

Annex A

Occurrence enquiry log entry report

Version ba1ee10546b59b12842f37c6d2ea07fb7f24d34b (2018/06/16)

Hampshire Constabulary

Occurrence: 44080314370 Z Prem Licence (Management Occurrence) ***MASTER LICENSING RECORD Keppels Head Hotel*** See reports tab page for copy of Premises Licence. Premises Licence number 489. Visits should be recorded on a working sheet the reports tab. All other incidents should be raised on a new occurrence and linked to master record.

Task status: All

Log type: All

Valid as of 19/02/2020 12:28:48
Printed by #21945 RACKHAM, P.

Occurrence	Ref #	Type	Entry time	Event time	Author	Link	Task
44080314370	1	Enquiry log	04/02/2020 11:43		#21945 RACKHAM, P.	No	

From: Rackham, Peter **Sent:** 04 February 2020 11:42**To:** 'yukweelim [REDACTED]' **Subject:** Variation Application - Police Licensing - Keppels Head Hotel

Dear Sir/Madam

I can confirm that the Chief Officer of Police has received the application for the variation of a premises licence at the Keppels Head Hotel in Portsmouth.

Having noted the contents of the application the Police propose the following conditions to be placed on the licence should the variation 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

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 viewable digital 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
Identifying Child Sexual Exploitation

This training shall be documented and records kept on the premises. Police and the Licensing Authority shall have access to an individual's 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 to customers at the point of sale.

Please advise me if you are willing, in the event that the variation is granted to have the above conditions placed onto the premises licence

Kind Regards

Pete
PC 21945 Rackham Force Licensing and Alcohol Harm Reduction Team
Portsmouth

Log entry:

Annex B

Occurrence enquiry log entry report

Version ba1ee10546b59b12842f37c6d2ea07fb7f24d34b (2018/06/16)

Hampshire Constabulary

Occurrence: 44080314370 Z Prem Licence (Management Occurrence) ***MASTER LICENSING RECORD Keppels Head Hotel*** See reports tab page for copy of Premises Licence. Premises Licence number 489. Visits should be recorded on a working sheet the reports tab. All other incidents should be raised on a new occurrence and linked to master record.

Task status: All

Log type: All

Valid as of 19/02/2020 12:30:27
Printed by #21945 RACKHAM, P.

Occurrence	Ref #	Type	Entry time	Event time	Author	Link	Task
44080314370	2	Enquiry log	18/02/2020 13:56		#21945 RACKHAM, P.	No	T2000196237 Follow up New

From: Rackham, Peter **Sent:** 18 February 2020 13:56 **To:** 'tringlim [REDACTED]' **Cc:** 'yukweelim [REDACTED]' **Subject:** Test Purchase Operation Failure - Keppels Head Hotel - Police Licensing Contact

Dear Tring

Thank you for speaking with me on Sunday following the Juvenile Test Purchase Failure at the Keppels Head Hotel, The Hard.

You are aware that on 16th February 2020 the Police performed a Test Purchase Operation at the premises and a plain clothed officer observed alcohol being sold to a 15 year old Test Purchase operative. This is an offence under S146 Licensing Act 2003. The seller was identified as [REDACTED] who received a community resolution to undertake documented training around the sale of alcohol.

On discussing the incident it became apparent that you have no due diligence measures in place to prevent the sale of alcohol to children at the premises and the following was noted:

There was no documented training in place for any member of staff, including [REDACTED]
There was no recorded age verification policy in place at the premises you could talk of. This is potentially a breach of the mandatory licence conditions applied to every premises licence issued and potentially an offence under S136 of the licensing act 2003

No refusals logs in place which enable you to demonstrate that you are as a business conducting it in a way which promotes the licensing objectives
No signage around your age verification policy

These lack of measures have directly led to the sale of alcohol to a child. Had the above measures been in place I have no doubt that the 15 year old would have been asked for ID and being unable to produce any would have been refused the sale of alcohol. As such I have huge concerns around the measures in place to prevent sales of alcohol to children at the premises.

Log entry:

I write to make you aware that there will be a further Test Purchase conducted at the premises within the next three months. Should you fail a further Test Purchase then this would be deemed as the persistent sale of alcohol to children and the Police would be forced to consider:

Prosecution of the licence holder for the offence of the persistent sale of alcohol to children
In lieu of prosecution the issuing of a closure notice which would prevent the sale of alcohol at the premises for a period between 48 hours and 14 days
A review of the premises licence where the Home Office guidance is that any licensing panel should consider revocation of the premises licence in the first instance

As such, as the DPS you must ensure that you put the correct measures in place to prevent any further repeat. I provide you with the following link:

<https://www.pbcrp.com/advice.php>

This link will provide you with training logs and also information around due diligence. If this is something which is not making sense to you then I would make you aware that there are companies who can support you and also solicitors who offer similar advice and support. The onus on the licence holder and yourself is to ensure that these measures are in place and that the premises operates in a way which promotes the licensing objectives.

I am aware that currently you have an application to vary the premises licence and have created a new bar. I am currently concerned to the extent that I wish to advise you that I will be making representations in relation to the application. You will receive the documentation for this shortly to understand the Police position.

Kind Regards

Pete