

## APPENDIX 3

### Amendments made to Consulted Policy are shown in red italics

**20.32** *The Licensing Authority and the Police have agreed that a CCTV must conform with the following:*

- 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/ supply of alcohol occurs.*
- Equipment must be maintained in good working order , be correctly time and date stamped , recordings must be kept in date order, numbered sequentially and kept for a period of 31 days and handed to Police on demand.*
- 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 EITHER DISC or VHS to the Police/Local Authority on demand.*
- The Recording equipment and tapes/discs shall be kept in a secure environment under the control of the DPS or other responsible named individual.*
- An operational daily log report must be maintained endorsed by signature, indicating the system has been checked and is compliant, in the event of any failings actions taken are to be recorded.*

*In the event of technical failure of the CCTV equipment the Premises Licence holder/DPS must report the failure to the Police on contact number 0300 333 3000 immediately.*

## APPENDIX 3

### 21.17 First Aid

Consideration might also be given to conditions that ensure that:

- adequate and appropriate supply of first aid equipment and materials is available on the premises;
- A Suitable area is identified that can be used for treatment
- if necessary, at least one suitably trained first-aider shall be on duty when the public are present; and if more than one suitably trained first-aider that their respective duties are clearly defined.
- *It should be noted that providers of medical cover at events should be registered and regulated by the Care Quality Commission (CQC) 03000 61617, enquiries@cqc.org.uk*

## 24. INFORMATION SHARING

### 24.1 Licensing Act 2003

*In accordance with Section 185 of the Licensing Act 2003 the licensing authority and the responsible authorities will share information with each other for the purposes of facilitating the exercise of the authority's functions under this Act.*

### 24.2 Data Protection Act

*Information provided on application forms which was required to process applications and/or to administer the service. It may have contained personal data about the applicant or other person. As the data controller of that information, Herefordshire Council will process that personal data in accordance with the provisions of the Data Protection Act 1998.*

**24.3** *Where necessary we may share this personal data with partner organisations for the protection of public funds administered which may include the prevention or detection of fraud and auditing purposes.*

## APPENDIX 3

### 24.4 Requests for Information

*The Licensing Authority will provide information contained within Part A of the premises licence, whenever reasonable, other than those details which would be excluded by a freedom of information request.*

**A12** The special policy will apply to all the licensable activities of:

- The sale by retail of alcohol,
- The supply of alcohol by or on behalf of a club to, or to the order of a member of the club,
- Regulated entertainment, and
- The provision of late night refreshment

<i>All Violent Crimes Recorded 2009/10 - Public Place ONLY, by Weekday – Commercial Road Area</i>				
<i>All Offence Groups, Public Place Only</i>				
	<i>Alcohol Involved?</i>		<i>Grand Total</i>	<i>% Alcohol Related</i>
	<i>N</i>	<i>Y</i>		
<i>Monday</i>	<i>39</i>	<i>20</i>	<i>59</i>	<i>33.9%</i>
<i>Tuesday</i>	<i>43</i>	<i>24</i>	<i>67</i>	<i>35.8%</i>
<i>Wednesday</i>	<i>56</i>	<i>28</i>	<i>84</i>	<i>33.3%</i>
<i>Thursday</i>	<i>32</i>	<i>28</i>	<i>60</i>	<i>46.7%</i>
<i>Friday</i>	<i>55</i>	<i>56</i>	<i>111</i>	<i>50.5%</i>
<i>Saturday</i>	<i>47</i>	<i>98</i>	<i>145</i>	<i>67.6%</i>
<i>Sunday</i>	<i>33</i>	<i>79</i>	<i>112</i>	<i>70.5%</i>
<i>Grand Total</i>	<i>305</i>	<i>333</i>	<i>638</i>	<i>52.2%</i>