

## Item 4 - Additional Information from Premises Licence Holder

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**From:** Matt Foster

**Sent:** Friday, May 10, 2024 9:25 AM

**To:** Helen Johnson - Licensing Team Leader (N'hoods) **Cc:** John Munsey Diana Freeman **Subject:**  
[EXTERNAL]:FW: (AMB0000013/2) - Summary Review - GW Horners, Front Street, Chester le Street,  
DH3 3DF

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Good Morning Helen,

Please see attached a set of conditions that we have agreed with the Police. Please see Caroline Dickinson's comments below, confirming that the concerns of Durham Constabulary have been satisfied.

We still have a planned meeting at the venue on Monday 13<sup>th</sup> May, and it is my intention to invite along those other RA's who have made representations. I will write to them today and copy you in. Would anybody from the LA like to come along to the site meeting on Monday at 2pm?

Kind regards,

Matt

**Mincoffs**  
SOLICITORS

Matt Foster  
Partner

**From:** Caroline Dickenson **Sent:** 10 May 2024 09:06

**To:** Matt Foster

**Subject:** FW: (AMB0000013/2) - Summary Review - GW Horners, Front Street, Chester le Street, DH3 3DF

Hi Matt

Thank you for sending over the proposed conditions for GW Horner's.

I can confirm the proposed conditions satisfy the concerns Durham Constabulary had around the premises and I look forward to meeting you at the venue on Monday 13<sup>th</sup> May at 2pm.

Thanks

Caroline

Sgt 484 Caroline Dickenson

Licensed Economy Team Sgt

Safeguarding Neighbourhoods Command

Durham Constabulary

**GW HORNER, FRONT STREET, CHESTER-LE-STREET, DH3 3DF**

**DRAFT CONDITIONS**

1. CCTV Condition:

- i. A digital Closed Circuit Television System (CCTV) will be installed and maintained in good working order and be correctly time and date stamped.
- ii. The system will incorporate sufficient built-in hard-drive capacity to suit the number of cameras installed.
- iii. CCTV will be capable of providing pictures of evidential quality in all lighting conditions, particularly facial recognition.
- iv. Cameras will encompass all ingress and egress to the premises, the immediate area outside the frontage of the Premises and all areas where the sale/supply of alcohol occurs.
- v. The system will record and retain CCTV footage for a minimum of 28 days.
- vi. The system will record at all times when the Premises are open.
- vii. The system will incorporate a means of transferring images from the hard-drive to a format that can be played back on any desktop computer.
- viii. The Digital recorder will be password protected to prevent unauthorised access, tampering, or deletion of images.
- ix. There will be at all times, when the premises is open, a member of staff on duty with access to the CCTV system who is trained in the use of the equipment.
- x. Upon receipt of a request for a copy of CCTV footage from Police, or Officers or any other Responsible Authority, the member of staff will produce the footage within 24 hours, or less if urgently required for investigations of serious crime.
- xi. CCTV footage must be made available to be viewed by Durham Constabulary or an Officer of a Responsible Authority upon request or during an inspection.

2. All staff involved in the sale of alcohol will undergo internal training on induction as to the requirements under the Licensing Act 2003, including underage sales, proxy sales, refusals, incidents, crime scene preservation and the premises proof of age policy. Such training will be documented, refreshed at least annually and available to the Police, Licensing Authority and Trading Standards upon providing

reasonable notice. Staff will also be trained in accordance with the premises staff training manual.

3. During the provision of licensable activities there shall be at least one member of staff employed who is first aid trained.

4. An incident, accident and refusals book/log shall be kept at the premises (written or digital) which is utilised and maintained at all times. This book/log will be available to the Police or Licensing Authority to inspect on lawful request.

5. All members of staff at the premises, including door supervisors where they are employed, shall seek "credible photographic proof of age evidence" from any person who appears to be under the age of 25 years and who is seeking to purchase or consume alcohol on the premises. Such credible evidence, which shall include a photograph of the customer, will either be a passport, photographic driving licence or proof of age card carrying a "PASS" logo.

6. The need for door security in the premises will be assessed by the Licence Holder or Designated Premises Supervisor on a regular basis, and door staff will be employed when and where the risk assessment deems this appropriate or necessary. Each of the individuals employed on the premises to carry out a security activity must be licensed for that purpose by the Security Industry Authority.

7. The DPS will be an active member of the local pub watch whilst such a scheme exists.

8. A zero tolerance drugs policy will be implemented and form part of staff training.

10. Regular toilet checks will be implemented, and the results recorded.

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