



# Kent Police

**Chief Officer of Police Representation** in relation to an application for grant of a premise licence made under Part 3 **Section 17** Licensing Act 2003 (S18 Licensing Act 2003)

| <b>Details of person making representation</b>  |  |
|---|--|
| <b>Name of Chief Officer of Police</b>  | Chief Superintendent Smith   |
| <b>Postal Address:<br/>(Divisional Headquarters)</b>  | Medway Police Station<br>Purser Way<br>Gillingham<br>Kent<br>ME7 1NE |
| <b>E-mail address</b>   | licensing.north.division@kent.pnn.police.uk                          |
| <b>Telephone Numbers:</b>   |  |
| <b>Licensing Co-ordinator</b>   | Geoff Rowley 01634 792733  |
| <b>Licensing Officers</b>   |  |
|   | Chris Hill 01634 792276  |
|   | Clare Cossar 01634 792411  |
|   | Diane Holroyd 01634 792343   |
| <b>Details of premises representation is about</b>  |  |
| <b>Name of Premises:</b>  | Monks Hill Farm  |
| <b>Address of premises:</b>   | Monks Hill Road<br>Faversham<br>ME139EH                              |
| <b>Date application received by police</b>  |  |
| <b>Date representation sent to Licensing Authority</b>  | 22/05/2018   |
| All representations must be made within 28 days of receipt of initial application<br><i>The Licensing Act 2003 (Premises Licences and Club Premises Certificates) Regulations 2005. Part 4 Reg. 22.</i> |  |

**The Chief Officer of Police has received an application for the grant of a premises licence made under the provisions of Section 17 Licensing Act 2003, and under Section 18 of that Act, asks the Licensing Authority to consider these representations in respect of: -**

|                                  |   |
|----------------------------------|---|
| Prevention of crime and disorder | X |
| Public Safety                    | X |
| Prevention of public nuisance    | X |
| Protection of children from harm | X |

**Is this a representation regarding the Designation of Premises Supervisor under S18 (9) Licensing Act 2003?** No

**If yes complete the appropriate statement:**

**Please give the reason for the representation and detail the evidence supporting it under the appropriate headings:**

This is a new application for a premise licence for a 60 acre area of disused farmland – with the intention of using this land as a showground to run events.

The applicant has indicated that the site will comprise of a farm shop, restaurant, wedding venue and 8 large fields of proposed event space. The applicant has stated that the capacity of the site will be for up to 8000 people.

The applicant has applied for following:

**Live Music**

15:00 to 00:00 Friday

12:00 to 00:00 Saturday

12:00 to 23:00 Sunday

**Provision of Films**

1800 to 00:00 Thursday –Friday

12:00 to 00:00 Saturday – Sunday

**Recorded Music**

15:00 to 00:00 Friday

12:00 to 00:00 Saturday

12:00 to 23:00 Sunday

**Performance of Dance**

15:00 to 00:00 Friday

12:00 to 00:00 Saturday

12:00 to 23:00 Sunday

**Late Night Refreshment**

12:00 to 00:00 Monday – Saturday

12:00 to 23:00 Sunday

**Sale of alcohol**

12:00 to 00:00 Monday – Saturday

12:00 to 23:00 Sunday

**The opening hours of the premises**

12:00 to 00:00 Monday - Saturday

12:00 to 23:00 Sunday

It is clear that the applicant wishes to use the site of Monks Hill Farm for a variety of activities and events covered by the Licensing Act 2003. Within the operating schedule of the application the applicant has listed 'classic car shows, folk festivals, horse shows, private events, drive in cinemas, weddings and regulated live music events with stages. During meetings the applicant has stated that initially the likelihood is that only a small number of 'larger' events will be held in the first year or two. Despite this there is no mention in the application of the applicant willing to limit the number of larger events, the concern therefore is that the premises licence if granted could be taken advantage of.

Kent Police are clear that the smaller, low key events such as weddings and drive in cinemas do not cause great concern and could be a real asset to the area. The greater concern is in relation to the larger events that would likely have a far greater impact of the licensing objectives. An 8000 person event for example

will likely have a large impact on the roads and transport networks of the surrounding area. Access and egress to the site is obtained via country roads with no pavements. The licensing objectives of public safety and public nuisance are likely to be impacted.

As with any large event, particularly those that include the sale of alcohol, the risk of crime and disorder is clear. It is therefore disappointing to see what can only be described as the 'bare minimal' listed by the applicant in the steps taken to promote the licensing objectives, most notably the prevention of crime and disorder. The applicant has listed matters such as staff training for those selling alcohol, the checking of age verification documents and the completion of refusal records. These, although beneficial, are more appropriate to conditions for a small shop or restaurant, not an event space with the capability of hosting events for up to 800 people at any one time. The applicant has made no mention in the license application for how security staff will be engaged at events, what notice period Kent Police (and other authorities) will be given prior to an event taking place, how the venue will deal with drugs, or whether drinks will be served in plastic/polycarbonate vessels. These are all matters that I would reasonably expect an event management company to be considering and detailing, the fact that they have not caused Kent Police concerns.

