# LICENSING ACT SUB-COMMITTEE AGENDA



Tuesday, 13 July 2010

at 2.00 pm

in Committee Room A, Civic Centre, Hartlepool

MEMBERS: LICENSING ACT SUB-COMMITTEE:

Councillors Atkinson, London and Morris

1. APOLOGIES FOR ABSENCE

# 2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS

# 3. ITEMS FOR DECISION

3.1 Application For Variation Of Premises Licence – The Studio, Tow er Street, Hartlepool – *Assistant Director, Community Safety and Protection*  **Report of:** Assistant Director, Community Safety & Protection

Subject: APPLICATION FOR VARIATION OF PREMISES LICENCE – THE STUDIO, TOWER STREET, HARTLEPOOL

### 1. PURPOSE OF REPORT

1.1 To consider an application for the variation of a premises licence in respect of The Studio, Tower Street, Hartlepool.

## 2. SUMMARY OF APPLICATION

2.1 Applicant: Hartlepool Community Studio

Premises: Tower Street Hartlepool TS24 7HQ

- 2.2 The applicant has applied for a variation to an existing licence so as to extend the hours for the following licensed activities: -
  - (a) Supply of Alcohol
  - (b) Plays
  - (c) Films
  - (d) Live Music
  - (e) Recorded Music
  - (f) Performances of Dance
  - (g) Provision of Facilities for Making Music
  - (h) Provision of facilities for Dancing

During the following times:	Monday – Saturday 1100 - 02	
	Sundays	1200 – 0200

- 2.3 In addition to the above the applicant has also applied for the following new activities: -
  - (i) Any entertainment similar to (d), (e) and (f) above
  - (j) Any entertainment similar to (g) (h) above
  - (k) Late Night Refreshment

During the following times:	Monday – Satu	rday 1100 - 0200
	Sundays	1200 – 0200

A copy of the application is attached as Appendix 1.

## 3. BACKGROUND

- 3.1 The application has been advertised in the prescribed manner and a representation has been received from Cleveland Police.
- 3.2 The Police have indicated that the area in which the premises are situated already suffers from crime and disorder and drink related problems. They have requested that the applicant agree to a number of additional licence conditions in order to address their concerns but the applicant has not agreed to these.
- 3.3 A copy of the Police representation, including details of the requested additional conditions, is attached as Appendix 2.

#### 4. **ISSUES**

- 4.1 As a relevant representation has been received within the prescribed time period, a hearing must be held for Members to consider those representations (unless all parties agree a hearing is unnecessary).
- 4.2 Having regard to the representation received, Members may take any of the following steps for the promotion of the licensing objectives:
  - i) Grant the application without amendment
  - ii) Grant the application in part and/or with conditions or amended conditions
  - iii) Refuse the application
- 4.3 The licensing objectives are:
  - i) The prevention of crime and disorder
  - ii) Public safety
  - iii) The prevention of public nuisance, and
  - iv) The protection of children from harm
- 4.4 Members are reminded that they must only consider those aspects of the licence application that are relevant to the representation received.

#### 5. **RECOMMENDATIONS**

5.1 That members consider the representations made by the applicant and Cleveland Police and determine what aspects, if any, of the proposed application should be granted and, if appropriate, what conditions, if any, should be attached.

3.1

3.1 Appendix 1

Hartlepool Borough Council, Civic Centre, Victoria Road, Hartlepool, TS24 8AY



#### APPLICATION TO VARY A PREMISES LICENCE UNDER THE LICENSING ACT 2003

#### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I/We THE STUDIO apply for as premises licence	holder apply to vary a
(insert name(s) of applicant)	noidel, apply to vary a
premises licence under section 34 of the Licensing Act 2003 for t	he premises described
in Part 1 below	BOURHOOD
	we and a construction
Premises licence number (2 1 MAY 2010) 1 4	MAY 2010 Re-Submitted
HART /PS /137 SERVICES SE	RVICES
Part 1 - Premises details	
Postal address of premises or, if none, ordnance survey map refe	aronge or description
	erence, or description
THE STUDIO	
TOWER STREET	
Post Town Post Code TS	24 7HQ
HARTLEPOOL 15.	27 INQ
Telephone number et promises (if env)	
Telephone number at premises (if any) 01429	424440
Non-domestic rateable value of premises	00 7-0
	Dy E9,700.
Part – 2 Applicant details	
Daytime contact telephone number 01429	+24440
E-Mail address	1 -
(optional) Studiohartlepcol@btConnec	t com
address if different AS ABOVE	
address if different HS HBOVC	
address	
Post Town Postcode	

Part 3 - Variation

Please tick yes

V

Do you want the proposed variation to have effect as soon as possible?

