

Appendix C

Stone, Derek

From: Licensing Shared Email
Sent: 07 October 2018 18:39
To: Robson, Debra
Subject: FW: Application Grant of Premises Licence - Cosy Club, Gunwharf Quays - Police Licensing

From: Rackham, Peter [REDACTED]
Sent: 07 October 2018 04:02
To: Licensing Shared Email
Cc: 'nataliecrowley' [REDACTED]
Subject: FW: Application Grant of Premises Licence - Cosy Club, Gunwharf Quays - Police Licensing

Dear Sir/Madam

Please note that the Police and applicant have agreed conditions regarding the application to grant a premises licence with Cosy Club, Gunwharf Quays

Should the licence be granted then please can the attached conditions be placed onto the licence

Kind Regards

Pete

PC 21945 Rackham
Force Licensing Team
Portsmouth
[REDACTED]

From: Natalie Crowley [REDACTED]
Sent: 05 October 2018 11:49
To: Rackham, Peter [REDACTED]
Cc: Karen Pownall [REDACTED]
Subject: RE: Application Grant of Premises Licence - Cosy Club, Gunwharf Quays - Police Licensing

Hi Pete,

After going through the conditions below with my client I can confirm they are happy to accept them all onto the premises licence.

With regards to the email address, the correct address for Loungers is [raj@\[REDACTED\]](mailto:raj@[REDACTED]) (not .co.uk which is the usual format)

If you have any further questions please let me know

Kind Regards,

Natalie Crowley
[nataliecrowley@\[REDACTED\]](mailto:nataliecrowley@[REDACTED])
Licensing Department

Please note my working days are Tuesdays and Fridays



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From: peter.rackham@
Sent: 01 October 2018 10:10
To: Natalie Crowley
Subject: Application Grant of Premises Licence - Cosy Club, Gunwharf Quays - Police Licensing

Dear Sir/Madam,

I can confirm that the Chief Officer of Police has received the application for the grant of a premises licence at Cosy Club in Gunwharf Quays.

I understand from Portsmouth City Council that you are the agent acting on behalf of the applicant. Unfortunately I am unable to contact the applicant directly as the email address provided on the application is incomplete. Please can you advise me of your clients email address so that we can update our records.

I have noted the application and the contents of the operating schedule and would like to propose the following conditions to be placed onto the licence should the licence be granted:

*1 - 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 30 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 entrance to the premises.

2 - All staff 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:

- Sale of alcohol to persons under 18
- Challenge 25 and acceptable forms of Identification
- Signs of Drunkenness
- Refusal register and when/how to use
- 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.

3 - 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.

4 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.

5 The premises shall operate a challenge 25 policy. Challenge 25 signage shall be visible within the premises.

Please can you advise me if you are in agreement to have these conditions placed onto the premises licence in the event it is granted.

Kind Regards

Pete

PC 21945 Rackham
Force Licensing Team
Portsmouth



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