the police licensing department responsible for the area.

The system clock shall be checked regularly for accuracy taking account of GMT and BST.

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.

A competent trained person in the use of and operation of the CCTV, nominated by the data controller, must be in attendance at the premises at all times that licensable activities take place. This person must be able to fully operate the CCTV system in order to download at the times of the visit onto a CD/DVD/USB stick any information lawfully requested by any Responsible Authority.

Any images recovered must be in a format that can be viewed on readily available equipment without the need for specialist software.

In the event of technical failure of the CCTV equipment the Premises Licence holder/DPS MUST report the failure to the Hampshire Police Licensing Unit within 24 hours, and arrangements made to repair the fault without delay.

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 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.

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 store 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.

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.

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.

If you are in agreement for the above wordings to be added to the premises licence as conditions, please can you confirm this in writing.

I look forward to hearing from you.

Sharon
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