

Proposed Conditions for Reloaded Nightclub Ltd, Document House Newbury

Prevention of Crime and Disorder

1. The premises licence holder shall ensure the premises' digitally recorded CCTV system cameras shall continually record whilst the premises are open to the public and recordings shall be kept for a minimum of 31 days with time and date stamping.

(a) The entire licensable area shall be covered by the CCTV. There shall be at least one camera positioned at each entry and exit point to monitor any external areas to the premises. This includes any areas designated for tables and chairs and/or a designated smoking area

(b) Data recordings shall be made immediately available to an authorised officer of Thames Valley Police or West Berkshire Council subject to the provisions of the Data Protection Act, together with facilities for viewing upon request.

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

(d) At least one member of staff on the premises at any time during operating hours shall be trained to access and download material from the CCTV system.

2. Whilst Door Supervisors are employed at the premises all Door Supervisors working at the premises will be deployed with digitally recording Body Worn Video (BWV). The BWV will be used to record any incidents which occur inside or outside of the premises involving customers, prospective customers or any staff member that impact on any of the four licensing objectives. Data recordings shall be made immediately available to an authorised officer of Thames Valley Police or an officer from West Berkshire council together with facilities for viewing upon request, subject to the provisions of the Data Protection Act.

3. The premises licence holder must ensure that an identity scanning system shall be operated as per below:

(a) Operate 100% Identity Scanning for all customers whenever licensed SIA door supervisors are employed at the premises.

(b) "Customer" for the purposes of this condition shall include any patron; non-regular Staff, promoters and performers entering the premises. This condition shall not apply to regular staff members whose identity is already known to the Premises Licence Holder and or Designated Premises Supervisor.

(c) The Identity Scan Device shall record the names and dates of birth of all persons entering the premises and retain the image and details of the ID that has been provided.

(d) These records shall be kept for a minimum of thirty one days and shall be made immediately available to any authorised Officer of Thames Valley Police or an authorised Officer of West Berkshire Council, subject to the provisions of the data protection act.

(e) Any breakdown or system failure will be notified to TVP immediately and remedied as soon as practicable

4. The Designated Premises Supervisor shall ensure licenced security staff shall manage persons awaiting entry to the premises. Management shall ensure queuing customers do not obstruct the thoroughfare. This shall include any designated smoking areas.

5. Door Supervisors

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

(a) The name and registration number of all door supervisors working at the premises.

(b) Date and time that the door supervisor commenced duty, countersigned by the Designated Premises Supervisor or Duty Manager.

(c) Any incident dealt with by licensed door security staff impacting on any of the four licensing objectives must be recorded giving names of the door supervisors involved.

(d) Date and time the door supervisor finished work, countersigned by the Designated Premises Supervisor or Duty Manager.

(e) A record of the number of patrons on site shall be made half hourly in the door register.

(f) The door supervisor register must be kept at the licensed premises and be available for inspection by Thames Valley Police or an authorised officer from West Berkshire Council and shall be retained for period of six months from the date of the event.

6. When regulated entertainment by way of a DJ, is planned on a Thursday, Friday Saturday, Sunday or on any Bank Holiday a minimum of 3 SIA Registered Door staff will be on duty from 21:00 until 30 minutes after closure of the Premise. Should Live music be planned, any day of the week, then SIA Registered Door Staff will be employed.

The requirement for Door Supervision on other days will be on a risk assessed basis. The risk assessment will be a written document, and will be made available for inspection by Officers of West Berkshire Council and Thames Valley Police upon request.

A further door supervisor shall be employed whenever 200 or more patrons are admitted.

Where available from the company's door staff provider at least 1 female door supervisor shall be employed and available where appropriate e.g. If a female customer is subject to a body search.

(b) The Premises Licence Holder (PLH) shall ensure that a policy relating to the safe removal of persons from the premises and/or its immediate vicinity by staff and door supervisors shall be put in place and actively operated. The policy shall be in written format and made available upon request to an authorised officer of Thames Valley Police and West Berkshire Council.

This shall include but not be limited to:

- i) Persons who have been identified by staff as being vulnerable or at risk.
- ii) ii) Persons who are refused entry to the premises or refused service within the premises.
- iii) Persons who are ejected from the premises.

7. The Premises Licence Holder (PLH) shall ensure that upon induction all door supervisors employed at the premises receive as a minimum standard written training in:

(a) Refresher training shall be provided every 6 months and signed records shall be produced upon request to authorised officers of Thames Valley Police and West Berkshire Council.

(b) Written records for both induction and refresher training are to be kept for a minimum of 2 years of the date of training.

(c) Door Staff shall receive industry recognised Vulnerability training. This training shall formally take place once every 6 months and signed records of this training shall be maintained. These records shall be kept for a minimum of 1 year and shall be made available to any authorised Officer of Thames Valley Police and West Berkshire Council.

8. The Premises Licence holder shall ensure that all Door Supervisors whilst employed at the Premises shall wear 'High Visibility' arm bands to incorporate displaying their SIA badges, as well as hi visibility tabards that enable licensed SIA security staff to be easily identifiable both inside and outside of the premises.

9. The Premises Licence Holder shall ensure that regular SIA online checks are completed in relation to all SIA licensed security staff and records shall be kept on site of all SIA checks that have been completed and the validity of all door staff licences.

10. An active search policy shall be put in place to prevent illegal drugs and weapons being brought on to the premises. The policy shall include, but not be limited to, methods of search, detection, confiscation and disposal and shall be actively operated. The policy shall be in written format and made available upon request to an authorised officer of West Berkshire Council and Thames Valley Police and provide as a minimum for the standards below:

(a) Re-admittance for existing customers leaving the premises is permitted and where appropriate, shall be subject to a search by the door supervisors when re-entering the premises/ area.

