

[REDACTED]

From: Diane HOLROYD PC 46010399 [REDACTED]
Sent: 24 March 2018 18:31
To: Licensing Resource (SBC)
Subject: FW: Hot tin Cafe Application
Attachments: Proposed conditions.docx

Hi

Please find attached agreed conditions to be added to the licence application. Also is it possible at this late stage to amend the supply of alcohol to both rather than on only?

If this is done then Kent police have no objection to the application

Thanks
Diane

From: Romana Bellinger [REDACTED]
Sent: 23 March 2018 13:49
To: Diane HOLROYD PC 46010399
Subject: Re: Hot tin Cafe Application

Hi Diane,

Thank you for coming over to see us to discuss the conditions you put forward, it was really great meeting you.

We are happy with the amended conditions so can you please add them to our application. We also wish to confirm that after discussion we realise that we need both on and off for the supply of alcohol as long as you feel that it will not delay our application. We will take your advice with regards to this matter.

Thank you for all your help and we hope you have a fab holiday with your family.

Many thanks.

Romana Bellinger
[REDACTED]

On 22 Mar 2018, at 10:52, Diane HOLROYD PC 46010399

[REDACTED] wrote:

Romana

Thank you for meeting with me on Tuesday.

Please find attached the amended conditions and confirm that you are happy with them and wished them to be added to your application.

Can you also confirm that you after discussion with myself realised that you need to be both on and off for the supply of alcohol , due to any craft fairs etc, where you may wish to sell alcohol to be taken away ie bottles of wine and the like.

Many thanks

Diane

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Proposed conditions

1. 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. Cameras shall encompass all ingress and egress to the premises, fire exits and all areas where the sale and supply of alcohol occurs.
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.
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.
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)
2. All persons that sell or supply alcohol to customers must have licensing training.
 - Training should take place within six weeks of employment and any new employees will be supervised until the training has taken place.
 - 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 upon request either electronically or hard copy.
3. The Designated Premise Supervisor will undertake a risk assessment in respect of the provision of door supervisors for any unusual events and where deemed appropriate a minimum of 2 door supervisors will be employed.
4. The License Holder will maintain auditable refusal/incident records. These records will detail the following;
 - a) Day, Date and Time of Refusal/Incident.
 - b) Nature of Refusal/Incident and reason.
 - c) Details of or description of the individual.

These records will be made available for inspection to any Police Officer, Police Licensing Officer, and Officer of the Local Authority immediately upon demand.

5. 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.