

Good morning

Sorry for the delay in responding.

Taking into account our telephone conversation and your subsequent e-mail regarding the police representation, I think it is necessary to make it clear what is acceptable to West Mercia Police as a minimum for conditions to be placed on this new application.

The police have taken into account your views with regards to the keeping of an incident and now withdraw this requirement.

As such the following is the police position -

1. All staff engaged in the sale of alcohol to be trained in responsible alcohol retailing to the minimum standard of BIIAB level 1 or any equivalent training course approved by Herefordshire Council Trading Standards within 1 month of commencing employment at the premises. Where there are existing staff this training shall be completed within 3 months of the date that this condition first appears on the licence. Refresher training will be conducted at 12 monthly intervals. Training records shall be kept on the premises and produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council.
2. A written or electronic register of refusals will be kept including a description of the people who have been unable to provide required identification to prove their age. Such records shall be kept for a period of 12 months. It will be collected and reviewed on a weekly basis by the Designated Premises Supervisor and produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council on demand.
3. The premises shall operate a Challenge 25 Policy as a minimum. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of the Police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council. Prominent, clear and legible signage (in not less than 32 font bold) shall also be displayed at all entrances to the premises as well as at, at least one location behind any counter/area advertising the scheme operated.
4. 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, outside areas, 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 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 recordable media format, to an authorised Herefordshire Trading Standards Officer, the police or the Local Authority as per the following -

- i) In the event of a serious incident (as defined by a senior police officer of the rank of Police Inspector or above) shall be provided on demand
- ii) On all other occasions shall be provided within 48hours of the time of the formal request.

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 record

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 '101' immediately.

You will be aware that conditions 1 to 3 are very similar to those submitted by Herefordshire Trading Standards; it is for you to decide which are acceptable to your client,

however if you agree those submitted by Trading Standards and to ensure that there is consistency in approach, West Mercia Police will agree this and withdraw their

representations 1 to 3 only.

Regards

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