11. The venue shall also actively partake in drugs initiatives run by the police or West Berkshire Council (including, but not exclusively, drug itemiser, passive drug dogs and spiked drinks campaigns).

12. The Premises Licence Holder shall ensure that notices shall be displayed advising the public that the right to conduct an outer body search is reserved as a condition of entry, and that Thames Valley Police shall be informed if anyone is found in possession of illegal drugs or offensive weapons.

13. Regular checks of high risk areas for drug use (including the toilets) shall be carried out by Door staff and premises staff when door staff are not available; A written record of all checks shall be maintained and made available upon request by an authorised officer of the Thames Valley Police and West Berkshire Council.

14. 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 shall also be recorded.

(a) This record shall be available for inspection by a Police Officer or an authorised officer of West Berkshire Council upon request and shall be retained for one year. The record shall be signed off by the Designated Premises Supervisor or nominated representative at the end of each trading session.

(b) A weekly review of the incident register shall also be carried out by the Designated Premises Supervisor.

15. The Premises Licence Holder shall participate in the Local Town Radio Scheme when the premises are opened for licensable activities Monday to Sunday inclusive.

Public Safety

17. All front of house staff will be specifically trained to monitor pre-booked tables for intoxication levels including an established escalation process in the event that signs of intoxication are witnessed. Bottled water to be provided on all pre-booked tables.

18. The Premises Licence Holder shall ensure that alcohol is only sold by staff authorised to sell alcohol from a recognised bar area. No alcohol is to be sold or distributed by 'Shot Sellers', in, on or around any floor or table area within the premises.

19. An entry, closure and dispersal policy for controlling the opening and closing of the premises and the departure of customers from the premises at the conclusion of the licensed activities shall be put in place and shall be actively operated. The policy shall be in written format and made available upon request to an authorised officer of West Berkshire Council and Thames Valley Police

20. The last permitted entry time to the premises Monday to Sunday shall be 2 hours prior to closure of the premise, with the exception of the re-entry of smokers.

21. A written risk assessment shall be put in place to manage the queuing of patrons outside of the venue on the public highway. This risk assessment shall be reviewed on a regular basis, be provided in written form and be made available for inspection to officers of West Berkshire Council and Thames Valley Police upon request.

22. The Premises Licence Holder shall ensure that all employed staff involved in the sale of alcohol shall be trained to record refusals of sales of alcohol in a refusals log (whether written or electronic). The log 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.

(a) This book /register will be available for inspection by a Police Officer or authorised officer of West Berkshire Borough Council upon request.

23. 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
- Identifying attempts by intoxicated persons to purchase alcohol
- Identifying signs of intoxication
- Conflict management
- How to identify and safeguard vulnerable persons who attend and leave the premises.
- Identifying signs of drug usage and prevention.
- The Four Licensing Objectives

(a) Such training sessions are to be documented and refreshed every six months. All training sessions are to be documented in English. 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 Council upon request.

Protection of Children from Harm

24. At all times that the premises is operating under this licence, the Premises Licence Holder shall ensure that staff operate a Challenge 25 Policy, to minimise the risk of alcohol being sold to underage customers. This Policy will as a minimum ensure that before entry, and before any sale of alcohol, any person who appears to be under the age of 25 will be required to produce photo ID in the form of a passport; driving licence, UK Military ID card; PASS (or similar) card to prove that he/she is over the age of 25, before being permitted.

(a) Notices advertising the Challenge 25 and proof of age policies shall be displayed in prominent places in the premises so that they can be seen internally and externally.

(b) The Premises Licence Holder shall display in a prominent position a copy of their policy on checking proof of age.

25. The premises licence holder or duly nominated representative shall be an active member of the local pub watch scheme if such a scheme is operative.

Prevention of Public Nuisance

26. Noise from amplified music or voices shall not be such as to cause a noise nuisance to occupants of nearby premises;

27. The exterior of the building shall be cleared of litter at regular intervals;

28. Clearly legible and suitable notices shall be displayed at all exits requesting customers to respect the needs of local residents and to leave the premises and area quietly.

29. Dispersal process

(a) At the end of the evening management and staff shall assist with the orderly and gradual dispersal of patrons in line with the written dispersal policy.

(b) Staff members (including door personnel when employed) shall advise patrons to leave the premises quickly and quietly out of respect for neighbours.

(c) Bottle and drinking receptacles shall be removed from any patron before exiting the premises

(d) Customers shall be actively discouraged from assembling outside the premises at the end of the permissible hours;

30. Any outside area used by customers wishing to drink or smoke shall be clearly delineated and covered by the CCTV system which shall be installed at the premises;

(a) The outside area shall be monitored by staff or door security staff (when employed)

(b) The area shall be cleaned regularly.

(c) Suitable receptacles shall be provided for smokers to dispose of cigarette butts.

(d) Signs shall be displayed in any external areas requesting customers to keep noise to a minimum.

(e) Patrons who disregard signage and verbal instructions regarding noise shall be asked to move inside and/or leave the premises.

(g) Open containers of alcohol shall not be permitted to be taken beyond the boundary of the outside area.

31. The premises licence holder shall ensure that advertising or promotional material for licensable activities at the premises is not placed on any street furniture, structure or public highway not belonging to the premises licence holder. Failure by the premises licence holder to remove any promotional material illegally displayed will be a breach of this condition and any other legislation that applies in West Berkshire in relation to unlawful advertising on street furniture.