

From: sarah stertz

Sent: 23 December 2024 15:20

To: Licensing Tendring

Subject: EXTERNAL - Re: Premises Licence - Parkeston Railway Club, CO12 4PQ

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Good afternoon, I'm so sorry for not replying sooner. I agree to the 18 points and will put them in place immediately. Thank you. If no objections and this is ok are we still on for the 4th of January?

Many thanks

Sarah

On 18 Dec 2024 08:34, Licensing Tendring [wrote:](#)

Good morning Sarah,

Essex Police aim to future proof all licensing applications, having reviewed your proposed conditions on the new Premises Licence application for the above premises we advise the below eighteen mandatory conditions be added to the Premises Licence.

1. All staff engaged in the sale or supply of alcohol on the premises shall have received training in relation to the protection of children from harm (including under-age sales), how to recognise drunkenness and the duty not to serve drunk persons. Refresher training shall be carried out at least every six months.

Training records shall be kept on the premises (or otherwise be accessible on the premises) for a minimum of 12 months and made immediately available to Police or Licensing Authority for inspection.

2. The premises shall have installed and maintain a closed circuit television surveillance (CCTV) system that at all times complies with the below requirements:
 1.
 - i. 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;
 - ii. CCTV cameras shall cover all public areas including all entrances and exits and all areas where the sale of alcohol takes place;

- iii. Equipment must be maintained in good working order, be correctly time and date stamped, recordings must be kept in good working order and kept for a minimum period of 31 days;
 - iv. At all times, whilst the premises is open for licensable activities, there are members of staff able to immediately provide viewable copies of recordings to the police or licensing authority staff upon reasonable request;
 - v. The recording equipment and data storage devices shall be kept in a secure environment and fitted with security functions (such as passwords) to prevent recordings being tampered with;
3. A refusals register must be kept recording all refusals relating to the sale of alcohol. The register will include details of the date of the refusal, the time, and the reason(s) for refusing the sale. The refusal register shall be inspected on a regular basis (at least bi-weekly) by the Designated Premises Supervisor and signed by the Designated Premises Supervisor that they have checked the register. At least 12 months of refusal register details shall be retained and made available immediately upon request to Police or Licensing Authority for inspection.
 4. An individual may not supply alcohol unless that individual has the written consent of the Designated Premises Supervisor or other employed Personal Licence Holder.

A written record of this consent will be retained on the premises at all times when such an individual supplies or proposes to supply alcohol and be made available immediately upon request by the Police or Licensing Authority for inspection.

5. Staff will make sure that if a person appeared to be drunk then sale will be refused to such drunk person and recorded in a refusals register.
6. "Challenge 25" scheme must be operated at the premises by which any person who looks or appears to be under the age of 25 shall be asked to provide photographic identification (ID) to prove that they are over the age of 18 years. Only the UK Photo Full Driving Licence, Passport or government approved PASS cards will be accepted as proof of age. Posters must be displayed informing customers of this policy. These posters will be displayed around the store and at the point of sales. All staff must read and sign the challenge 25 policy before making sales of alcohol. These records must be kept and made available immediately upon request to Police or Licensing Authority for inspection.
7. An Incident log must be kept recording any incident involving the premises. This record must be made available immediately upon request to Police or Licensing Authority for inspection.
8. Incidents of a criminal nature must be reported to the police.
9. Notices shall be on display in the premises asking customers to leave the premises quietly.
10. The premises shall have in place and operate a zero-tolerance policy with regard to the use/possession of controlled drugs and psychoactive substances and advertise the same within the premises on posters and similar means.

11. There shall be a 30 minute period where music volume is reduced and lighting increased before the end of the provision of live or recorded music.
12. Except when being used for entry or egress by a patron, all external windows and doors shall be kept shut from 22:30hrs when music is being played.
13. No person under the age of 18 years of age shall be permitted to enter or remain on the premises unless they are accompanied by an adult.
14. During the period in which the premises is open for licensable activities, toilets shall be checked on at least an hourly basis for the purpose:
 - a. of detecting and deterring the use of controlled drugs and psychoactive substances; and
 - b. maintaining public safety.

A record of these checks shall be maintained with the date, time, and condition of the toilets and staff member conducting the check.

These records shall be made contemporaneously, retained at the premises for at least 6 months and made available immediately upon request to Police or Licensing Authority for inspection.

15. Essex Police and the Licensing Authority shall be notified of events where any of the following is applicable;
16.
 - a. Boxing is taking place;
 - b. Customer numbers are expected to be above 200 persons.
16. The licence holder shall risk assess the need for the use of SIA licensed door supervisors and take in to account any advice given by the Police.
17. Where SIA licensed door supervisors are used at the premises a record shall be maintained (on the premises) which is legible and details:
 - i. The day and date when door supervisors were deployed;
 - ii. The name and SIA registration number of each door supervisor on duty at the premises; and
 - iii. The start and finish time of each door supervisor's worked duty period.

This record shall be retained on the premises for at least 6 months and be available immediately upon reasonable request to Police or Licensing Authority for inspection.

18. Where SIA licensed door supervisors are employed at the premises (either directly or via a third party) a check of the current validity of each door supervisor's licence shall be conducted via the SIA website at the commencement of employment at the premises and monthly thereafter and recorded in a log.

This log shall be retained for at least 6 months after the last recorded check and be available immediately upon reasonable request to Police or Licensing Authority for inspection.

Please can you reply to this mail confirming you agree for the above eighteen conditions to be added to the Premises Licence.

If you have any questions, please don't hesitate to contact me.

Many thanks,

Eloise Clackson 42082865

Essex Police Alcohol Licensing Officer

Address:

Licensing Department (Alcohol & Gambling)

Essex Police

Blyth's Meadow

Braintree

Essex

CM7 3DJ

Alcohol (and gambling) licensing applications/enquiries should be sent to:

licensing.applications@essex.police.uk

General alcohol and gambling licensing enquiries can be made by phoning 01245 452035 or visit our website at [Licensing - Alcohol and Gaming | Essex Police](#)

Find out what is happening in your area: essex.police.uk/yourarea

Report non-emergency crime online: essex.police.uk/ro

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