

Appendix C

Stone, Derek

From: Robson, Debra
Sent: 24 May 2017 08:30
To: [REDACTED]
Subject: RE: Application for premises licence - Twyford Convenience

Dear Mothi

My colleague Derek Stone has spoken with the licensing police and the applicant is neither the premises licence holder or designated premises supervisor for the premises in Gosport. He was managing the premises at the time.

Debbie

From: [REDACTED]
Sent: 24 May 2017 03:51
To: Robson, Debra
Subject: Re: Application for premises licence - Twyford Convenience

Hi Debra

Those Conditions which the Applicant has agreed is quite reasonable, but two the test purchase failures in the Shop at Gosport where the applicant is the Manager or Running it is not been addressed

Thanks
Mothi

Sent from my iPhone

On 23 May 2017, at 13:02, Robson, Debra [REDACTED] wrote:

Dear Mothi

Thanks for getting back to me.

The applicant has agreed the following conditions with the police:-

1) 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.

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 31 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.

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 any responsible authority on request when investigating allegations of offences or criminal activity. Any images recovered must be in a digital format. Footage supplied in a digital format will also have a copy of the CCTV system software to allow playback.

2) Incident book

An incident book/log will be provided and maintained at the premises. It will remain on the premises at all times and will be available to Police and any responsible authority 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/log. 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 end of each week the incident book will be checked by the Premises Licence Holder or manager on duty where any entries will be reviewed and signed.

3) Refusals book

A written log shall be kept of all refusals including refusals to sell alcohol. The Premises Licence Holder/duty manager shall ensure that the refusals log is checked, signed and dated on a weekly basis.

The refusals log will be kept and maintained at the premises and will be available for inspection immediately upon request by Police and any responsible authority.

The record of refusals will be retained for 12 months.

4) 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 person's 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.

5) 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 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) Single cans

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

7) High Strength Beer, Lager, Cider

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.

8) Signage

Signage will be displayed outside the premises asking customers to leave the premises quietly.

Do you will want to continue with your representation?

Regards.

Debbie Robson
Senior Licensing Officer
Directorate of Culture and City Development
Licensing Service
Portsmouth City Council
Civic Offices
Guildhall Square
Portsmouth
PO1 2AL



From: [Redacted]
Sent: 22 May 2017 15:49
To: Robson, Debra
Subject: Re: Application for premises licence - Twyford Convenience

Debra
Yes This is the email address

Thanks

Mothi

Sent from my iPhone

On 22 May 2017, at 17:29, Robson, Debra [REDACTED] wrote:

Dear Mr and Mrs Mothilal

I am in receipt of your representation regarding the above.

Before I email any further can you confirm that this is your email address.

Regards.

Debbie Robson
Senior Licensing Officer
Directorate of Culture and City Development
Licensing Service
Portsmouth City Council
Civic Offices
Guildhall Square
Portsmouth
PO1 2AL

[REDACTED]

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