

On Fri, 15 Dec 2023 at 12:41, Licensing <[licensing@herefordshire.gov.uk](mailto:licensing@herefordshire.gov.uk)> wrote:

Good afternoon

Please see attached a representation made by the local authority as a responsible authority.

Please confirm if you agree to the proposed conditions – these conditions have also been distributed to the licensing sub-committee ahead of the hearing on 21 December 2023

Regards

Licensing Team

**Herefordshire.gov.uk**

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Licensing Team

Economy and Environment Directorate

Tel: 01432 261761

Plough Lane, Hereford. HR4 0LE

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**LOCAL AUTHORITY REP – CROWN & SCEPTRE, ROSS-ON-WYE 12.12.2023**

I am an officer authorised under the Licensing Act 2003.

I refer to the application made for an expedited review made by West Mercia Police, in respect of the Crown & Sceptre, Ross-on-Wye.

Having looked at the application in further detail and subsequently the current premises licence, the local authority seeks the removal of the current licence conditions to be replaced with the below conditions in order to promote the licensing objectives.

**Prevention of Crime and Disorder**

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.

A monitor shall be mounted on the wall at the premises where it is clearly visible to all members of the public. The monitor shall show the live CCTV footage being recorded.

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 to the Police/Local Authority on demand.

The Recording equipment along with any footage shall be kept in a secure environment under the control of the DPS or other responsible named individual/s.

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 **101** immediately.

On Fridays and Saturdays two (2) SIA Licensed Door staff shall be employed at the premises as shown from 21:00hrs until the termination of licensable activities.

When employed externally, Door staff shall wear hi-viz reflective jackets or vests.

When employed internally they shall be readily identifiable as door staff.

One (1) SIA Licensed Door-staff shall be deployed at the main access and egress point until the termination of licensable activities. One (1) Licensed Door-staff shall be deployed patrolling the internal licensable area until the termination of all licensable activities

At all other times, the Premises Licence Holder or DPS or a person nominated by them in writing for the purpose will employ SIA doorstaff on a risk assessed basis. The risk assessment shall be in writing and shall be made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the Police

The Premises Licence Holder or DPS or a person nominated by them in writing for the purpose, shall maintain a register of door supervisors which shall be kept on the premises showing the names and addresses of the door supervisors, their badge numbers and shall be signed by the door supervisors as they commence and conclude duty. The register shall be made available on demand for inspection by an 'authorised person' (as defined by Section 13 of the Licensing Act 2003), or the Police or an authorised officer of the SIA.

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:

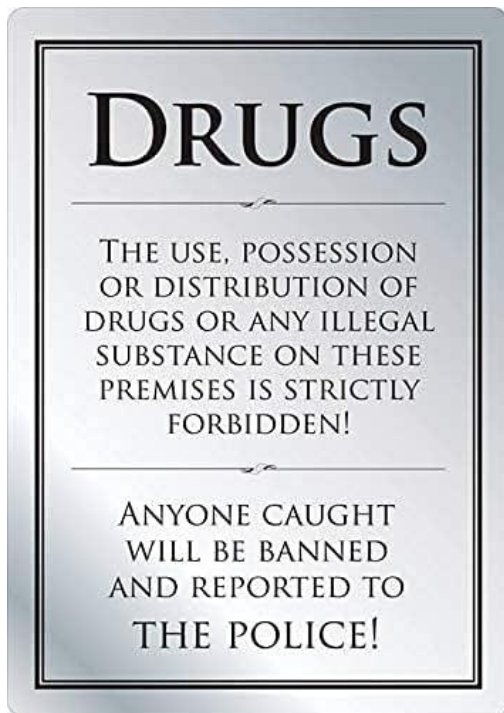
- (a) all crimes reported to the venue
- (b) all ejections of patrons
- (c) any complaints received
- (d) any incidents of disorder
- (e) seizures of drugs or offensive weapons
- (f) any faults in the CCTV system or searching equipment or scanning equipment
- (g) any refusal of the sale of alcohol
- (h) any visit by a relevant authority or emergency service

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 12 monthly intervals. Training records shall be kept on the premises and produced to the police of an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council on demand.

A written drugs policy shall be in place and operated at the premises. It must detail the actions taken to minimise the opportunity to use or supply illegal substances within the premises. The policy must

be made available for inspection and copying upon request by an authorised officer of a responsible authority.

Signage (similar to that as shown below) shall be prominently displayed throughout the premises including the toilet. In addition the toilet area shall be checked by staff on a regular basis.



There must be at the premises, a lockable drugs safe to which no member of staff, save the DPS or premises licence holder shall have access. All controlled drugs (or items suspected to be or to contain controlled drugs) found at the premises must be placed in this safe as soon as practicable. The date and times of all seized items will be recorded in the incident log and be available for inspection and copying, on request of an authorised officer of a responsible authority. Once seized the police will be informed immediately.

No admission for new customers will be allowed to the premises after 23:00hrs.

Only existing customers whose hand has been stamped by a member of staff – who step outside (i.e. smoking) will be allowed to return after that time.

The DPS and all other staff shall ensure that no vessels are taken off the premises by customers

## **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

### **Lighting**

In the absence of adequate daylight, the lighting in any area accessible to the public, members or guests shall be sufficient (107 lux or more) to enable people to move about safely.

Automatic emergency lighting, powered by an independent source, shall be provided. Any emergency lighting batteries shall be fully charged before the admission of the public, members or guests. In the event of the failure of normal lighting, arrangements shall be in place to ensure that the public, members or guests leave the premises within the period of one-third of the total predicted life of the emergency lighting battery, unless within that time normal lighting has been restored and the battery has been fully re-charged.

## **Prevention of Public Nuisance**

Noise or vibration shall not emanate from the premises so as to cause a nuisance.

The Premises Licence Holder or DPS must immediately comply with any request to adjust noise levels/ frequency spectra made by an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the Police.

All doors and windows at the premises shall be kept closed after 2300 except during immediate access and egress.

Any speaker within the premises shall be directed away from any residential property

Loudspeakers shall not be located in the entrance lobby or external to any part of the premises

Alcohol consumed outside the premises building shall only be consumed by patrons seated at tables.

Outside tables and chairs shall be rendered unusable by 23.00 each day.

Prominent, clear and legible signage (in not less than 32 font bold) shall be displayed at all exits to the premises requesting the public to respect the needs of local residents and to leave the premises and the area quietly.

Prominent, clear and legible signage (in not less than 32 font bold) shall be displayed at all exits to any beer garden, patio area, smoking area or similar, requesting the public to respect the needs of local residents and to be quiet.

No live or recorded music in the outside areas after 2300hrs

No open containers are to be allowed in the outside garden area after 2300hrs

## **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. No person shall be authorised to sell or supply alcohol until this training is completed.

A written 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).

No person under the age of 18 years shall be permitted to be on the premises after 20:00hrs other than a member of staff employed at the premises or a child of the premises licence holder or DPS

**Licensing Authority acting as a Responsible Authority,  
Environmental Health & Trading Standards  
Tel: 01432 261761 Email: [licensing@herefordshire.gov.uk](mailto:licensing@herefordshire.gov.uk)**

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**From:** XXXXXXXXXX  
**Sent:** 15 December 2023 12:55  
**To:** Licensing <[licensing@herefordshire.gov.uk](mailto:licensing@herefordshire.gov.uk)>  
**Subject:** Re: Representation - Crown & Sceptre

These conditions are fine.  
A ne DPS application will be with you in a moment.