

TVP Agreed Conditions

**From:** Clarke, Gary (C9203)  
**Sent:** Thursday, February 8, 2024 11:23 AM  
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**Cc:** Licensing <[Licensing@thamesvalley.police.uk](mailto:Licensing@thamesvalley.police.uk)>  
**Subject:** TVP Application Response - Premises Licence for Hungerford Park, Hungerford, RG17 0UU: NO OBJECTION

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On 18/01/2024, we received a Premises Licence application relating to Hungerford Park, Hungerford, RG17 0UU

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Multi-purpose venue.  
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Based on the supplied information, the Thames Valley Police response is: \*\*\* NO OBJECTION \*\*\*

Thames Valley Police and the applicant have agreed the attached Conditions to be applied to this Licence.

Thanks and stay safe.

Gary Clarke C9203  
Licensing Officer  
Bracknell, Wokingham and West Berkshire

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**Proposed Conditions for Hungerford Park.**

**Prevention of crime and disorder**

**CCTV**

The premises licence holder shall ensure the premises' digitally recorded CCTV system cameras shall continually record while the premises are open to the public, and recordings shall be kept, for a minimum of 31 days with time and date stamping. The entire licensable area shall be covered by CCTV. There shall be at least one camera positioned at each entry and exit point to monitor any external areas to the premises.

At least one staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open. This staff member shall be able to access, download and provide copies of CCTV images or data recordings to a Police Officer or an authorised officer of West Berkshire Borough Council, together with facilities for viewing upon request, subject to the provisions of the Data Protection Act and

GDPR. Recorded images shall be of such quality as to be able to identify the recorded person in any light.

Signage advising customers that CCTV is in use, shall be positioned in prominent positions.

The Designated Premises Supervisor shall conduct a dynamic written risk assessment for every special event held at the premises. This assessment, will consider the need for SIA Registered Door Staff to be employed for the event. This shall be retained for 6 months, and made available for inspection to a Police Officer or an authorised officer from West Berkshire Borough Council.

When employed at least 2 SIA licensed door supervisors shall be on duty at the premises, from 20:00 until 30 minutes after closure.

All persons entering or re-entering the premises, may be searched by a SIA licensed member of staff, and monitored by the premise's CCTV system.

The Premise Licence holder shall keep and maintain a register of door supervisors. The register will show the following details:

- a) the name, home address and registration number of all door supervisors working at the premises.
- b) SIA registration number.
- c) date and time that the door supervisor commenced duty, countersigned by the Designated Premises Supervisor or Duty Manager.
- d) Any incident of crime and disorder, or concerning children must be recorded giving names of the door supervisors involved.
- e) Date and time the door supervisor finished work, countersigned by the Designated Premises Supervisor or Duty Manager.
- f) The door supervisor register must be kept at the licensed premises and be available for inspection by Police or an authorised officer of West Berkshire Borough Council

The manager shall actively participate in and support the Pub Watch scheme, where such a scheme exists.

### **Incident Register**

All incidents which impact on any of the four licensing objectives shall be recorded in a register kept at the premises for this purpose.

The names of the person recording the incident, and those members of staff who deal with any incident shall also be recorded. Where known, any offenders name will also be recorded;

This record shall be available for inspection by a Police Officer or an Authorised officer of West Berkshire Borough Council upon request and shall be retained for one year.

The record shall be signed off by the DPS or nominated representative on a monthly basis.

### **Staff Training**

Staff employed to sell alcohol shall undergo training upon induction. This shall include, but not be limited to:

- The premises age verification policy
- The law relating to underage sales
- Dealing with refusal of sales
- Proxy purchasing
- Recognising valid identity documents not in the English language
- How to identify and safeguard vulnerable persons who attend the premises

Such training sessions are to be documented and refreshed every twelve months.

Records of training shall be kept for a minimum of one year and be made available to an authorised officer of Thames Valley Police and West Berkshire Borough Council upon request.

Before any person is employed at the premises sufficient checks will be made of their bona fides to ensure they are legally entitled to employment in the UK. Such checks shall include:

- Proof of identity (such as a copy of their passport)
- Nationality
- Current immigration status

Employment checks will be subject of making copies of any relevant documents produced by the employee, which will be retained on the premises and kept for a minimum period of one year. Employment records as they relate to the checking of a person's right to work will be made available to Police or an authorised officer of West Berkshire Borough Council upon request.

All staff to be trained to record refusals of sales of alcohol in a refusals book or electronic register, If the record is in written form then it should be documented in a bound book similar to a A4 day by day diary and marked refusals. The book/register shall contain:

- Details of the time and date the refusal was made
- The identity of the staff member refusing the sale
- Details of the alcohol the person attempted to purchase

(b) This book/register shall be available for inspection to an authorised officer of West Berkshire Borough Council or Police. A weekly review of the refusals book/register shall also be carried out, and signed off by the Designated Premises Supervisor, or their nominated representative.

### **Prevention of Public Nuisance**

The licensee shall ensure that no noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to undue disturbance to local residents. Staff shall monitor all external areas from 22:00 until closure of the premise.

During operating hours the licensee or nominated representative shall be available to receive and respond to nuisance related complaints a contact number shall be readily available to residents upon request.

All refuse and bottles shall be disposed of in bins quietly so as not to disturb neighbours or local residents. There shall be no disposal of glass bottles outside between 23:00 and 08:00.

Prominent, clear and legible notices shall be displayed and maintained at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly.

### **Protection of Children from Harm**

The premises shall at all times operate a Challenge 25 age verification policy to prevent any customers who attempt to purchase alcohol and who appear to the staff member to be under the age of 25 years from making such a purchase without having first provided identification. Only a valid driver's licence showing a photograph of the person, a valid passport, Military ID or proof of age card

showing the 'Pass' hologram (or any other nationally accredited scheme as set down within the mandatory conditions) are to be accepted as identification. A notice advertising the Challenge 25 and proof of age policy shall be displayed at the entrance and at all bar serving areas.

### **Public Safety**

The premises shall implement, operate and maintain a policy to manage dispersal of customers from the premises. The policy shall be in written form and all staff shall be trained in how to operate it. The policy shall be produced to Police or an authorised Officer of West Berkshire Borough Council upon request. All external lighting shall be positioned in such a way so as not to disturb or intrude upon local residents or businesses.