

APPENDIX 7

Email dated 28.7.20

CCTV

A tamper-proof digital colour CCTV system must be installed and maintained at the premises to the satisfaction of Greater Manchester Police.

The system must run and record continuously for 24 hours a day, 7 days per week and recorded footage must be stored for a minimum of 28 days.

The system must provide a clear head and shoulders view to an evidential quality on every entry/exit route, ~~the bar and within any other vulnerable areas as identified~~ **other public areas as agreed between the premises licence holder and** by Greater Manchester Police.

Recorded footage must be provided to **Greater Manchester Police** ~~a representative of any responsible authority~~ on request **and at a time agreed between the DPS and Greater Manchester Police**. Such footage must be provided in an immediately viewable format and must include any software etc. which is required to view the footage. Any discs, portable drives or other storage media onto which footage is transferred must be provided by the premises and sufficient stock of such storage media must be kept on the premises at all times. **The DPS/ manager will comply with any immediate request to view CCTV made by Greater Manchester Police relating to the investigation of an identified criminal offence.**

A member of staff who is trained to operate the system and supply footage must be present at the premises at all times when licensable activities are taking place.

The Designated Premises Supervisor must ensure that the CCTV system is checked at least once every week by a suitably trained member of staff. This check must include the operation of the cameras, the recording facilities, the facilities for providing footage and the accuracy of the time & date. A written record of these checks must be kept, including a signature of the person carrying out the check. This written record must be kept on the premises at all times and made available to a representative of ~~any responsible authority~~ **Greater Manchester Police or the Licensing Authority** on request.

Suitable signage informing customers that a CCTV system is in operation must be placed in prominent positions **at all entrances to** ~~within~~ the premises, including information **required to be shown to comply with data protection legislation.** ~~on the Data Protection Act and the Human Rights act.~~

Door Staff Policy

A Minimum 2 SIA Door Staff **will be on duty** on Friday and Saturday **nights** from 9pm until 20 minutes after close, **unless otherwise agreed in writing and in advance by Greater Manchester Police. At all other times door staff will be provided in the numbers and at the times identified in line with any risk assessment associated with specific events or for specific special occasions (either nationally or locally).**

The management shall produce and implement a Door Supervisor Policy (**'the policy'**) which includes details of ~~disciplinary procedures,~~ and the management's expectations as to the behaviour and professionalism of the door staff. ~~This~~ **The policy will be submitted to a member of GMP's licensing**

~~team and the Licensing Manager~~ on first implementation and following any subsequent changes to the policy.

Door Staff Log

A Door Supervisor Log shall be correctly maintained at the premises. This will include the following details:

- (i) The door staff names, dates of birth and home addresses;
- (ii) Full details, name, address and contact number of employment agency used

And for each individual period of trading:

- (iii) The name of the individual member of door staff
- (iv) His/Her Security Industry Authority licence number
- (v) The time and date He/She starts and finishes duty
- (vi) The time of any breaks taken whilst on duty
- (vii) Each entry shall be signed by the door supervisor, DPS or nominated person

Incident Book

An incident book (with the pages numbered sequentially) must be kept on the premises and be made available for inspection by responsible authorities. The incident book must be used to record the following:

- (i) Any incident of violence or disorder on or immediately outside the premises **as notified to, or witnessed by, the staff or management**
- (ii) Any incident involving controlled drugs (supply/possession/influence) on the premises **as notified to, or witnessed by, staff or management**
- (iii) Any other crime or criminal activity on the premises **as notified to or witnessed by, staff or management**
- (iv) Any refusal to serve alcohol to persons who are drunk (On sale and off sale premises only)
- (v) Any refusal to serve alcohol to under 18's or anyone who appears to be under 18
- (vi) Any call for police assistance to the premises **made by staff or management**
- (vii) Any ejection from the premises
- (viii) Any first aid/other care given to a customer **with the exception of minor injuries or care for minor illness**

Challenge 25

The premises must operate a "Challenge 25" scheme at the premise in relation to age verification for alcohol sales and other age-restricted products. Signs and/or posters must be displayed in prominent positions inside the premise to inform customers of this condition.

Staff Training

Any staff employed at the premises will receive training **commensurate with their duties** by the Designated Premises Supervisor on first appointment. **Refresher training will be provided** ~~and~~ at least every three months thereafter. Training will include **the law in relation to** ~~input on~~ preventing underage sales, sales of alcohol to people who are drunk, application of the drugs policy and any other relevant matters. A written record will be kept of all training carried out. This record must be kept on the premises and made available for inspection by any responsible authority.