The applicant has stated that a CCTV system will be installed to monitor entrances and exits and other parts of the premises to address the prevention of crime and disorder objective. Given the premises has been described as a 60-acre site, I presently cannot understand how the applicant would implement this. I can only assume that the CCTV is intended for the restaurant and farm shop areas, and perhaps the main drive-in routes.

Perhaps the applicant may wish to give consideration to splitting this premises licence application so that the restaurant and wedding space are licensed on one premises licence (which appears from the supplied documentation to be the main 'daily business') and then the event space is licensed separately on a second premises licence which can be more tailored to larger events.

In its current form, the premises licence application, in the opinion of Kent Police, does not fully promote the licensing objectives. The application appears to be generic and not suitable for a premises the size of Monks Hill Farm. As such, Kent Police are opposed to the grant of this premises licence, however, if the licensing panel decides to grant a licence, Kent Police seek the addition of a number of conditions to be added to the premises licence as detailed below.

**Kent Police seek the attachment of the following conditions to clarify those proposed in the operating schedule, and assist in the promotion of the licensing objectives:**

For any Event where the potential or anticipated attendance is greater than 500 people the following conditions apply (1-24).

1. The duration of an event shall not exceed 3 days in respect of any music event (these periods exclude any period for camping and set up or break down periods). Music events shall not exceed a cumulative total of 10 days during each calendar year
2. The Premises Licence Holder or their authorised representative shall attend Safety Advisory Group (SAG) meetings whenever an event to be held at the premises is on the agenda.
3. The Premises Licence Holder shall identify a competent event safety officer ('the Event Safety Officer') for all events and circulate their name to the Licensing Authority and Kent Police in order to provide a specific point of contact in relation to all matters pertaining to safety, before, during and after events. The Event Safety Officer must have the authorisation and an ability to act unhindered on any issues relating to safety.

**Notice of Events**

4. The Premises Licence Holder shall submit to Kent Police Licensing and the Licensing Authority a proposed calendar of events at the premises. This calendar shall be submitted annually in January detailing the events planned for the following 12 months. Any additions, amendments, or alterations to the calendar of events shall be notified to Kent Police, the Licensing Authority in writing (by letter, e-mail or fax) as soon as practicable.
5. For all events the period of notice to be given shall be 2 months prior to the proposed event unless the event is booked to take place less than 2 months ahead in which case the event would require special approval from both Kent Police and The Licensing Authority
6. The Licensing Authority or Kent Police may in their absolute discretion require the Premises Licence Holder to produce a specific Event Management Plan for any event at the premises.
7. Any Specific Event Management Plan required shall be submitted to the Licensing Authority and Kent Police no later than 2 months prior to the event in question or such other period as may be agreed between the Premises Licence Holder, Licensing Authority and Kent Police as appropriate
8. The Premises Licence Holder shall comply with the provisions of the Specific Event Management Plan at all times during the event to which it relates.

**Security and People Management**

9. The Premises Licence Holder shall ensure that a means of counting the public entering and leaving the premises through any/all of the entries or exits is in place. The nature of the systems of counting will be agreed with the Kent Police and the Licensing Authority. The Premises Licence Holder shall comply with the agreed system.

10. The Premises Licence Holder shall on request provide to Kent Police and/ or the Licensing Authority figures for pre-event ticket allocation, such information to be supplied within 24 hours of any such request.
11. The Premises Licence Holder shall maintain a register of all drugs found or seized within the premises and notify Kent Police of any such items as soon as practicable. Drugs will be kept within a secure storage facility.
12. The Premises Licence Holder shall at all times during the event maintain the minimum number of stewards / security staff as recommended in the events safety guide and as determined through the Event Management Plan
13. A written risk assessment will be completed to assess the requirement for searching as a condition of entry.
14. The Licence holder shall erect and maintain clear and prominent notices on the exterior of their premises advising patrons of any admission restrictions.
15. There will be a security policy that outlines clear instruction and understanding of the SIA door supervisors' responsibilities at the premises.
  - This policy will contain:-
    - how door staff prevent overcrowding
    - supervise the queue to ensure that it is managed in a way that avoids rowdy, unpleasant behaviour.
    - A procedure for door staff engaged in searching persons as a condition of entry
    - to ensure the dispersal of patrons from the curtilage and grounds of the licensed premise immediately after the end of licensable activities
    - Prevent patrons from leaving the premises with open containers and bottles
    - To provide evidence by written statement to police in any criminal investigation as and when required.

