

Appendix E

Stone, Derek

From: Cherry, Jaqueline [REDACTED]
Sent: 15 May 2017 13:23
To: Robson, Debra
Subject: FW: Twyford Application

Hi Debbie

Please find attached conditions accepted by the above applicant.

Jackie

From: nimmy Hepziba [REDACTED]
Sent: 12 May 2017 14:46
To: Cherry, Jaqueline [REDACTED]
Subject: Re: Twyford Application

Dear Madam,

As agreed will see you on Monday.

In the meantime. I confirm that we agree to the conditions stated below.

Thank you and Kind Regards

From: [REDACTED]
Sent: 12 May 2017 10:28
To: [REDACTED]
Subject: Twyford Application

Dear Mr Jeyarantnam

Apologies but I have been having problems with my email account, as I haven't received any communication from you regarding an email I sent a week ago regarding conditions on your premises licence, I have taken the liberty of sending it again as I am aware that the application date is drawing near.

Please can you read the attached and reply with any response as soon as possible so that there are no unnecessary delays with the application.

Additionally, I spoke to you requesting that you provide me with a **copy of your original passport**; this again is needed before I can action this application.

Hello I am the Police Licensing Officer who will be processing your application for the premises at Twyford Convenience, Twyford Avenue, Portsmouth.

I see from your application that you have already propose to adopt conditions on your premises licence which will enhance good practice whilst demonstrating due diligence.

Please may I take this opportunity to ask that the wording we have provided for each condition be adopted for each of the conditions you have proposed.

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.

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.

Please confirm that you would be happy to accept these conditions as soon as practicable.

Regards

Jackie

*PC 24272 Cherry
Licensing and Alcohol Harm Reduction Team
Core 5, Ground Floor
Portsmouth Civic Offices
Portsmouth
Hampshire
PO1 2AL*



[Licensing Home Page](#)

<http://www.hampshire.police.uk/internet/advice-and-information/licensing/>

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