If not do you want the variation to take effect from

Day	Month	Year	

Please describe briefly the nature of the proposed variation (Please see guidance note 1) Increase Licensed Hours From Midnight to Zam.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

## Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

	Pro	vision of regulated entertainment		Pleas	e tick y	es
1	a)	plays (if ticking yes, fill in box A)			[	
	b)	films (if ticking yes, fill in box B)			[	9
5	c)	indoor sporting events (if ticking yes, fill in box C)			[	
	d)	boxing or wrestling entertainment (if ticking yes, fill in box D)			[	
3	e)	live music (if ticking yes, fill in box E)		005		7
	f)	recorded music (if ticking yes, fill in box F)			I	9
3	g)	performances of dance (if ticking yes, fill in box G)			[	1
	h)	anything of a similar description to that falling within (e), (f) or ( (if ticking yes, fill in box H)	(g)		1 F.	
1	Pro	vision of entertainment facilities:				
	i)	making music (if ticking yes, fill in box I)			I	
	j)	dancing (if ticking yes, fill in box J)			nua (	
	k)	entertainment of a similar description to that falling within (i) or (if ticking yes, fill in box K)	·(j)		[	
	Pro	vision of late night refreshment (if ticking yes, fill in box L)			[	9
	Sale	e by retail of alcohol (if ticking yes, fill in box M)			[	4
	ln a	II cases complete hoves N. O and P.				

In all cases complete boxes N, O and P

Α

	ard days a s (please		Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	P
	nce note 6		mbroniothelen bojnh	Outdoors	
Day	Start	Finish	(A kod m R) awy gen	Both	
Mon	1100	02.00	Please give further details here (please read	guidance note 3	3)
			ing events (if thirty yes, fill in box G)		
Tue	1100	200	esting econternient (Plicking yes. (II in box O		
Wed	1100	0200	State any seasonal variations for performing	<b>g plays</b> (please	read
			guidance note 4)		
Thur	1100	0200	a sod of the any goutes it events to as		
Fri	1100	0200	Non standard timings. Where you intend to for the performance of plays at different time		
			the column on the left, please list (please rea		
Sat	1100	0200	(i stort of till, any cost fold if) of		
	1200	0200	oking yes, fill in bas J)		
Sun	1200	0000			

С

Standa	r <b>sporting</b> ard days a	nd	Please give further details (please read guidance note 3)
	s (please i ice note 6		(a etch combing
Day	Start	Finish	Day Start Finate
Mon	econtribu	ten es	Mon. [1.CO. O.CO.] Planes size trainer dituits here trin
Tue			State any seasonal variations for indoor sporting events (plear read guidance note 4)
Wed			West 100 0200 State nov exercised evidations for the
Thur			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in
Fri			the column on the left, please list (please read guidance note 5)
Fri Sat			

В

	ard days a s (please		Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	P
	nce note 6			Outdoors	
Day	Start	Finish	Figures	Both	
Mon	1100	0200	Please give further details here (please read gu	idance note 3	3)
	1.00				
Tue	1100	0200	Ning any seeman vertalism. for the		
Wed	1100	0200	State any seasonal variations for the exhibition read guidance note 4)	<u>n of films</u> (pl	ease
Thur	1100	0200	And standard based with the set		
Fri	1100	0200	Non standard timings. Where you intend to us for the exhibition of films at different times to		
Sat	1100	0200	column on the left, please list (please read guid	lance note 5)	-
	100	10000			
Sun	1200	0200			

