

On 13 May 2023, at 16:32, Connolly, Stephen - 6884 <[Ste.Connolly@lancashire.police.uk](mailto:Ste.Connolly@lancashire.police.uk)> wrote:

Hi Shaun,

Thanks very much for your time the other day.

Could I ask for you to just take a moment out to have a look at the proposed conditions below? I will need a response by midday on 17<sup>th</sup> May. If you're happy to agree them then we'll notify the council that we have no objections:

1. The premises shall operate and maintain a digital CCTV system which shall be in use during all times licensable activities are taking place at the premises and comply as follows: -
  - a. The system shall cover all entrances and exits from the premises, in addition to providing recordings from all internal and external areas of the premises used to supply or consume licensed products.
  - b. The focus of the camera(s) shall be so as to enable clear identification of persons on the premises.
  - c. The system will be capable of making correct time and date stamped recordings and retaining said recordings for at least 28 days.
  - d. Signage advising that CCTV is in operation will be displayed.
  - e. The DPS shall undertake an inspection of the system at least once monthly to determine that the system is compliant with the above conditions & any issues shall be remedied within 5 working days. The date and time of the inspection shall be recorded in the incident logbook.
  - f. There will be, at all times licensable activity is provided a member of staff at the premises who can access, operate, and download CCTV from the system at the request of any responsible authority on reasonable request.
  
2. A documented Challenge 25 scheme will be the adopted Age Verification Policy operated at the premises. The Challenge 25 scheme will be actively promoted and advertised at the premises and suitable signage will be in place. Any person purchasing alcohol, who appears to be under 25 years of age, shall be asked to provide acceptable identification to prove that they are 18 years of age or over. Failure to supply such identification will result in no sale or supply of alcohol to that person and the refusal shall be recorded in the dedicated Refusals Register which must be made available for inspection by any responsible authority upon request.

Acceptable forms of identification: -

Photo Driving Licence

Passport

National, including EU Identity Cards

A PASS accredited holographic proof of age card

3. The premises shall have a written dispersal policy to determine action staff will take towards the end of trade to ensure that customers shall leave the premises with minimal disturbance. The policy shall be held at the premises in writing, reviewed annually and made available to responsible authorities upon request.

4. Customers may utilize the external smoking areas of the premises for the consumption of alcohol until 2100hrs daily. These areas must be illuminated in such a manner that it does not have any negative impact on the CCTV recordings.
  
5. A documented training scheme shall be introduced for all staff in a position to sell, serve or deliver alcohol. The training must include but need not be limited to: serving alcohol to young persons, serving alcohol to persons who are drunk, allowing disorderly conduct on licensed premises, Challenge 25, and Drug Awareness.

The Designated Premises Supervisor or Premises Licence Holder shall conduct, as a minimum, training reviews annually with all members of staff authorised to sell alcohol in order to reinforce this training and to promote best practice. The written record shall be kept of the content of such reviews and be available for inspection by any responsible authority upon request.

6. An incident log shall be kept on the premises to record any notable incidents, such as a report of crime and disorder, evidence or suspicion of drug related activity and any requests made for persons to leave the premises. The log should record the date and time, the nature of the incident and the person recording it, the outcome or action taken and a police log number if appropriate. Entries should be completed as soon as possible and, in all cases, no later than the close of business on the day of the incident. The written record shall be available for inspection by any responsible authority upon request.

Thanks

<image001.jpg>

<image004.jpg>

**PC 6884 Stephen Connolly**

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