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Dear XXXXXXXX

**GRANT OF PREMISES LICENCE
PREMISES: THE AGENTS HOUSE**

Thank you for your representation in respect of the above premises

The matter will be decided at licensing sub-committee due to your representation, a date/time will be confirmed at a later date, though will need to be heard by 19 October 2023 and will take place via video conferencing.

As you have made representation, you will be permitted to speak at the hearing, though you will need to supply us with an email address in order for that to happen.

A copy of your representation has been sent to the applicant with your details redacted, however we must advise, an applicant may very well work out where and whom the rep has come from.

In this instance, the applicant has asked us to share the following with you;

The application relates to the sale/supply of alcohol for consumption on the premises only, as they have removed from the application the need for recorded music indoors and outdoors (which was on weekends).

The application seeks the sale of alcohol for consumption by guests of the B&B inside, whether that would be alongside meals, afternoon teas and also on the balcony as well as a large garden.

The following conditions have been agreed with the applicant and responsible authorities to promote the licensing objectives

Prevention of Crime and Disorder

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 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. No person shall be authorised to sell or supply alcohol until this training is completed. Refresher training will be conducted at 6 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 on demand.

An incident log must be kept at the premises, and made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the Police, which must record the following:

- (a) all crimes reported to the venue (where relevant to the licensing objections)
- (b) all ejections of patrons
- (c) any complaints received (where relevant to the licensing objections)
- (d) any incidents of disorder
- (e) any refusal of the sale of alcohol

(f) any visit by a relevant authority or emergency service

Public Safety

First aid

A First Aid Kit capable of treating for 21-50 people shall be kept fully stocked at the premises and kept behind the bar. Such kit shall contain:

- 1 x Guidance Leaflet
- 60 x Washproof Plasters
- 6 x Eye Pads with Bandage
- 8 x Triangular Bandages
- 12 x Safety Pins
- 16 x Assorted Sterile Dressings
- 20 Moist Wipes
- 3 Pairs Disposable Gloves

Protection of Children from Harm

The premises shall operate a Challenge 25 Policy. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of an authorised person' (as defined by Section 13 of the Licensing Act 2003) or the police 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 bar advertising the scheme operated.

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 and will be collected on a daily 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.

No adult entertainment or services or activities must take place at the premises (Adult Entertainment includes, but is not restricted to, such entertainment or services which would generally include topless bar staff, striptease, lap-table, or pole-dancing, performances involving feigned violence or horrific incidents, feigned or actual sexual acts or fetishism, or entertainment involving strong and offensive language).

Based on the contents of the amended application and agreed conditions to promote the licensing objectives listed within this letter, please confirm in writing whether you wish to withdraw your representation or for it to remain in place.

Yours sincerely

Licensing Team, Herefordshire Council

**LICENSING TEAM
ENVIRONMENTAL HEALTH & TRADING STANDARDS**