Ε

	n <b>usic</b> ard days a s (please r		Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	V
	nce note 6		(picade read guidance note 2)	Outdoors	
Day	Start	Finish		Both	
Mon	1100	0200	Please give further details here (please read gu	uidance note 3	3)
Tue	1100	0200			
Wed	1100	0200	State any seasonal variations for the performation (please read guidance note 4)	ance of live n	nusic
Thur	1100	0200		, 10	
Fri	1100	0200	Non standard timings. Where you intend to us for the performance of live music at different f listed in the column on the left, please list (please list)	times to thos	e
Sat	1100	0200	note 5)		2
Sun	1200	0200			

D

3)
110
ses hose

G

dance	mances o ard days a	itoli e	Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	Ø
timing	s (please r nce note 6)	read	(p	Outdoors	
Day	Start	Finish	Tigish	Both	
Mon	1100	0200	Please give further details here (please read	guidance note 3	3)
Tue	1100	0200	2200		
Wed	1100	0200	State any seasonal variations for the perform (please read guidance note 4)	nance of danc	<u>e</u>
Thur	1100	0200	0.200		
Fri	1100	0200	Non standard timings. Where you intend to for the performance of dance at different tim the column on the left, please list (please rea	es to those lis	ted in
Sat	1100	0200		0011	2
Sun	1200	0200	0000		

F

ard days a	and	Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
			Outdoors	
Start	Finish	(Edulat)	Both	
1100	0200	Please give further details here (please read gu	uidance note 3	3)
1100	0200	0050		
1100	0200	State any seasonal variations for the playing of (please read guidance note 4)	of recorded n	nusic
1100	0200	0350		
1100	0200	for the playing of recorded music at different t	times to thos	e
1100	0200	note 5)		
1200	0200	00300		
	ard days a s (please nce note 6 Start 1100 1100 1100 1100 1100	1100 0200 1100 0200 1100 0200 1100 0200 1100 0200 1100 0200	ard days and s (please read nee note 6)       indoors or outdoors or both – please tick (please read guidance note 2)         Start       Finish         1100       0200         Please give further details here (please read guidance note 4)         1100       0200         State any seasonal variations for the playing of (please read guidance note 4)         1100       0200         Non standard timings. Where you intend to us for the playing of recorded music at different for listed in the column on the left, please list (please note 5)	ard days and s (please read noe note 6)       indoors or outdoors or both - please tick (please read guidance note 2)       Indoors         Start       Finish       Both         1100       0200       Please give further details here (please read guidance note 3)         1100       0200       State any seasonal variations for the playing of recorded m (please read guidance note 4)         1100       0200       State any seasonal variations for the playing of recorded m (please read guidance note 4)         1100       0200       Non standard timings. Where you intend to use the premis for the playing of recorded music at different times to thos listed in the column on the left, please list (please read guid note 5)

for ma Standa timing	sion of fac aking mus ard days a s (please r nce note 6)	nd read	Please give a description of the facilities for will be providing	<u>making music</u>	<u>you</u>
		base e	Will the facilities for making music be indoors or outdoors or both – please tick	Indoors	9
	and .	r	(please read guidance note 2)	Outdoors	
Day	Start	Finish	and the state of the function of the state is a second state of the st	Both	
Tue Wed	1100	0200	State any seasonal variations for the provisi making music (please read guidance note 4)	on of facilities	for
Thur	1100	0200	>		
Fri	1100	0200	Non standard timings. Where you intend to for provision of facilities for making music a those listed in the column on the left, please	t different time	es to
Sat	1100	0200	guidance note 5)		
Sun	1200	0200			

I

Η

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)		hat ), (f) or and read	Please give a description of the type of entertable providing	e malting mu anders days: anders days hidanen note t	
Day	Start	Finish	Will this entertainment take place indoors or	Indoors	
Mon	1100	0200	outdoors or both – please tick (please read guidance note 2)	Outdoors	
	00000		(planter and gridence rate 2)	Both	
Wed Thur	1100	0200	State any seasonal variations for entertainmen description to that falling within (e), (f) or (g)		r
Fri	1100	0200	guidance note 4)		
Sat	1100	0200	Non standard timings. Where you intend to us for the entertainment of a similar description to within (e), (f) or (g) at different times to those column on the left, please list (please read guide	to that falling listed in the	L
Sun	1200	0200	0050		

