

## Appendix D – Police Agreed Conditions

**From:** Stevens Chris <Chris.Stevens@northants.pnn.police.uk>  
**Sent:** 16 July 2019 12:16  
**To:** Licensing Enforcement <licenforcement@northampton.gov.uk>  
**Cc:** Stone Kate <Kate.Stone@northants.pnn.police.uk>  
**Subject:** FW: Licence Variation Application PL0419

Confirmation of the agreement.

Thanks  
Chris

Police Constable 1432 Chris Stevens  
Northamptonshire Police Licensing Officer  
Prevention and Community Protection

**Sent:** 16 July 2019 12:14  
**To:** Stevens Chris <[Chris.Stevens@northants.pnn.police.uk](mailto:Chris.Stevens@northants.pnn.police.uk)>  
**Subject:** Fw: Licence Variation Application PL0419

Hi Chris,

I write in reference to your email below and the above application to vary an existing premises license.

I can confirm the conditions listed below are things that we already have in place or are putting in place.

Regards,  
Sandra (license holder)

---

**Sent:** 25 June 2019 12:24  
**To:** Stevens Chris <[Chris.Stevens@northants.pnn.police.uk](mailto:Chris.Stevens@northants.pnn.police.uk)>  
**Cc:** Stone Kate <[Kate.Stone@northants.pnn.police.uk](mailto:Kate.Stone@northants.pnn.police.uk)>; Louise Faulkner <[lfaulkner@northampton.gov.uk](mailto:lfaulkner@northampton.gov.uk)>  
**Subject:** Re: Licence Variation Application

Good Afternoon Chris,

Thank you for your response to our recent application.

Conditions 1, 2, 3, 6, 8, 9, 10, 11, 12, and 13 are something we already have in place.

In terms of the drugs policy (point 7), is there a particular point of contact at Northamptonshire police whom I can discuss this with? Or would this be yourself?

We are of course more than happy to put all remaining conditions below in place in order to go ahead with the variation of our existing license.

Many thanks,

**On Tuesday, 25 June 2019**, Stevens Chris  
<[Chris.Stevens@northants.pnn.police.uk](mailto:Chris.Stevens@northants.pnn.police.uk)> wrote:

Good morning,

I have received a copy of the above application and while I have no objections to the granting of this in principle, I am not currently satisfied that the operating schedule would sufficiently promote the Licensing Objectives.

In order for me to be satisfied, I would ask you to consider having the following conditions applied to the licence should it be granted:

- 1) A fully working and maintained CCTV system capable of recording and storing images must be installed on the premises. The system must record at all times the premises s open to the public and images must be stored for a minimum of 28 days with date & time stamping. As a minimum this must cover all entry and exit points, both sides of all areas where the sale/supply of alcohol takes place.
- 2) A person conversant with the retrieval and down loading of CCTV footage must be present on the premises at all times it is open to the public.
- 3) All recordings must be made available to an officer from a responsible authority upon reasonable request and in line with the provisions of the current Data Protection legislation.
- 4) Door supervisors will be employed at the premises based upon a threat & risk assessment performed by the premises management and a decision as to whether to employ door supervisors or not will be documented in the venues written risk assessment including any rationale as to why this decision was reached. A copy of this risk assessment document should remain at the premises and be made available to an officer from a local authority upon reasonable request.
- 5) All security staff must sign in on a register at the commencement of every duty. This register will contain the name, date of birth and full 16 digit SIA badge number of each security staff member on duty. The register must be fully maintained and kept on the premises at all times and must be made available to an officer from a responsible authority upon reasonable request. Records must be retained for at least 6 months.
- 6) Door supervisors employed at the venue will wear hi-visibility outer garments at all times both when working inside and outside the venue.

7) The premises will have a documented drugs policy which has been agreed between the management and Northamptonshire Police. This document will be retained upon the premises and made available to an officer from a responsible authority for inspection upon reasonable request.

8) All staff involved in the retail of alcohol will be trained in relation to the law regarding its sale. This training must be completed prior to them being authorised to sell alcohol and refreshed every 12 months as a minimum. A record of this training must be kept and maintained with a copy of the syllabus attached. The recipient of the training must sign to state that they have received and understood the training and this should be dated. Training records must be kept on the premises at all times and made available to an officer from a responsible authority upon reasonable request.

9) All persons working on the premises whether on a casual/trial/permanent basis will have their right to work checked prior to undertaking any duties including training on the premises. Records of these checks will be maintained and kept on the premises at all times including photocopies of the right to work documentation provided by the person. These records will be retained for no less than six months after the person ceases to work on the premises and will be produced to an officer from a responsible authority immediately when requested.

10) The premises will have a dispersal plan in place which involves staff/door staff encouraging and monitoring the safe and peaceful exit of customers from the venue and the immediate area outside.

11) Signs will be displayed at the exit points of the venue requesting that customers respect local residents by leaving and dispersing from the premises and immediate area quietly.

12) The premises will operate and adhere to an age verification scheme with the minimum standard of Challenge 25. Signs advertising the policy must be displayed in all areas where alcohol is for sale.

13) No children under the age of 18yrs old will be allowed to enter or remain on the premises after 21.00 unless for the purposes of attendance at a pre-booked private function and in which case under the supervision of a person age no less than 21-year-old.

If you are happy with the above conditions, I would ask that you confirm this by way of a reply email otherwise feel free to make contact using any of the below methods.

Thanks

Chris

Police Constable 1432 Chris Stevens  
Northamptonshire Police Licensing Officer  
Prevention and Community Protection