

Licensing Act 2003
Premises Licence Application – LAPRE/0338
Notification to Local Authority of agreement regarding
Representations

To: Licensing Authority Office

Date: 5th April 2016

Dear Sir/Madam

I write in my capacity as the applicant in relation to the above matter. Discussions have taken place with Pc 2168 Suiter in relation to the promotion of the licensing objectives.

I would like to add the following conditions to my application:

1. Training shall be provided to all staff on commencement of the event relating to all age-restricted products sold; this shall include under-age alcohol sales, drug awareness, health and safety and fire safety in line with relevant legislation and any systems or procedures they are expected to follow in the course of dealing with these goods.
2. A refresher briefing shall be conducted prior to the bars opening on each day of the event.
3. Records detailing the initial training and refresher briefing provided shall be kept on the premises and be made available upon a request by a Police Officer or an authorised officer as detailed within Section 13 of the Licensing Act 2003.
4. The only acceptable forms of identification shall be:
 - Photo Driving Licence
 - Current Passport
 - Any approved Government Card showing the 'PASS' logo
 - MoD Identity Card
5. Clear, prominent and unobstructed signage informing customers of the 'Challenge 25' proof of age scheme in operation shall be displayed at:
 - All entry points
 - Points of sale
6. A system of recording sales refused under the proof of age scheme shall be operated at all times.
7. A challenge book / log (electronic or otherwise) shall be located at each bar area close to the till point. This log / book shall be kept on the premises and be made available upon a request by a Police Officer or an authorised officer as detailed within Section 13 of the Licensing Act 2003.
8. At the close of each trading day, the Designated Premises Supervisor shall review and endorse the challenge log and cross check this with any specific spikes in trading. This log shall be used as a tool to target or highlight the need for specific enhanced staff training the following day. A record of any enhanced training shall be kept within the highlighted member of staff's employment record.
9. The Designated Premises Supervisor shall ensure that an incident log is maintained within the premises and details of all known incidents are recorded within the log. This log shall be kept on the premises for the duration of the event.
10. The management plan will be updated on an annual basis prior to each event and a copy will be given to the relevant authorities at least six weeks before the event is run. The event will comply and run in line with the agreed updated event plan and risk assessment.

Please accept this notice as formal request to amend my application/operating schedule in accordance with the above and note that I agree to these conditions being attached to the premises licence. Furthermore, I confirm that I do not consider a hearing to be necessary.

Signed  Name in block PAUL BUDDEN

Date 5th April 2016