

ANNEX1

Police are suggesting the removal of the DPS.

Police are suggesting reduced hours as following:

Supply of Alcohol

Sunday to Thursday 17:00 to 00:00

Friday and Saturday 17:00 to 01:00

Recorded Music

Sunday to Thursday 17:00 to 00:00

Friday and Saturday 17:00 to 01:00

Live Music

Sunday to Thursday 21:00 to 00:00

Fridays and Saturday 21:00 to 01:00

Provision of Late-Night Refreshment

Sunday to Thursday 23:00 to 00:00

Friday and Saturday 23:00 to 01:00

Licensable activities Christmas Eve and New Years Eve until 01:00

The opening hours of the premises:

Sunday to Thursday 17:00 to 00:30

Friday and Saturday 17:00 to 01:30

Opening hours Christmas Eve and New Years Eve until 01:30

THE PREVENTION OF CRIME AND DISORDER

CCTV shall be installed, operated, and maintained, to function all times that the premises is open for licensable activities. Said CCTV will comply with the following criteria:

(a) The premises will ensure that the system is checked on a regular basis to ensure that the system is working properly and that the date and time are correct.

(b) There will be a camera on the entrance to the premises, to capture a clear image of anyone entering.

(c) The system will provide coverage of the interior of the premises accessible to the public:

(d) The system will record in real time and recordings will be date and time stamped:

- (e) At all times during operating hours, there will be at least 1 member of staff on the premises who can operate the system sufficiently to allow Police or authorised Council officers to view footage on request.
- (f) Recordings will be kept for a minimum of 31 days and downloaded footage will be provided to the police or other authorised officers on request (subject to the Data Protection Act 2018) within 24 hours of any request.
- (g) Signage stating that CCTV is in operation will be clearly and prominently displayed at the premises.

An incident and refusal log [whether kept in written or electronic form] shall be kept at the premises, and made available on request to the police or an authorised officer, which will record:

- (a) Any and all allegations of crime or disorder reported at the venue
- (b) Any and all complaints received by any party
- (c) Any faults in the CCTV system
- (d) All seizures of drugs and/or offensive weapons;
- (e) Any visit by a relevant authority or emergency service
- (f) Any refused sales of alcohol
- (g) Any and all ejections of patrons

A Zero Tolerance Policy towards the use, possession and supply of illegal drugs and/or psychoactive substances will be adopted and enforced and posters shall be prominently displayed to this effect.

Where suspected illegal drugs or psychoactive substances are found in any quantity, they will be seized by staff and immediately reported to the police.

Any person suspected to be dealing illegal drugs or in possession of a quantity of suspected illegal drugs and/or psychoactive substances which would lead to a reasonable person to believe it to be more than for personal use, will be immediately reported to the police. The premises licence holder and their staff will attempt to detain the suspect where it is safe to do so, prior to the arrival of the police. Any such incidents will be recorded in-line with the recording practices of the premises.

Any person found to be in possession of any quantity of suspected illegal drugs will be permanently excluded / banned from the premises.

In the event that a serious assault is committed on the premises (or appears to have been committed) the management will immediately ensure that:

- (1) The police (and, where appropriate, the London Ambulance Service) are called without delay;
- (2) All measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police;
- (3) The crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and
- (4) Such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises.

Minimum of two SIA trained door supervisors on Friday and Saturday from 2100 until 30 minutes after closing.

A register of SIA-trained door supervisors and members of staff / contractors shall be kept at the Premises and updated each time such persons are employed by the Licensee. The register shall be made available on request by a police officer or authorised officer of the Licensing Authority. The register is to contain the following in respect of each person employed:

- (a) Full name;
- (b) Date of birth;
- (c) SIA Registration Number;
- (d) Date and hours worked; and
- (e) Contact telephone number and email address.

The premises licence holder shall risk assess the need for additional SIA licensed door supervisors and additional SIA licensed door supervisors shall be engaged based on that risk assessment.

A search policy by SIA to be implemented by the DPS/PLH and the document to be provided to Local Authority and/or Police upon request.

No patrons shall be admitted or re-admitted to the premises after 23:00 unless they have been searched with a hand-held metal detecting device, if the search is activated or at the discretion of staff, then physically searched, which will include a 'pat down search' and a full bag search.

THE PREVENTION OF PUBLIC NUISANCE

All windows and external doors shall be kept closed but not locked during regulated entertainment, except for the immediate access and egress of persons.

The management shall make subjective assessments of noise levels outside at the perimeter of the premises approximately hourly, whilst regulated entertainment is provided to ensure that noise from the premises does not cause a disturbance to local residents/businesses. Records shall be kept of the times, dates and any issues discovered. These records shall be kept for six months. Records must be made available to an authorised officer of the Council or police, upon request. Where monitoring by staff identifies that noise from the premises is audible at the perimeter, measures shall be taken to reduce this i.e. turning volume down.

No alcoholic drinks or glass containers shall be taken out onto the public highway.

The Premises Licence Holder shall ensure that the public highway immediately outside the front of the premises is swept and cleared of all litter (specifically including nitrous oxide gas canisters, balloons, and drink vessels) at least once per hour while the premises is open to the public, and a final clearance must be completed within 30 minutes of the premises closing.

Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.

Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks or glass containers with them.

The licence holder shall provide residents with a contact telephone number that they can call to raise any concerns.

PUBLIC SAFETY

All emergency exits shall be always kept free from obstruction.

The premises license holder shall ensure that the area immediately outside the premises is kept clean and free from litter at all material times to the satisfaction of the Licensing Authority.

The licence holder shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff so as to ensure that there is no public nuisance or obstruction to the public highway. No more than (5) five persons shall be permitted to smoke outside the front of the premises at any one time, no drinks to be taken outside.

THE PROTECTION OF CHILDREN

All staff involved in the sale of alcohol shall receive induction and refresher training regularly (every 6 months) relating to the sale of alcohol in respect to the Licensing Act 2003 legislation and the times and conditions of the premises licence.

All training relating to the sale of alcohol and the times and conditions of the premises licence shall be documented and records kept at the premises. These records shall be made available to the Police and/or Local Authority upon request and shall be kept for at least one year.

A 'Think 25' proof of age scheme shall be operated and relevant material shall be displayed at the premises. Only suitable forms of photographic identification, such as passport or UK driving licence, or a holographic marked PASS scheme cards, will be accepted and any other ID approved by the Home Office.

A written record of refused sales shall be kept on the premises and completed when necessary. This record shall be made available to Police and/or the Local Authority.