

Appendix C

From: Rackham, Peter [REDACTED]
Sent: 28 August 2018 09:30
To: Licensing Shared Email
Cc: 'info@baffledcoffee.co.uk'
Subject: FW: Application for the grant of a premises licence - Baffled Coffee - Fawcett Road - Police Licensing

Dear Sir/Madam

Please can you note the below email trail which shows the Chief officer of Police and the applicant agreeing conditions for the grant of a premises licence at Baffled Coffee, Fawcett Road.

Should the licence be granted then please can the agreed conditions be placed onto the premises licence.

Kind Regards

Pete

PC 21945 Rackham
Force Licensing Team
Portsmouth
[REDACTED]

From: Fergus McMurray [mailto:info@baffledcoffee.co.uk]
Sent: 27 August 2018 17:52
To: Rackham, Peter [REDACTED]
Subject: RE: Application for the grant of a premises licence - Baffled Coffee - Fawcett Road - Police Licensing

Dear Pete

Thank for your email and apologies for the delay in this response.

I confirm that I am in agreement with all of the conditions set out in your email dated 22/8/2018.

Please let me know if you require any further information.

Kind regards

Fergus
Baffled Coffee

From: peter.rackham@
Sent: 22 August 2018 11:09
To: Fergus McMurray <info@baffledcoffee.co.uk>
Cc: jason

Baffled Coffee - Fawcett Road - Police Licensing

Dear Fergus

I can confirm that the Chief Officer of Police has received the application for a premises licence at Baffled Coffee in Fawcett Road.

I have looked at the application submitted and noted its contents. As such, should the application be granted then would you agree to the following conditions being placed onto the premises licence?

01 The CCTV system must be fully operational whilst the venue is open to the public. The recording equipment shall be stored and operated in a secure environment with limited access.

The system shall be regularly maintained and serviced. The system clock shall be checked regularly for accuracy taking account of GMT and BST. Digital systems shall have sufficient storage capacity for 31 days good quality pictures. The images produced will be date and time stamped.

Access

It is important that the Police are able to access data from the systems quickly and easily and therefore provision shall be made for someone to have access to the secure area and also be able to operate the equipment. Ensure all operators receive training from the installer when equipment is installed and that this is cascaded down to new members of staff.

Have a simple operator's manual available to assist in replaying and exporting data (particularly important with digital systems).

At all times that the premises is open for trade a person shall be on site that is able to work the CCTV system and provide a copy of any footage to the Police or officers of the Licensing Authority on request.

CCTV shall cover the full licensable area, including the entrances and exits to the premises

02 All staff involved in the sale of alcohol must receive comprehensive training in relation to the sale of alcohol. No member of staff shall be permitted to sell alcohol until such time as they have successfully completed this training. Training shall cover:

- 1. Sale of alcohol to persons under 18*
- 2. Challenge 25 and acceptable forms of Identification*
- 3. Signs of Drunkenness*
- 4. Refusal register and when/how to use*
- 5. The Licensing Objectives*

This training shall be documented and records kept on the premises. Police and the Licensing Authority shall have access to an individuals training records upon request.

03 Any person appearing to those engaged in selling or supplying alcohol to be under the age of 25 and who is attempting to buy alcohol will be required to produce satisfactory photographic identification as proof of age. Acceptable ID shall be as per the latest Home Office guidance.

04 A refusals register in paper or digital format shall be kept and maintained at the premises. The register shall be made available for inspection upon request by an authorised officer of the Police or Local authority.

05 The premises shall operate a challenge 25 policy and shall ensure that Challenge 25 signage is displayed prominently at the bar.

06 The premises shall be a member of a local Business Crime Reduction Partnership so long as such a scheme is in place, active and membership of the premises is welcome by the partnership.

Should you have any issues then please do not hesitate to contact me. I look forward to hearing from your response.

Kind Regards

Pete

PC 21945 Pete Rackham
Force Licensing Team

