

Russets  
Richard Deighton  
to:  
licensing  
14/06/2011 17:35  
Cc:  
10378  
Show Details

**ROUNDABOUT HOUSE  
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Mr P. Hughes  
By e-mail alone

14<sup>th</sup> June 2011

Dear Mr Hughes,  
Russets

Further to my E-mail earlier today I have now spoken to Mr Hathaway of Surrey Police. I have also discussed the matter with Ms P. Allen who deals with the Licence for Civil Ceremonies.

Ms Allen has pointed out that the public must be permitted to attend the Civil Ceremonies not least to allow for objection to be made.

Mr Hathaway has correctly pointed out that it is the rear raised lawn abutting the building that is to be included in the Licence. He also wishes the actual conditions required by the Police to be included in the Operating Schedule.

Accordingly I confirm that the Operating Schedule will be amended as follows:

1. A fresh plan of the grounds will be submitted to show only the lawn at the back of the premises to be included in the Licence. Mr Hathaway is satisfied that the downward slope at the rear of the lawn will be a sufficient demarcation.
2. The attached conditions as required by the Police will be included in the Operating Schedule and in the Premises Licence if granted.
3. Suggested existing Condition 1. will be amended to add the following replacing the full stop after the word function with a comma "but save also in the case of a Civil Ceremony where the general public must by law be admitted to the premises to enable them to attend the Ceremony only."

Following consultation further amendments may be necessary and a fully amended Operating Schedule, plan of the grounds, and suggested Conditions will be submitted to the Licensing

Authority and distributed as it may determine. Copies of this letter have been sent to the Police and the EHO.

Yours sincerely,

Richard Deighton

1. The licence holder shall maintain a comprehensive digital colour CCTV system at the premises that ensures all public areas of the licensed premises are monitored, including all public entry and exit points and which enables frontal identification of every person entering in any light condition. All cameras shall continually record whilst the premises are open to the public and video recordings shall be available for a minimum of 31 days with time and date stamping. Recordings shall be made available to an authorised officer or police officer together with facilities for viewing. There will be a capability to download to CD/DVD  
The recording system will be locked in a secure cupboard together with the mains supply.
2. Staff shall be trained in the basic law relating to the sale/supply of alcohol and written records will be kept for inspection. This will include the law relating to both the sale and the consumption of alcohol to persons under 18 and the refusal of sale of alcohol to persons who are drunk. There will be an ongoing training regime with refresher/reinforcement training at intervals of no more than six months.
3. The premises will operate a Challenge 21 policy and will only accept passport, photo driving licence or ID cards bearing the PASS hologram as forms of identification.
4. An incident log shall be kept at the premises, and made available on request to an authorised officer of the Borough Council or the Police, which will record the following:
  - a. All crimes reported to the venue
  - b. All ejections of patrons
  - c. Any complaints received
  - d. Any incidents of disorder
  - e. Seizures of drugs or offensive weapons
  - f. Any faults in the CCTV system
  - g. Any refusal of the sale of alcohol
  - h. Any visit by a relevant authority or emergency service

Attachment to email from Mr Deighton  
on 14/06/11 at 17:35.