

From: Duncan Craig <

Sent: 16 October 2023 06:37

To: Tracey Johnson <

Cc: Yvonne Raine <

Subject: RE: Licensing Committee Report - Premises Licence Review Sacriston News and Booze, Sacriston - 1.30 pm, Tue 17th October 2023

Good Morning Tracey

Further to the below, please find attached proposed conditions for your consideration. You will note that they go further than requested in your representation, but looking at the licence it is clearly of some antiquity and needs the addition of enforceable conditions as there are currently none (other than mandatory).

Please also find attached an email from Tim Robson confirming that the licence holder has been booked on a refresher personal licence course (as per your representation) this Wednesday. Please ignore the part about me being a KC!

I have copied Yvonne Raine into this email.

Many thanks.

Kind regards,

Duncan Craig

Barrister

DD:

| M:

| Email:

[St Philips Chambers](#)

Birmingham | 55 Temple Row, Birmingham, B2 5LS |

Leeds | St Paul's House, 29 Park Square, Leeds, LS1 2PQ |

GENERAL

1. The licence holder shall ensure that at all times when they are carrying on the sale of alcohol by retail there are sufficient, competent staff on duty at the premises for the purpose of fulfilling the conditions of the licence and for preventing crime and disorder.

CCTV

2. A digital Closed Circuit Television System (CCTV) will be installed and maintained in good working order and be correctly time and date stamped.
 - i. The system will incorporate sufficient built-in hard-drive capacity to suit the number of cameras installed.
 - ii. CCTV will be capable of providing pictures of evidential quality in all lighting conditions, particularly facial recognition.
 - iii. 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.
 - iv. The system will record and retain CCTV footage for a minimum of 28 days.
 - v. The system will record at all times when the Premises are open.
 - vi. 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.
 - vii. The Digital recorder will be password protected to prevent unauthorised access, tampering, or deletion of images.
 - viii. 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.
 - ix. 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.
 - x. CCTV footage must be made available to be viewed by Durham Constabulary or an Officer of a Responsible Authority upon request.

INCIDENT BOOK

3. An incident book must be kept at the Premises and maintained up to date (no later than 24 hours after the incident) at all times and will record the following:
 - i. Time date and details of all incidents/complaints of crime and disorder or anti-social behaviour
 - ii. All crimes reported to the venue
 - iii. Any faults in the CCTV system, searching equipment or scanning equipment
 - iv. Any visit by a responsible authority or emergency service

The incident book must be kept at the premises and made available to Durham Constabulary or an Officer of a Responsible Authority on request.

REFUSALS REGISTER

4. A refusals register must be kept at the Premises and maintained up to date at all times recording the date time, type of product refused, reasons for every refusal to sell alcohol to a customer and the name and signature of member of staff refusing the sale.
5. The refusals record must be made available to the Durham Constabulary or an Officer of a Responsible Authority on request.
6. The Premises Licence Holder or the Designated Premises Supervisor must monitor the Refusals Register every month and must sign and date the Refusals Register when this has been completed, or if the Refusals Register is electronic the check and date and time of the check must be clearly recorded.

TRAINING

7. Training in relation to the Licensing Objectives and the conditions on the premises licence, Challenge 25, underage sales, sales to adults on behalf of minor (proxy sales), sales to intoxicated persons, refusals registers, incident records dispersal policy, the premises' drugs policy must be provided and undertaken by all members of staff (whether paid or unpaid) before he / she makes a sale or supply of alcohol and at least every six months thereafter.
8. Documented training records must be completed in respect of every member of staff and must include the name of the member of staff trained, date, time and content of the training. The record must be signed by the member of staff who has received the training, the Designated Premises Supervisor, the Premises Licence Holder or external training providers.
9. Documented training records must be kept at the premises and made available to Durham Constabulary or an Officer of a Responsible Authority on request.

THE PROTECTION OF CHILDREN FROM HARM

10. The premises licence holder shall adopt the Challenge 25 scheme and appropriate signage will be placed at the entrance to the premises and adjacent to any bar servery. The premises will operate a policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. The ID that will be accepted is a passport or driving licence with a photograph.
11. The premises licence holder shall display Challenge 25 posters in prominent positions within the premises, including at the point of sale and the entrance to the premises.

From: Tim Robson <
Sent: 15 October 2023 21:21
To: Duncan Craig <
Cc: training
Subject: Enthusa Thampunathan

Dear Sir Madam

I write this e mail at the directive of Mr Duncan Craig KC, St Philips Chambers , Birmingham.

I confirm that I will be delivering an accredited and approved Award for Personal Licence course to Ms Enthusa Thampunathan on Wednesday 18th October 2023 at Mincoffs Solicitors LLP, Jesmond Newcastle, training centre number 14695 with Highfield awarding body.

Kind Regards

Tim Robson

Tim Robson MBII, MIOL, Cert Ed
Event Safety / Licensing Consultant



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