K

Provision of facilities for entertainment of a similar description to that falling within i or j Standard days and timings (please read guidance note 6)			Please give a description of the type of entert you will be providing	ainment facility
Day	Start	Finish	Will the entertainment facility be indoors or	Indoors 🕑
Mon	1100	0200	outdoors or both – please tick (please read guidance note 2)	Outdoors
				Both
Tue	1100	0200	Please give further details here (please read g	uidance note 3)
Wed	1100	0200	0050	
Thur	1100	0200	State any seasonal variations for the provision entertainment of a similar description to that (please read guidance note 4)	
Fri	1100	0200	C.C.C.D. https://www.commune.com/	
Sat	1100	0200	Non standard timings. Where you intend to us for the provision of facilities for entertainment description to that falling within i or j at differ listed in the column on the left, please list (pla note 5)	nt of a similar rent times to those
Sun	1200	0200		

J

for da	sion of fa ncing ard days a		Will the facilities for dancing be indoors or outdoors or both – please tick (see guidance note 2)	Indoors	P
timing	s (please	read		Outdoors	
guidar	nce note 6	)	boa	Both	
	nootent	30.4125	Please give a description of the facilities for d providing	lancing you v	vill be
Day	Start	Finish	0.2.C.C. guidence note 2)	000 . **	M
Mon	1100	0200	Please give further details here (please read g	uidance note 3	3)
Tue	1100	0200	0.000		
Wed	1100	0200	State any seasonal variations for providing data (please read guidance note 4)	ancing faciliti	ies
Thur	1100	0200	(planee rend guildsnoe note 4)	0.01	
Fri	1100	0200	Non standard timings. Where you intend to u for the provision of facilities for dancing at di those listed in the column on the left, please l	fferent times	to
Sat	1100	0200	guidance note 5)		
Sun	1200	0200	liteted to the column od the left, plat		

M

ard days a	ind	Will the supply of alcohol be for consumption (Please tick box) (please read	On the premises	M
		guidance note 7)	Off the premises	
Start	Finish	Philade States	Both	
1100	0200	State any seasonal variations for the supply read guidance note 4)	of alcohol (ple	ease
(100	0200	0050		
1100	0200	0200 State any anapproximation for the		
1100	0200	for the supply of alcohol at different times to	those listed i	n the
1100	0200		0.0)//	eft.
1100	0200	O2000 Strate Listed on the optimit on the lot		
1200	0200			
	ard days a s (please ) nce note 6 Start 1100 1100 1100 1100	1100       0200         1100       0200         1100       0200         1100       0200         1100       0200         1100       0200         1100       0200         1100       0200	ard days and s (please read nee note 6)       consumption (Please tick box) (please read guidance note 7)         Start       Finish         1100       0200         State any seasonal variations for the supply read guidance note 4)         1100       0200         1100       0200         Non-standard timings. Where you intend to 1 for the supply of alcohol at different times to column on the left, please list (please read guidance read guidance)         1100       0200         1100       0200	ard days and s (please read nee note 6)       consumption (Please tick box) (please read guidance note 7)       premises         Start       Finish       Both         1100       0200       State any seasonal variations for the supply of alcohol (please read guidance note 4)         1100       0200       State any seasonal variations for the supply of alcohol (please read guidance note 4)         1100       0200       Non-standard timings. Where you intend to use the premifor the supply of alcohol at different times to those listed in column on the left, please list (please read guidance note 5)         1100       0200         1100       0200

# Ν

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

L

Standa	<b>ight refr</b> ard days a s (please		Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	Þ
-	ice note 6		<u>Prodoc tron</u> (prodoc road guidance note <u>-</u> )	Outdoors	
Day	Start	Finish	Pinah	Both	
Mon	1100	0200	Please give further details here (please read g	uidance note 3	3)
Tue	1100	0200	0.250		
Wed	1100	0200	State any seasonal variations for the provision refreshment (please read guidance note 4)	on of late nigh	<u>nt</u>
Thur	1100	0200	OLOO Merestanders England, Where you I		
Fri	1100	0200	Non standard timings. Where you intend to u for the provision of late night refreshment at	different time	s, to
Sat	1100	0200	those listed in the column on the left, please guidance note 5)	iist (piease rea	ad
Sun	1200	0200	0050		

