

## **Proposed Licence Conditions – Le Koekoek, Barrowford**

### **Crime & Disorder**

A CCTV system shall be installed at the premises and will meet the following criteria:

- The system will display on any recording the correct time and date of said recording;
- The system will be recording whenever licensable activities are taking place;
- Any recordings will be retained for a minimum of 28 days after they are made and will be produced to an authorised officer upon request, so long as said request is in accordance with the principles of the Data Protection Act or any subsequent or alternative legislation;
- As a minimum, the CCTV will capture a “head and shoulders” image of any person who enters the premises through the main public entrance.

Appropriate signage alerting customers to the use of CCTV shall be displayed in a conspicuous position at the premises.

A competent person trained in the use of and operation of the CCTV will either be in attendance at the premise or will be able to attend the premises within a reasonable time frame while licensable activities are taking place. Said person will be able to fully operate the CCTV system and be able to download data in a recognised format when requested.

An incident record book shall be kept on the premises to record any notable incidents, such as a report of crime and disorder, evidence or suspicion of drug related activity. The log will record the date and time, the nature of the incident and the person recording it, the outcome or action taken and a police log number if appropriate. Entries should be completed as soon as possible. The written record shall be available for inspection by a Responsible Authority Officer or Police Officer on request.

The premises shall have a written drugs policy The policy shall be reviewed at least once per annum and made available to a Responsible Authority Officer or Police Officer on request.

All persons engaged in licensable activities at the premises will receive training and information in relation to the following at the commencement of their employment:

- a) The premises challenge 25 scheme, including the forms of identification that are acceptable
- b) The hours and activities permitted by the premises licence issued under the Licensing Act 2003 and conditions attached to the licence. Staff will also be trained on the current licensing objectives detailed under the Licensing Act.
- c) How to complete and maintain the refusal register and incident log book in operation at the premises
- d) Identifying vulnerability and drunkenness within customers and how to refuse service to any person who is drunk, under-age, appears to be under-age, or appears to be making a proxy purchase
- e) Action to be taken in the event of an emergency, including reporting an incident to the emergency services.

All training shall be recorded in writing. This recording must include details of what the training consisted of (i.e. the content of the training), the date and time the training took place, the name and signature of the member of staff receiving the training & the name and signature of the person administering the training. All members of staff shall receive refresher training in relation to the above at least once per annum.

A record of this staff training must be kept at the premises and made available for inspection by the Local Authority Licensing Officer, any Police Officer or a member of staff from the Local Authority Trading Standards.

### **Public Safety**

Prior to any licensable activity taking place at the premises if an event is taking place, that is exceptional to the ordinary day to day business, (for example, Colne Rhythm and Blues Festival or Soap Box Race), the designated premises supervisor with ensure a risk assessment into what requirements there are for SIA accredited door staff to be engaged. This risk assessment will be recorded and produced to a Responsible Authority Officer of Police Officer on request.

On any occasion where door staff are engaged the premises shall have and maintain a door supervisor logbook which shall record the following details of all people undertaking the role of door supervisor:

- a) Full name & Signature
- b) Security Industry Authority Licence number
- c) The time and date they start and finish working at the premises along with a signature of the door supervisor.
- d) The name of the company which have provided the door supervisor.

### **Public Nuisance**

The placing of refuse, such as bottles, into receptacles outside the premises shall not take place between 2300 hours and 0800 hours.

### **Protection Children from Harm**

The Challenge 25 scheme will be adopted at all times at the premises. Prominent notices will be on display that explain it is an offence for adults to purchase alcohol and then supply it to persons under the age of 18.

The only forms of identification that shall be accepted by the premises are:

- UK Driving Licence
- Passport
- Official ID card issued by HM Forces or EU Member State bearing a photograph and date of birth of the holder
- PASS ID Cards
- Any UK Government approved digital ID

- Any other form of identification agreed in writing by a representative of Lancashire Constabulary Licensing Unit

A record of any challenges and refusals, because of the inability to produce an approved identification, will be kept in writing at the premises. This record will record the date and time of the challenge or refusal, the person recording it and the outcome or action taken. Entries should be completed as soon as possible and, in all cases, no later than the close of business on the day of the incident. The written record shall be available for inspection by a Responsible Authority Officer or Police Officer on request.