

Incident Log Book

Bar Lux

Please use a separate page in this log for each incident.

**Do not put yourself or staff at risk, call 999 or 101 when
appropriate**

Staff should write an entry whenever an incident occurs.

Licence Leader
Alcohol Licensing Services
www.licence-leader.co.uk

Incident Report Log

Date of incident	Time of incident		
Location	Value of Losses/Damage		
Description of Incident			
Images available	YES/NO	Are still images available	YES/NO
Was it reported to West Midlands Police	YES/NO	Crime Number	
If reported to West Midlands Police, was it reported at the time of incident or afterwards:-			
Which staff member was involved with this incident			
What further action has been taken by Premises Licence Holder			
Final comments;			

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