Pietras highlight any souls amortainment or services, activities, other entertainment or maters and light to the use of the president that may give rise to concern in respect of children (plazar read outpress role 6) Please tick ves

open Standa timing	to the put ard days a s (please in the note 6	nd read	State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	0900	0230	
Tue	0900	0230	
Wed	0900	0230	
			Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the
Thur	0900	0230	<u>column on the left, please list</u> (please read guidance note 5)
Fri	0900	0230	
Sat	0960	0230	
Sun	0900	02:30	

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking

<ul> <li>I have enclosed the relevant part of the premises licence</li> </ul>			
If you have not ticked one of these boxes please fill in reasons part of it, below		luding the	
Reasons why I have failed to enclose the premises licence or re	elevant pa	rt of premi	ises lice
	Finish	Start	
	0230		
	1000s	cm Do	Wed
Non standard timings. Where you intend the premises to I			
open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)	02.30		
	0230		

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking

**P** Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

a) General - all four licensing objectives (b,c,d,e) (please read guidance note 9)

SEE ATTACHED SHEETS b) The prevention of crime and disorder м il c) Public safety U u d) The prevention of public nuisance 11 U e) The protection of children from harm U u 19

	Please tick ye	es
•	I have made or enclosed payment of the fee	3
•	I have sent copies of this application and the plan to responsible authorities and others where applicable	
•	I understand that I must now advertise my application	3
•	I have enclosed the premises licence or relevant part of it or explanation	
•	I understand that if I do not comply with the above requirements my application will be rejected	
STA	S AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE NDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A SE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION	
Part	t 5 – Signatures (please read guidance note 10)	
othe	nature of applicant (the current premises licence holder) or applicant's solicitor or er duly authorised agent (please read guidance note 11). If signing on behalf of the licant please state in what capacity.	

Signature	A. Rowsen
Date	13 May 2010
Capacity	Premises hicense Holder

Where the premises licence is jointly held signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (please read guidance note12). If signing on behalf of the applicant please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously with this application (please read gui	y given) and address for correspondence associated idance note 13)
Post town	Post code

a) General – all four licensing objectives (b, c, d, e)

We are members of the Hartlepool Licensees Association.

The premises has a digital closed circuit television and video (CCTV) system.

Access to the public areas is controlled via a Box Office.

Key employees and volunteers who come into contact with the public are screened by Criminal Records Bureau checks.

b) The prevention of crime and disorder

We discourage those attending events from collecting in groups outside the premises.

We discourage those attending events from taking and consuming drinks outside the premises.

We have a monitored intruder detection system.

The premises has a digital CCTV system.

c) Public safety

We have a health and safety policy which is reviewed annually.

We have documented emergency and evacuation procedures.

We have a capacity limit of 200 people, access to the venue is controlled by a Box Office.

The premises has a fire detection system and extinguishers which are maintained annually.

d) The prevention of public nuisance

We discourage those attending events from collecting in groups outside the premises.

We discourage those attending events from taking and consuming drinks outside the premises. The premises is designed and constructed to minimise noise leakage.

We make efforts to reduce litter from the immediate surroundings of the premises.

The exterior of the premises is well lit and monitored by a digital CCTV system.

e) The protection of children from harm

Performances that give rise to concern as to causing children harm are restricted to adults only. Alcohol and tobacco is not served to persons under the age of 18 years, we constantly monitor the premises during events to ensure that persons under the age of 18 do not consume alcohol on or near to the premises.

Events staged specifically for those under 16 years of age are "alcohol and tobacco free". Staff and performers are advised to use staff and/or backstage toilets and not to use public conveniences at events staged for those under 16 years of age.

Key staff and volunteers coming into contact with people under the age of 16 are encouraged to undergo Criminal Records Bureau checks.

