



**Kent
Police**

Protecting and serving the people of Kent

**PC 11187 WILLIAMS
Police Licensing Officer
Maidstone
West Division**

Othman KTIFI

Direct Line: [REDACTED]

E-mail: [REDACTED]

Date: 10/09/2020

Ref:

RE: Century Club, Maidstone

Dear Mr KTIFI

On Thursday 3rd of September I spoke with Antonia Locatelli to inform her that we had received information that an urban dance event was to take place at your venue on Friday 4th of September 2020. Antonia informed me that she was not aware of any such event. Later that day I was contacted by yourself and you informed me that you had located a social media post in relation to this event. You also informed me that there was no event but that you had been approached by some males about playing music.

On Friday 4th of September 2020, I attended your venue and spoke again with Antonia in relation to getting access to CCTV which I was informed you were unable to access as the password needed resetting. I was again informed that there was no event taking place.

Later that evening police attended the venue and you engaged with officers to discuss the situation within the venue. Police cameras recorded the attendance and the venue was overcrowded and breaching The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020.

On Saturday 5th of September 2020, police attended the location and the premises was shut at 02:30hrs. Whilst officers were at your location the street became full of members of the public from the venue whom were wondering in the street. Whilst police were trying to assist with dispersal of members of the public multiple incidents of disorder broke out.

As a premises licence holder, you have a duty to promote the licensing objectives

- The prevention of crime and disorder.
- Public safety.
- The prevention of public nuisance.

I now feel that that these incidents posed significant risk not only to members of the public but also to your staff to require some form of remedial action to be taken.

I have sufficient evidence to bring a review of your premises licence before the licensing committee, however I feel that consideration should be given to adding conditions to the premises licence in the first instance. If you agree to these conditions you will need to contact the licensing department to discuss the process for a minor variation. Once these have been added by way of variation, you will need to ensure that you fully comply with them whenever the premises is providing licensable activities as permitted by the premises licence.

1. The Premises Licence Holder and all staff working at the premises must undergo conflict management training, with evidence of this being presented in the form of training records upon reasonable request by Police or the Licensing Authority.
2. An incident log shall be kept, including details of any incident where a person has been asked to leave the venue, any incident of threatening behaviour or violence. This shall be made available to police or Licensing Authority upon request.
3. All instances of crime and disorder will be reported to the police as soon as reasonably practicable.
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 and audio.
 - a) Cameras shall encompass ingress and egress to the premises, emergency routes, fire exits and all public areas including where the sale and supply of alcohol occurs.
 - b) 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.
 - c) The premises licence holder must ensure at all times an 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 or within 48hrs.
5. On Fridays and Saturdays from 20:00 until close, at least 2 door supervisor will be on duty.
6. If premises is open on Christmas Eve and/or New Years Eve then at least 3 door supervisor will be employed from 20:00hrs until close of business.
7. On any Sunday preceding a Bank Holiday at least 2 door supervisor will be employed from 20:00hrs until close of business.
8. Door Supervisors conducting security activities as a condition of any premises licence shall be registered with the Security Industry Authority (SIA) and shall display or be able to display at least one of the following articles upon request by

the Licensing Authority, the Police, a responsible authority, and/or any other relevant authorities including the Security Industry Authority (SIA):

- (i) A Security Industry Authority (SIA) name badge;
- (ii) Proof of registration to the Security Industry Authority (SIA) scheme allowing them to carry out security activities at licensed premises.

9. There will be a door control policy that outlines clear instruction and understanding of the door supervisor's responsibilities at the premises. This policy will contain
 - a) How door staff prevent overcrowding
 - b) Supervise the queue to ensure that it is managed in a way that avoids rowdy, unpleasant behaviour and to keep customers quiet as to not disturb neighbours in the vicinity
 - c) A procedure for door staff engaged in searching persons as a condition of entry
 - d) To ensure the dispersal of patrons from the curtilage and grounds of the licensed premise immediately after the end of licensable activities
 - e) Prevent patrons from leaving the premises with open containers and bottles
 - f) To provide evidence by written statement to police in any criminal investigation as and when required.
 - G) The toilets shall be regularly monitored.

10. The premises shall have a written drug policy, this will detail the strategies to minimise the use and supply of illegal drugs within the premises. This will entail an agreed procedure for the handling and retention of any article seized. Where premises consider a drug's safe to deposit drugs found, there will be a clear policy for the handling and packaging of seized items. For premises with a suitable 'drug safe' the items secured within the safe would not be considered as being in possession. For premises that do not have a drug safe they must have a written agreement with police as to a procedure in the collection or delivering drugs to police.

11. To allow the use of IONTRACK. (Drug testing Machine), within the premises, (or curtilage of the premises), as a condition of entry, at the request of, and after consultation with Police. To allow swabbing for detection of drugs use when deemed necessary by Police.

12. All persons that sell or supply alcohol to customers must have received licensing training.
 - a) Training should take place within six weeks of employment and any new employees will be supervised until the training has taken place.
 - b) Refresher training should be repeated a minimum of every six months or earlier if required due to changes of legislation.
 - c) Training records must be kept on the premises and shall contain the nature, content and frequency of all training.
 - d) 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.

13. The premises will undertake the 'Challenge 25' scheme.
14. All staff involved in the sale or supply of alcohol will be trained in the "Challenge 25" Scheme and such training will be recorded.
15. The premises shall produce a full Risk Assessment to cover the running of events at the premises. All events whether run as "in house" or by outside organisers will comply with that Risk Assessment unless a separate Risk Assessment is completed for that particular event. The risk assessment will be sent to/shared with Kent Police **120** hours prior to the event taking place.
16. 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.
17. The only proof of age that will be accepted by staff will be a photographic driving licence, a passport or a 'PASS' marked proof of age card.
18. A logbook shall be kept detailing all incidents that occur at the Premises. This will be a bound book which will detail the following:
 - A) The day, date and time of the incident
 - B) The member of staff making the entry
 - C) All members of staff involved in the incident
 - D) An account of the incident
 - E) Details of any persons injured and the injuries sustained
 - F) Any other details thought relevant

If you wish to discuss the content of this letter then please do not hesitate to contact me, I would appreciate an update of your intention whether to proceed with a minor variation by Friday 15th of September 2020.

Regards,

PC 11187 James WILLIAMS
Licensing Officer