### **Sales of Alcohol**

16. The Premises Licence Holder shall prepare and submit to the Licensing Authority and Kent Police no later than 1 month after the grant of the licence an Alcohol Management Plan. This plan shall include:
  - a. Details of staff training, recording of such training and arrangements to provide such records to Kent Police and Trading Standards
  - b. The manner in which the stewards / security staff will monitor the bars and the personal licence holder will enforce compliance with the Licensing Act 2003
  - c. Confiscation of alcohol in respect of anyone who appears to be under the age of 18
  - d. In respect of any open field event or marquee used in conjunction with such an event the sale of liquid refreshments, including alcohol only being made in polycarbonate containers, plastic bottles, plastic or waxed paper cups.
  - e. A requirement that any glass receptacle found in the possession of any person at any open air event or marquee used in conjunction with such an event will be confiscated
  - f. For any event with more than 2 bars the Premises Licence Holder shall ensure that there is a personal licence holder for each bar in operation in addition to the designated premises supervisor.

17. The Premises Licence Holder shall at all times comply with the provisions of the Alcohol Management Plan (either as submitted to or modified by the Licensing Authority and Kent Police in consultation with the Premises Licence Holder)
18. All liquid drinks will served in plastic or polycarbonate containers. All glass bottles will be decanted into plastic or polycarbonate containers.
19. All persons that sell or supply alcohol to customers must have licensing training.
  - Training should take prior to an event taking place.

Training must include:-

- a) Avoiding sales of alcohol or age restricted products to those under the age of 18.
- b) recognising customers who appear drunk and refusing sale or supply of alcohol
- c) knows the licensing objectives and have read and understood licence conditions
- d) can produce licences/certificates/permits relevant to the premises in the absence of licence holder/DPS

Refresher training should be repeated a minimum of every six months or earlier if required due to changes of legislation.

Training records must be kept on the premises and shall contain the nature, content and frequency of all training.

Records must be made available for inspection by Police, Police Licensing Officer and authorised officers from the Local Authority on demand either electronically or hard copy.

20. A written refusals book will be maintained at each bar or outlet where alcohol is provided or sold on the licence premises. This book will be bound and clearly marked. The following information will be recorded for every refusal:
  - a. The time of refusal;
  - b. The item refused;
  - c. Name or description of person refused the sale;
  - d. Reason for refusal;
  - e. Name of staff member making the refusal;

21. The premises licence holder or designated premises supervisor must keep an incident register.

Staff are to be trained to complete an incident book/records immediately after the incident but no later than the end of their shift.

The register must be kept on the premises and will detail

  - Day, date and time of incident
  - Nature of incident
  - Resolution
  - Each entry is to be checked and signed by the DPS/Licensee no later than 1 week after the entry has been made.

The register must be made available to Police, Police Licensing Officers and authorised officers from the Local Authority on demand either electronically or hard copy.

### **Noise Management**

22. No amplified music is to be permitted unless a noise management plan, which has been agreed with the local authority and Kent Police, is in place. The noise management plan shall be periodically reviewed and or when significant changes occur in the operation, building or event type or following a complaint.

23. The Premises Licence Holder shall comply with the provisions of the Noise Management Plan at all times during the event to which it relates
24. The Licence holder shall erect and maintain clear and prominent notices displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly.

In relation to the restaurant and farm shop the following conditions shall apply:

25. CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition.
  - a. Cameras shall encompass all ingress and egress to the premises, fire exits and all areas where the sale and supply of alcohol occurs.
  - b. Equipment must be maintained in good working order, be correctly time and date stamped, recordings MUST be kept on the hard drive and kept for a period of 31 days and handed to Police upon reasonable request.
  - c. The premises licence holder must ensure at all times a DPS or appointed member of staff is capable and competent at downloading CCTV footage in a recordable format to the Police and Local Authority upon reasonable request.
  - d. In the event of technical failure of the CCTV equipment the premises licence holder or DPS must report the failure to the Police Licensing Officer within 24 hours unless the CCTV will be repaired before that time ([licensing.north.division@kent.pnn.police.uk](mailto:licensing.north.division@kent.pnn.police.uk))
26. All persons that sell or supply alcohol to customers must have licensing training.
  - a. Training should take place within six weeks of employment and any new employees will be supervised until the training has taken place.
  - b. Refresher training should be repeated a minimum of every six months or earlier if required due to changes of legislation.
  - c. Training records must be kept on the premises and shall contain the nature, content and frequency of all training.
  - d. Records must be made available for inspection by Police, Police Licensing Officer and authorised officers from the Local Authority upon request either electronically or hard copy.



PC 12000

PC 12000 Chris Hill  
PP. Ch. Supt Smith  
**North Division Area Commander**

**Date:** 22<sup>nd</sup> May 2018