The following restrictions have also been agreed to -

- 1. There shall be maintained on the premises at all times an adequate and appropriate supply of first aid equipment and materials for use by patrons.
- 2. Suitable facilities shall be provided for dancing. Our premises has been accepted.
- 3. Except with the written approval of the Licensing Authority and subject to any conditions, which may be attached to such approval:-

1. No special effects, naked flames, smoke production or any process creating a risk of fire, or

the illusion of smoke or fire shall be used for the purpose of providing regulated entertainment on the premises.

- 2. No explosives or highly flammable substances shall be bought into or used on the premises.
- 4. The licensee shall ensure that electrical socket outlets in the licenses premises to be used with electrical equipment provided for the purpose of entertainment shall be protected by a residual current device being a 30 mA tripping circuit.
- 5. In the event of a fire alarm being activated a suitable relay should be provided so that the electrical power supply to all sound amplification system(s) in the licensed premises shall be immediately intercepted so that the alarm can be clearly heard in all parts of the licensed premises.

Your Ref:

When telephoning please use Our Ref: LICE/20/695/MN (01642) 302567 to contact Hartlepool Licensing Unit

11th June 2010

Dear Sirs

Re: Licensing Act 2003 Application for Premises Licence The Studio, Tower Street, Hartlepool, TS24 7HQ

Cleveland Police have received an application to vary the above premises licence and on this basis, Cleveland Police wish to make the following representations:

The premises is situated in an area which already suffers from crime and disorder and drink related problems. Cleveland Police are concerned that if the variation is granted, this will result in the crime and disorder, public nuisance and public safety objectives being undermined. However, if the following conditions are placed on the licence, representations will be withdrawn since Cleveland Police are of the opinion that this will assist in promoting the licensing objectives:

1. A CCTV system of a type and specification approved by Cleveland Police shall be installed, operated and maintained. It shall be operational during all trading hours and there shall be at least one camera permanently directed at each sales counter and bar so as to record all sales taking place.

Mr Ian Harrison Hartlepool Borough Council DX 60669 Hartlepool

(cont) Recordings shall be retained for a minimum of 28 days. Copies of recordings shall, **on request, be given immediately** to police officers or other authorised officers.

- The DPS shall review the premises' CCTV on a daily basis in order to identify persons under the age of 18 who are attempting to buy alcohol or persons over the age of 18 buying on their behalf. A record of these checks shall be maintained and be available for inspection by police officers or other authorised officers upon request.
- Toughened glass and/or polycarbonate (plastic) must be used at all times at the premises.
- There must be a minimum of two (2) Security Industry Authority (SIA) registered door supervisors employed from 23:00 hours until closing (until the last customer leaves the premises) every Friday and Saturday and every Sunday commencing a Bank Holiday Monday.
- 5. The Premises Licence Holder shall operate and maintain an up-to-date Register of Refusals of Sale of Alcohol, indicating the date, time and reason for refusal which shall be made available for inspection by police officers or other authorised officers. The DPS shall check the book once a week ensuring it is complete and up to date. The DPS will sign the book each time it is checked.
- 6. A documented training scheme shall be introduced for all staff. The scheme shall be made available for inspection by police officers or other authorised officers.
- 7. The premises licence holder/DPS shall conduct weekly reviews with all members of staff and anyone else authorised to sell alcohol in order to reinforce the training and to promote best practice. A written record shall be made of the content of such reviews.
- 8. The premises licence holder/DPS shall maintain a file at the premises for each person authorised to sell alcohol. The file shall contain all training records for that person and copies of the record of each of the weekly reviews. The file is to be made available to police officers or other authorised officers upon request.
- 9. A manager or other authorised person shall patrol the premises, as is necessary and check the challenge 21 policy is being implemented.
- 10. The premises licence holder or DPS shall ensure that regular checks to toilets, bars and surrounding areas are made.
- 11. Music shall be maintained at a reasonable level and internal doors kept shut so as not to prevent public nuisance.
- 12. There must be a drugs policy in place.

I confirm that if the above conditions are not agreed, further evidence will be supplied by PC Swales.

Thank you for your assistance in this matter. Please do not hesitate to contact me if you have any further queries.