



**Kent
Police**

Working to keep **Kent** safe

**Maidstone Police Station
Palace Avenue
Maidstone
Kent
ME15 6NF
Telephone 101**

Dear SIVOTHAYAN

In relation to recent police involvements and offences being committed under the Licensing Act.

I make the following recommendations in relation to variation on your licence.

Current conditions

- Sale of Alcohol 06:00 – 00:00
- CCTV to be fitted to a standard agreed by the Police that complies with the CCTV code of Practice (latest edition), produced by the Information Commissioners Office, with all public areas, including all access and egress points covered.
- The CCTV system shall be maintained and serviced on a regular basis and records kept to that effect.
- CCTV shall be operational at all times that the premises are open for trading.
- Images will be retained for a period of at least 31 days by whatever means the licence holder deems appropriate
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Proposed changes

- 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.



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- Cameras shall encompass all ingress and egress to the premises, fire exits and all areas where the sale and supply of alcohol occurs.
- Equipment must be maintained in good working order, be correctly time and date stamped, recordings **MUST** be kept on the hard drive and kept for a period of 31 days and handed to Police upon reasonable request.
- 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 and Local Authority upon reasonable request.
- In the event of technical failure of the CCTV equipment the premises licence holder or DPS must report the failure to the Police Licensing Officer within 24 hours unless the CCTV will be repaired before that time
- A member of staff who can operate the CCTV will be on duty at all times the premises are open to the public and will be able to provide the Police and local authority with a copy of CCTV, upon request.
- At least one member of staff with a personal licence will be on duty at all times that the premises are open for the sale of alcohol.
- Sale of Alcohol 12:00-00:00
- No beer, lager, cider, **perry** or spirit mixer above 5.5% ABV will be sold.
- No single can sales of beer, lager or cider will be made only 4/6 pack sales.
- All staff paid or unpaid who will be making sales of alcohol will be trained with the internal "due diligence" training manuals or will complete a minimum of the BII Level 1 ARAR course; prior to making sales of alcohol.



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- Refresher training will take place every quarter
- All staff will have individual training records that detail the date and nature of training (or certificate if a BII course has been taken)
- All staff to receive training in relation to the conditions applicable to this premises licence
- All training will be documented and will be made available to the responsible authorities on request along with the content of the training (not applicable if a BII course has been taken as certificates will be made available)
- All records will be kept for a period of 2 years.
- All persons that sell or supply alcohol to customers must have licensing training.
- Training should take place within six weeks of employment and any new employees will be supervised until the training has taken place. Refresher training should be repeated a minimum of every six months or earlier if required due to changes of legislation.
- Training records must be kept on the premises and shall contain the nature, content and frequency of all training.
- Records must be made available for inspection by Police, Police Licensing Officer and authorised officers from the Local Authority upon request either electronically or hard copy.

Regards,

PC 11187 James WILLIAMS

Licensing Officer