

Notice of determination of interim steps following an application for a summary review of a premises licence

To: Chief Officer of Police for the Kent Police area
Of: Maidstone Police Station, Palace Avenue, Maidstone Kent
Ref: 11/00696/LAPRE

Sevenoaks District Council being the licensing authority, on 28 May 2014 received an application for the summary review of a premises licence in respect of premises known as The Portobello Inn, London Road, West Kingsdown TN15 6JB.

On 30 May 2014, within 48 hours of receipt of the Chief Officer's application, a hearing was held to consider whether it was necessary to take interim steps and a Notice of Determination was issued.

On 2 June 2014 Sevenoaks District Council received a representation against the interim steps taken by the Council as the Licensing Authority. Within 48 hours of receipt of the representations being received, a hearing was held to consider whether the interim steps were appropriate for the promotion of the licensing objectives and to determine whether to withdraw or modify the steps taken. Having considered these the Council have determined as follows:

To add conditions to the Licence as follows (pending the full review hearing):

Prevention of Crime and Disorder

A CCTV system is to be installed to an appropriate standard as agreed with the police. The premises licence will remain suspended until the system becomes fully operational.

The CCTV equipment shall be maintained in good working order and continually record when licensable activity takes place and recordings shall be kept for a period of 28 days.

The correct time and date will be generated onto both the recording and the real time image screen.

If the CCTV equipment breaks down the designated premises supervisor shall ensure the licensing authority and the police are informed as soon as is reasonably practicable. This information shall be contemporaneously recorded in the incident book and shall include the time, date and means this was done and to whom the information was reported. Equipment failures shall be repaired or replaced as soon as is reasonably practicable and without undue delay. The licensing authority and the police shall be informed when faults are rectified.

The designated premises supervisor shall ensure that there are trained members of staff available during licensable hours to be able to reproduce and download CCTV images into

a removable format at the request of the licensing authority or responsible authorities.

There shall be clear signage indicating that CCTV equipment is in use and recording at the premises during.

CCTV cameras shall monitor all areas used by premise patrons including any external smoking area and the car park to monitor numbers and prevent crime and disorder.

Signage must be displayed indicating that CCTV equipment is in use and recording at the premises.

An incident logbook/refusals register will be kept by the designated premises supervisor. This will be in a bound book in which full details of all incidents are recorded. This shall include details of any refused sales and shall give details of the persons involved, incident description, time and date, actions taken and final outcome of the situation. This shall be completed as soon as possible and in any case no later than the close of business on the day of the incident. The time and date when the report was completed, and by whom, is to form part of the entry. The logbook is to be kept on the premises at all times and shall be produced to a responsible authority upon request.

A written procedure will be produced and promulgated to staff to ensure the police will be called in the event that any criminal incident takes place or appears to be imminently likely to take place at the premises and staff will co-operate in any police investigation.

For any pre arranged event a risk assessment shall be prepared and provided to the police.

Either the DPS her husband or her mother to be present at all times when sales take place

The external areas are to be monitored and check sheets shall be used to confirm this is being done

Public Safety

The designated premises supervisor shall provide training for all staff to ensure that they are familiar with the premises licence, the Licensing Act 2003 and the appropriate procedures in case of an emergency. A record of the training shall be maintained and shall be available upon request by the licensing authority or responsible authorities.

Prevention of Public Nuisance

Notices will be displayed at all exits instructing customers to respect the needs of local residents and leave the premises and the area quietly.

Performers will be supervised to ensure the loading of equipment at the end of any event does not disturb surrounding residents.

The external area shall only be open to customers until 11pm. Adequate notices will be displayed to inform patrons of this requirement. After this time smoking only will be permitted.

The designated premises supervisor shall take all reasonable steps to ensure that patrons using the outside areas do so in a quiet and orderly fashion. Staff will regularly monitor the external area to ensure customer behaviour is acceptable.

Protection of Children from Harm

A challenge 21 policy will be used whereby any person who appears to be under 21 years of age and is attempting to purchase alcohol will be asked to provide identification. The only acceptable proof of age identification will be a passport, a photo driving licence, an EU identity card, military identification or a PASS approved proof of age card. Staff will be trained in this policy and records of the training will be kept.

Children will only be permitted on any part of the premises when accompanied by an adult and must leave the premises by 8pm, unless they are taking a table meal or attending a function when they will be permitted to stay until the end of the meal or function. This does not apply to the immediate family of the DPS.

These modified interim steps are effective from 4 June 2014.

Dated: _____
Signed _____
Chairman – Licensing Hearing
Signed _____
Designation – Licensing Officer

Please address any communications to:

The Licensing Partnership
Council Offices
PO Box 182
Argyle Road
Sevenoaks
Kent TN13 1GP

Note: There is no right of appeal to a magistrates’ court against the licensing authority’s decision at this stage.