Personal Licence Holder to be on Premise at All Times

A Personal Licence Holder must be present at the premises **after 20:00 hours whenever** ~~at all times~~ licensable activities, live music (amplified or unamplified), recorded music or any other types of entertainment (amplified or unamplified) are taking place.

Pubwatch

Where a Pubwatch scheme is in operation, the designated premises supervisor must be an active member of the scheme.

Active member is defined as someone who:

- (i) Attends a minimum of 50% of Pubwatch meetings between 1 January and 31 December annually. Attendance at Pubwatch meetings will be measured by the use of written records kept by the Chair and/or Secretary of the relevant Pubwatch group. When calculating whether 50% of meetings have been attended by the designated premises supervisor any meetings cancelled by the Chair/Secretary, or meetings cancelled for any reason out of the control of the designated premises supervisor will not be counted.
- (ii) Actively enforces all collective banning orders imposed by the Pubwatch group. The designated premises supervisor must ensure that any individual subject to a collective banning order by the Pubwatch group is not ~~allowed~~ **permitted** to enter (**where possible**) or remain on the premises. If a banned individual enters or attempts to enter the premises and attempts to remove them are unsuccessful, the designated premises supervisor must ensure that the police are contacted and asked to assist in removing the individual.
- (iii) Shares information with other members of the Pubwatch group. Whenever a banned individual is refused entry or removed from the premise, the designated premises supervisor must ensure that the other members of the pubwatch group are informed as soon as practicable.
- (iv) The designated premises supervisor must ensure that all members of staff are made aware of all individuals who are currently banned by the Pubwatch scheme. Staff must be regularly updated by the designated premises supervisor whenever individuals are added or removed from the list of banned persons.

~~Personal Licence Holder to be on Premise at All Times~~

~~A Personal Licence Holder must be present at the premises at all times licensable activities, live music (amplified or unamplified), recorded music or any other types of entertainment (amplified or unamplified) are taking place.~~

Door Age Policy

No persons under the age of 18 to be allowed entry to the premises at any time when it is open and operating.

Doors & Windows

To prevent noise nuisance, all windows and doors at the premise must be kept closed at any time when regulated entertainment, live music (amplified or unamplified), recorded music or any other type of entertainment (amplified or unamplified) is being performed at the premise, except to allow people to enter or exit.

Entertainment to be Inaudible

Noise generated by regulated entertainment, live music (amplified or unamplified), recorded music or any other type of entertainment (amplified or unamplified) must be **unlikely to cause a public nuisance within any noise sensitive premises in the immediate vicinity.** ~~inaudible at the nearest noise sensitive location.~~

Perimeter Inspections

The Designated Premises Supervisor must ensure that perimeter inspections are undertaken every hour when regulated entertainment, live music (amplified or unamplified), recorded music or any other type of **regulated** entertainment (amplified or unamplified) is taking place. These inspections must be recorded in a book which must be made available for inspection to Local Authority Officers and Greater Manchester Police on request.

Notices to Customers

Notices requesting customers to leave quietly must be displayed in a prominent position next to each ~~entrance~~/exit. The Designated Premises Supervisor must ensure that customers are encouraged to keep noise to a minimum when leaving the premise.

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Email dated 3/8/20

Having taken instructions, we are happy to your proposal on CCTV (adding Licensing authority).

In relation to door supervisors, we are happy to agree with retaining the condition as proposed, albeit we would ask why if there was agreement with police, the number could not be changed. In January for instance, premises often have little or no custom and having to have 2 door supervisors can be a real drain on resources. This is something we are trying to avoid having to deal with later on, especially as it looks like we are potentially heading into a recession with both Covid and brexit coming up.

In terms of having a personal licence holder on duty at all times, we would like to see if there is some compromise here. The reason being that we envisage situations where the personal licence holder may have to leave the site and go to the bank or cash and carry- or indeed may be ill at short notice. Closing the premises at such short notice could be both difficult and challenging and we just want to make sure that there is a little flexibility here.

Can I please propose the following:

Personal Licence Holder to be on Premise at All Times

A Personal Licence Holder must be **on duty whenever** live music (amplified or unamplified), recorded music or any other types of **regulated** entertainment (amplified or unamplified) are taking place. **Should this not prove possible because of short notice illness, a written record, such as email, text or social media message from the personal licence holder will be kept as a record of the reason and will identify the person nominally in charge in their absence.**

I look forward to hearing from you.

Kind regards

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