

Appendix E – 1st proposal of recommended conditions to be applied to the new application.

I will be the Police Licensing Officer who will be dealing with your new application for Shell Garage, Goldsmith Avenue, Southsea, Portsmouth, PO4 8BH.

I see that you have already proposed some conditions, please may I ask that the following wording be adopted for each of these along with the further conditions that I have proposed to assist with providing due diligence.

Additionally, this application has had football conditions included as this Shell garage is located within the direct vicinity of Fratton Park, home to Portsmouth Football Club.

1) CCTV

- 1.a The premises shall have sufficient cameras located within the premises to cover all public areas including outside of the premises covering the entrance and exits.
- 1.b CCTV warning signs to be fitted in public places.
- 1.c 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.
- 1.d 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.
- 1.e 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.
- 1.f 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.
- 1.g There shall be sufficient members of trained staff at the premises during operating hours to be able to provide viewable copies immediately to police and other enforcement agencies on request when investigating allegations of offences or criminal activity. Any images recovered must be in a viewable digital format. Footage supplied in a digital format will also have a copy of the CCTV system software enabled to allow playback.

2) Incident book

- 2.a 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.
- 2.b 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.
- 2.c 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.
- 2.d The Premises Licence Holder shall ensure that the incident log is checked, entries reviewed and signed and dated on a weekly basis.

3) Refusals book

- 3.a 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.
- 3.b 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.
- 3.c The record of refusals will be retained for 12 months.

4) Challenge 25

- 4.a 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.
- 4.b 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.

- 4.c 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.
- 4.d 'Challenge 25' posters shall be displayed in prominent positions at the premises.

5) Training

- 5.a 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.
- 5.b. Records will be kept of such training which must be signed and dated by the member of staff who has received that training.
- 5.c 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.
- 5.d 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.
- 5.e 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.

6) Authorisation of supply of alcohol in absence of DPS

- 6.a. A record will be kept at the premise of any persons that the DPS has authorised to supply alcohol. Further to this when the DPS is absent from the premise a list will be made available stating who will be managing the venue.

7) Single Cans

7.a There shall be no sale of single cans of beer, lager or cider from the premises.

8) High Strength Beer, Lager, Cider

8.a No beers, ciders or lager of 6.5%ABV or over shall be sold by retail, excluding premium products as agreed in writing, in advance with the police licensing team.

9) Signage and Sales requirements (added for clarity of 9b and 9c)

9.a Signage will be displayed outside the premises informing customers they are not to consume alcohol on the forecourt and asking them to leave the premises quietly.

9.b The entrance door to the shop will be closed to customers between the hours of 23:00 and 06:00. Any sales between these hours will be made through the night pay window.

OR

9.c Between the hours of 2300 and 0600 there will be a minimum of 2 members of staff on duty.

10. Advertising

10.a The premises shall only advertise alcohol outside of the premises in line with its national/head office devised policies and advertising material and there shall be no such advertising material used outside the premises which is devised by employees working and based at the premises.

11. Football and Event Related Conditions

All conditions in this section relate to instances where football matches (as defined in condition 11) and events (as defined in condition 12) are being held at the football stadium known as Fratton Park.

11.a For the purposes of these conditions, a football match must be a designated football match as defined in law, under The Football Spectators (Prescription) Order 2000 (SI 2000/2126) and the Football (Offences) (Designation) Order 2000 (SI 2000/2329).

- 11.b For the purposes of these conditions, an event will be any regulated entertainment lead event held within the football stadium known as Fratton Park, where the organiser can confirm at least 48 hours before that the attendance will be greater than 5000.
- 11.c The following conditions will last from 2 hours prior to the advertised start time of the match or event, until 1 hour from the conclusion of the match or event.
- 11.d Where a relevant football match or event is due to take place, the premises license holder must ensure there is signage at all access and egress points to and from the licensable area. These signs must make it clear that persons attending the match or event will not be served alcohol.
- 11.e Where a relevant football match or event is due to take place and the police commander (or their authorised representative) makes it clear that the requirements in conditions 11a -11e are to be abided by for that football match or event then, all alcohol sales in the period covered by these conditions will be prohibited. Where this requirement is made then the premises license holder must be informed immediately in an agreed way. The only exception to this will be where a sale is part of a larger transaction involving non- alcoholic goods. Any such sale must be authorised by a member of staff deemed by the premises license holder to hold a supervisory position.
- 11.f The premises license holder will ensure that at all times alcohol is available for sale an SIA licensed security officer will be on duty in the licensable area.