

Appendix D- Devon and Cornwall Constabulary Proposed Licence Conditions

Thanks for your help. All is fine with me (I doubt we will ever have so many events or ever need bouncers!)

Best regards

Bernard

*Prof. Bernard McNelis*

*The Manor*

*Bratton Clovelly*

-----Original Message-----

From: BARKER Rebecca

To:

Sent: Wed, 22 Jun 2022 17:03

Subject: Eversfield Manor cottages

Good afternoon,

Thank you for speaking with me yesterday. As discussed this email is my follow up to the phone call where I have detailed any amendments to the licence application in support of the licensing objectives should the licence be granted.

*As you have requested an extension to licensable activities for 25 occasions per annum I would like to offer the condition below;*

For a maximum of 25 occasions throughout the year the premises can be pre booked for a bona fide function allowing the extension to the standard timings for the licensable activities detailed.

The venue will not be open to the general public except for those attending a pre booked bona fide function or booked residents and their guests.

*As you are wishing to permit guests to use the pool whilst consuming alcohol it is important that all staff are diligent in respect of customer behaviour and warn customers of the dangers when combining the two;*

Staff will continuously monitor the behaviour of their guests whilst consuming alcohol and using the pool facilities. Customers will be informed of the dangers of excessive alcohol consumption when around water.

**PREVENTION OF CRIME AND DISORDER**

*I have attached a standard condition for cctv as you will see below. Have a read through to ensure you are happy and this fits with your provision.*

## **CCTV**

The premises shall install, operate and maintain comprehensive digital colour CCTV.

All public areas of the licensed premises including entry and exit points will be covered, including any outside areas under the control of the premises licence holder.

The system must record clear images permitting the identification of individuals, and in particular enable facial recognition images (a clear head and shoulder image) of every person entering and leaving in any light condition.

The CCTV system will continually record whilst the premises are open for licensable activities and during all times when customers remain on the premises.

All equipment must have a constant and accurate time and date generation.

All recordings will be stored for a minimum period of 14 days with date and time stamping.

Viewable copies of recordings will be provided on request to the Police or local authority officers as soon as is reasonably practicable and in accordance with the Data Protection Act 2018 (or any replacement legislation) a staff member from the premises who is conversant with the operation of the CCTV system, shall be on the premises at all times when the premises are open. This staff member must be able to provide an authorised officer of a responsible authority, copies of recent CCTV images or data with absolute minimum of delay when requested in accordance with the Data Protection Act 2018 (or any replacement legislation).

The CCTV system will be capable of downloading images to a recognisable viewable format.

There will be security measures in place to ensure the integrity of the system to prevent the tampering with or deletion of images.

*As discussed depending on the type of event booked I would like the below condition to be included. Though this does not mean you are required to have door stewards it means you will risk assess each occasion as to the need.*

## **DOOR STEWARDS**

At any time when alcohol is offered for sale at the premises, the DPS will risk assess the need for Door Supervisors depending on the type and size of event planned. Should it be felt that there is a need for Door Supervisors there shall be a minimum of 2 who will be Security Industry Authority (SIA) registered.

You have mentioned the training of staff in the application and this condition formalises the wording to replace that offered.

## **STAFF TRAINING**

All staff engaged in licensable activity at the premises will receive training and information in relation to the following:

- i. The Challenge 25 scheme in operation at the premises, including the forms of identification that are acceptable.
- ii. The hours and activities permitted by the premises licence issued under the Licensing Act 2003 and conditions attached to the licence.

- iii. How to complete and maintain the refusal register in operation at the premises (in relation to the sale of alcohol).
- iv. Recognising the signs of drunkenness.
- v. The operating procedures for refusing service to any person who is drunk, under-age or appears to be under-age, or appears to be making a proxy purchase.
- vi. Action to be taken in the event of an emergency, including reporting an incident to the emergency services.

Training shall be recorded in documentary form and shall be regularly refreshed at no greater than 12 month intervals. Training records shall be made available for inspection and copying at reasonable times upon request of an authorised officer of a responsible authority.

Training records will be retained for at least 12 months.

### **PROTECTION OF CHILDREN FROM HARM**

*Again the below is the preferred industry standard to replace any age verification condition offered in the application.*

### **CHALLENGE 25**

There will be in place a written age verification policy in relation to the sale or supply of alcohol, which will specify a Challenge 25 proof of age requirement. This means that staff working at the premises must ask individuals who appear to be under 25 years of age, attempting to purchase alcohol, to produce identification. The only acceptable identification documents will be:

- A photo driving licence
- A passport
- An identification card carrying the PASS hologram

Unless such identification is produced the sale of alcohol must be refused.

This policy will include documented steps taken to prevent adults from purchasing alcohol for or on behalf of children under 18.

*The below condition works similar to an incident book. If there is a need to refuse a sale you can document the circumstance and shows due diligence in support of the licensing objectives.*

### **REFUSALS REGISTER**

An alcohol sales refusal register shall be kept at the premises and be maintained to include details of all alcohol sales refused. The register will include:

- i. the date and time of refusal
- ii. the reason for refusal
- iii. details of the person refusing the sale
- iv. description of the customer
- v. any other relevant observations.

The refusals register will be made available for inspection and copying on request of an authorised officer of a responsible authority.

All entries must be made within 24 hours of the refusal.

Please take the time to read through my suggested amendments in support of the licensing objectives and let me know of any questions or concerns you may have. Once we have reached an agreed position I will then be able to notify the local authority of the amendments to the application.