

LICENSING ACT 2003**REPRESENTATION FORM – Responsible Authorities**

Responsible Authorities are requested, where possible, to forward to the Licensing Authority all relevant evidence in support of their representation at the time of submitting this form.

Your Details

Your Name:	PC 1567 Lucy Smith		
Name of the organisation you represent:	Gloucestershire Constabulary		
Position held:	Licensing Officer		
Postal Address of the organisation or body you represent:	Bearlands Longsmith Street Gloucester		
Post Code:	GL1 2JP		
Daytime contact telephone number:	01452 335379		
Email address: (optional)	<i>Lucy.smith@gloucestershire.police.uk</i>		
Full correspondence address if different to above:			

Premises Details

Name of premises you are making representation about:	Booze Run		
Full Postal Address of premises you are making representation about:	36A Bishopstone Road Gloucester		
Post Code:	GL1 4BZ	Application Ref. Number. (If known)	

Representation details

(Note: Your representation **must** relate to one or more of the four Licensing objectives. Please indicate the objective(s) your representation relates to).

Licensing Objective	Please tick for Yes	Licensing Objective	Please tick for Yes
The prevention of crime and disorder	Yes	Public safety	Yes
The prevention of public nuisance	Yes	The protection of children from harm	Yes

Conditions

Proof of Age

Orders for alcohol, when delivered, will only be handed to persons who are Over 18 and a recognised proof of age scheme such as ‘Challenge 25’ shall be adopted and implemented. The Designated Premises Supervisor shall ensure that all staff permitted to sell alcohol will be appropriately trained on the scheme and its requirements.

A refusals book shall be kept and maintained detailing all refusals and their locations. This book shall be available for inspection by an authorised officer of the Police or council upon request.

CCTV

a) CCTV will be operative at the premises of a standard satisfactory to the Police and Licensing Authority. All CCTV equipment shall be maintained in good working order and shall continually record.

b) In the event of any extension or replacement of the CCTV equipment any replacement or additional CCTV equipment shall be installed to the satisfaction of the Police and Licensing Authority.

c) That tapes, or other recording media relating to CCTV equipment (including any mobile devices) be retained for a minimum of 31 days and made available to an authorised officer of the Police or Licensing Authority immediately upon request.

d) The correct time and date shall be generated onto both the recording and real time image.

e) If the CCTV equipment breaks down the Premises Licence Holder shall ensure that the Designated Premises Supervisor, or in their absence other responsible person, verbally inform the Council’s Licensing Office and the Police as soon as is reasonably practicable. This information shall be contemporaneously recorded in the incident report register and shall include the date, time and by what means this notification was achieved and to whom the information was passed. Equipment failures shall be repaired or replaced as soon as is reasonably practicable and without undue delay. The Licensing Office and the Police shall be informed when faults are rectified, and the fact recorded in the incident report register.

f) A member of staff technically able to operate the CCTV system shall be comply with any reasonable request of an authorised officer of the Council or Police to view any CCTV that has been recorded. The Premises Licence Holder shall ensure that a member of staff shall be technically able to reproduce CCTV / images into removable format and that such removable format shall be produced within twenty four hours following any request from an authorised officer of the Council or the Police.

g) Signage shall be clearly displayed to the effect that Closed Circuit Television equipment is in operation to monitor security and customer safety.

Premises Security

The premises shall be fitted with an audible alarm system which will adequately ensure the security of the premises and stock.

All alcohol will be secured in a locked and secure unit within the premises.

Other

All orders shall be recorded and detailed in an order book. A copy of the order will remain with the order/driver during transit and delivery. The order book shall detail, exact items and quantities ordered, the time and date the order was placed and the name and location of the person placing the order. When delivered the order form will be marked accordingly. All records shall be kept for a minimum of 6 months and be available for inspection by an authorised officer of the Police or council upon request.

The Designated Premises Supervisor shall ensure that all staff are appropriately informed on keeping disruption and noise to residents to a minimum, particularly when loading and unloading.

No door-step sales will be made from the premises, all orders will be delivered.

Licensing Objectives

By implementing this agreed protocol in relation to CCTV, it will support the police in investigating and detecting crime. CCTV is an excellent tool, in the prevention of crime, hence the need to report any technical difficulties to the police as soon as possible.

An audible alarm is also a deterrent and will assist in preventing attacks on what could be a vulnerable premise. By keeping the alcohol in a locked and secure cabinet, should entry be gained to the premises removal of the alcohol will be far more difficult.

The 'Challenge 25' scheme is to be adopted as a safeguard to serving those persons under 18. The refusal book will assist in ensuring the scheme is being implemented and therefore promoting the objective 'protecting children from harm'

By the accurate keeping of records it will assist ensure that the business is run responsibly and lawfully. By keeping the order with the goods to be delivered, it will allow officials to check that only the goods to be delivered are being carried in the vehicle.

Due to this being a residential area and in order to prevent a public nuisance and therefore respecting local residents, noise should be kept to a minimum and all staff should be made aware of this.

Conclusion

The operating schedule does not contain any measures proposed by the applicants to promote the licensing objectives. It should also be noted that 2 of the 4 licensing objectives are 'Prevention' objectives. By adopting the conditions proposed, it will assist in preventing Crime and Disorder and Public Nuisance incidents.

Signed:	L J Smith	Dated:	06/12/10
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Position:

Licensing Officer – on behalf of the
Chief Constable of Police