

**SOUTH DERBYSHIRE DISTRICT COUNCIL**  
Licensing Act 2003

**REPRESENTATION FORM FROM RESPONSIBLE AUTHORITIES**

**Responsible Authority** (please delete as applicable):

~~Police / Fire / Environmental Protection / Health and Safety / Child Protection / Trading Standards / Planning Authority / Licensing Authority / Health Authority~~

<b>Name</b>	Mark Dunn
<b>Job Title</b>	Police Constable – Licensing Officer
<b>Postal and email address</b>	Derbyshire Constabulary St Marys Wharf Prime Parkway Chester Green Derby DE1 3AB
<b>Contact telephone number</b>	0300 122 5408

<b>Name of the premises you are making a representation about</b>	Nadee
<b>Address of the premises you are making a representation about</b>	130 Heath Lane Findern Derby DE65 6AR

<b>Which of the four licensing objectives does your representation relate to?</b>	<b>Yes Or No</b>	<b>Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary</b>
<b>To prevent crime and disorder</b>	y	Conditions are being agreed with the applicant. Those proposed on the application are lacking in some areas and obsolete in others. A set of comprehensive enforceable conditions needs agreeing by all parties.
<b>Public safety</b>	y	Conditions are being agreed with the applicant. Those proposed on the application are lacking in some areas and obsolete in others. A set of comprehensive enforceable conditions needs agreeing by all parties.
<b>To prevent public nuisance</b>	y	Conditions are being agreed with the applicant. Those proposed on the application are lacking in some areas and obsolete in others. A set of comprehensive enforceable conditions needs agreeing by all parties.
<b>To protect children from harm</b>	y	Conditions are being agreed with the applicant. Those proposed on the application are lacking in some areas and obsolete in others. A set of comprehensive enforceable conditions needs agreeing by all parties.

<b>Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist.</b>	<ol style="list-style-type: none"> <li>1. Full training shall be provided to all staff on commencement of employment relating to all age-restricted products sold and any system or procedures they are expected to follow in the course of dealing with these goods.</li> <li>2. Refresher training shall be provided at regular intervals – at least every 6 months.</li> <li>3. Records detailing the training provided shall be kept on the premises for production upon request of a Police Officer or other authorised person as detailed within Section 13 of the Licensing Act 2003.</li> </ol>
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4. All records must be written and shall be retained on the premises for a minimum of 12 months.
5. A Challenge 25 or similar proof of age scheme shall be operated at all times.
6. Anyone attempting to purchase alcohol (or other age restricted product) that appears under the age of 25 years shall be asked to produce a proof of age.
7. The only acceptable forms of identification shall be:
  - PASS – accreditation proof of age card
  - Photo Driving Licence
  - Current Passport
  - HM Forces Identity Card
8. Clear, prominent and unobstructed signage informing customers of the proof of age scheme in operation shall be displayed at all entry points to the premises.
9. A system of recording sales challenged under the proof of age scheme shall be operated at all times.
10. The refusal book/log shall be kept on the premises for production upon request of a Police Officer or other authorised person as detailed within Section 13 of the Licensing Act 2003.
11. The records relating to the refusal book/log shall be retained on the premises for a minimum of 12 months.
12. The Premises Licence Holder shall ensure that a written incident log is maintained within the premises and details of all relevant incidents are recorded within the log. This log shall be kept on the premises for a period of not less than 12 months and shall be produced upon request of a Police Officer or other authorised person as detailed within Section 13 of the Licensing Act 2003.
13. The Premises Licence Holder or nominated person shall ensure that clear, prominent and legible notices are displayed internally at all exits, requesting customers and other users to leave the premises and the area local to the premises quietly and in an orderly manner respecting the needs of local residents.
14. A CCTV system shall be installed at all times and the recording system must be maintained in good working order and any faults repaired as soon as possible. (It is recommended that all maintenance paperwork be kept to show that the retailer has

shown all due diligence in maintaining the system.)

15. The CCTV recording system shall operate at all times when the premises are open for licensable activities.
16. All CCTV recordings shall be retained for a minimum of 28 days. These images must be available for viewing at any reasonable time upon request of a Police Officer or other authorised person as detailed within Section 13 of the Licensing Act 2003.
17. The Premises Licence Holder, Designated Premises Supervisor and designated members of staff shall be able to retrieve and copy any recording/images at the time of asking or within 48 hours if so required. (The police will not meet the cost for a recording or materials used for a reproduction of the image in respect of any crime and disorder; all costs are to be met by the owner of the system. If the incident was unrelated to the premises, the retrieval, if a cost incurred, would be met between the agencies requiring the image.)
18. The CCTV recording unit shall be kept secure, to be opened only by the Premises Licence Holder or authorised, designated member of staff.
19. Installed CCTV cameras shall be positioned so as to ensure that all parts of the premises to which the public has access are sufficiently covered (save for any toilet areas).
20. All cameras installed shall be of a standard that will offer optimum image quality and operate if required in low light.
21. All digital recordings shall be made in real time (time lapse not to be used).
22. No customer shall be allowed to remove any alcoholic or other drink from the licensed area of the premises in an open container (e.g. glasses and open bottles) unless to an external area set aside for consumption indicated on a plan.
23. When amplified musical entertainment is taking place inside the premises, all doors, including internal double doors, and windows shall be closed at all times, except for the sole purpose of access to and egress from the premises.
24. Where any amplified regulated entertainment takes place at the premises, regular boundary noise checks shall be conducted and any required action shall be taken. Records detailing the sound checks and any required action shall be recorded. All records must be

written and shall be retained on the premises for a minimum of 12 months.

25. Only recorded music of a background nature shall be played over external speakers to the garden area of the premises.

Signed:



Date: 13/06/2018

Please return this form along with any additional sheets to the Licensing Section, South Derbyshire District Council, Council Offices, Civic Way, Swadlincote, Derbyshire, DE11 0AH or email to [licensing@south-derbys.gov.uk](mailto:licensing@south-derbys.gov.uk) This form must be returned within the statutory period. For more details please check with the Licensing Office on 01283 595 716/890/724