

**From:** Joe Brooks <

**Sent:** 28 February 2023 15:27

**To:** Paul Morrish <>; Simon Hallam <>; Jennifer Evans <

**Subject:** External Email : RE: [EXTERNAL] FW: External Email : FW: [EXTERNAL] FW:

23/00686/VARYPL Application for the Full Variation of the Premises Licence - Primo Bar & Dining - Worcester

Hi Paul

Sorry for any confusion. The only agreed conditions are on the attachment. I'll paste them below.

They are an addition to any current conditions on their licence.

### **Primo – agreed conditions**

#### **CCTV**

*The premises licence holder must ensure that:*

- CCTV cameras are located within the premises to cover all public areas including all entrances and exits
- The system records clear images permitting the identification of individuals.
- The CCTV system is able to capture a minimum of 4 frames per second and all recorded footage must be securely retained for a minimum of 28 days.
- The CCTV system operates at all times while the premises are open for licensable activities. All equipment must have a constant and accurate time and date generation.
- The premises will inform the Police or local authorities if there is any reason their CCTV is not working at any point, this will be logged in their incident book.
- The CCTV system is fitted with security functions to prevent recordings being tampered with, i.e. password protected.
- There are members of trained staff at the premises during operating hours able to provide viewable copies on request to police or authorised local authority officers as soon as is reasonably practicable but within 24 hours at the latest. The CCTV will be provided in accordance with the Data Protection Act 2018 (or any replacement legislation).

#### **Incident Book**

The premise must record all incidents that occur on the premise. Incidents that will be included in the incident book every time will be - first aid incidents, removal of persons by staff and anything that results in an injury.

If SIA staff are employed in the premise they will record their name and 16 digit SIA badge number and times they worked in the premise. This can be inspected and reviewed by a relevant authority seeking this request. Full training can be given to all staff on how to use the incident book.

#### **Drug Policy**

The premise will ensure that there is a robust written drug policy.

It will detail the following points:

- the timeframe of inspections of the toilets and other key areas in the premise that can be used for drug use.
- The policy will outline to staff what to do if drugs are located.
- It will detail training that will be given to all staff.

#### **Authorisation of Sale of Alcohol**

Authorised for the sale of Alcohol will defined in a written document. This will detail who is authorised the sale of alcohol and evidence that the staff member has been trained to spot

underage drinkers. This document will be signed by both the staff member and the DPS. This document will be left on site and will be made available to the police, local authority or any other relevant authority seeking inspection or a copy.

#### **Public Safety and Prevention of Public Nuisance**

- The dispersal of customers from the premises must be managed in accordance with the following:
- Clear and legible notices must be prominently displayed at all exits requesting customers to respect local residents and leave the area quietly.
- The DPS will carry out perimeter checks to monitor noise levels arising from the premises.
- Bins will be emptied during daytime hours.
- Prominent display of the premises licence.
- Any seized or found property (including identification cards/documents) to be recorded and stored securely prior to return to owner or return/submission to relevant official body or disposal (as appropriate.)
- Staff training on Drug Awareness and the Ask Angela scheme and safe spaces for women.
- Have policies in place for: Dealing with drunkenness, glass breakage and glass collecting safe practice.

#### **Protection of Children from Harm**

- To operate the challenge 25 scheme in the premises
- To display appropriate signage/information for customers informing them you operate challenge 25
- All staff to be trained in the understanding of this scheme
- A refusals record must be kept at the premises which details all refusals to sell alcohol. This record must include the date and time of the incident, a description of the customers, the name of the staff member who refused the sale, and the reason the sale was refused. All entries must be made within 24 hours of the refusal. The record must be made available for inspection and copying within a reasonable time of a request by an officer of a Responsible Authority.
- No children will be allowed at the bar

Is this ok?

Regards

**PC 2940 Joe Brooks**

**Licensing Officer | South Worcestershire Problem Solving Team | West Mercia Police**

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