

Annexe 4

**From:** Maison Restaurant  
**Sent:** 04 October 2021 16:55  
**To:**  
**Subject:** Fwd: Wrecclesham House  
**Attachments:** Wrecclesham House.docx

[\*\* This email originates from an external source \*\*]

Dear '

Please accept this email as confirmation that I accept the Police conditions attached as outlined by Rab Carnie.

Rgds  
Lornette

----- Forwarded message -----

**From:** l  
**Date:** Thu, 30 Sept 2021 at 21:35  
**Subject:** Fwd: Wrecclesham House  
**To:** k>

Begin forwarded message:

**From:** "Carnie, Rab 11701"  
**Subject:** Wrecclesham House  
**Date:** 29 September 2021 12:13:46 GMT+01:00  
**To:**  
**Cc:**

Please find the Police proposed conditions attached. If you have any issues with them then please call me and we can discuss them.

If you are happy with the conditions then please email them to Kate Halsall at Waverley licensing informing her that you accept the Police conditions to replace the conditions in your application

I will call you next week regarding visiting the premises

Regards

Rab Carnie

Police Licensing Enforcement Officer

Surrey Police

## Wrecclisham House

### General- all four licensing objectives (b,c,d,e)

The manager/DPS fully understands his/her role and responsibilities concerning the four licensing objectives obtained within the 2003 licensing act. A comprehensive breakdown of these objectives & how to ensure they are met are detailed below. The manager/DPS of the premises shall ensure that all staff who work behind the bar have full knowledge of the challenge 25 rule. Challenge 25 posters will be displayed

### PREVENTION OF CRIME AND DISORDER

1. Any person who shows signs of intoxication will be refused entry to the licensed premises.
- 2) Appropriate digital CCTV equipment and a sufficient number of cameras shall be installed and maintained at the premises to record colour images that are clear enough to allow the Police to use them to investigate any crimes that are committed on the premises. The areas covered by the cameras will be all areas that the public have access and this will include the outside area. A camera will be positioned to obtain images of persons entering the building by the main entrance.
- 3) No persons other than the Police, the licensing authority, the premise licensing holder or the managers/DPS shall have access to the CCTV recording equipment or the recordings made from such equipment. The CCTV system will be in operation and recording whenever the premises are open to the public.
- 4) Recordings made on the CCTV system shall be retained for a period of at least 31 days of recording.
- 5) A minimum of 2 notices stating that CCTV is in operation shall be displayed throughout the premises where the public have access. The notices shall be at least A4 size.
- 6) There shall be a member of staff on duty at all times when the premises is open to the public who is able to operate the CCTV system. If an incident occurs at the premises then the footage on the CCTV system shall be made available to view by Police officers on request. If a copy is requested then it must be available within 48 hours of the request.
- 7) An incident book shall be kept on the premises and all incidents no matter how minor will be recorded.

### PUBLIC SAFETY

- 1 The management shall have a "Challenge 25" policy and bar staff are instructed not to serve anyone who fails to prove that they have reached 18 years of age.

## **PREVENTION OF PUBLIC NUISANCE**

1. The management will control the escape of noise from the licensed premises by ensuring that the windows and doors are kept shut during any live indoor music events after 23:00 hours
- 2 Entry to the licensed premises will not be permitted to anyone who appears intoxicated.
- 3 The management fully understands that it is their duty to prevent their business causing any nuisance to any local residents or businesses they will monitor the external premises area in relation to any anti-social behaviour or public nuisance

## **PROTECTION OF CHILDREN FROM HARM**

1. Only children accompanied by an adult will be allowed into the licensed premises the children will be supervised by an adult at all times
2. The management shall adopted the “Challenge 25” policy. Any person who appears to look under the age of 25 years shall be challenged and asked for identification to prove that they are over the age of 18 in accordance with the ‘Challenge 25’ policy.
- 3 The ‘Challenge 25’ policy shall be brought to the attention of customers at the point of sale by the display of notices
- 4 The premises will only accept valid forms of identification such as photo driving licence, passport and home office approved id cards displaying the national proof of age standard scheme ( PASS hologram). All customers who look under the age of 25 shall be challenged to prove their age and identity when purchasing alcohol.
- 5 A Refusals book shall be kept on the premises and a record must be kept of all persons who are refused the sale of alcohol and this book shall be made available on request to the police or authorised person
- 6 All staff who serve alcohol shall receive suitable training including refresher training in relation to challenge 25 proof of age policy which shall be applied to the premises. This training shall be carried out every 6 months and a written record of the training shall be kept. Every person who completes the training shall sign and date the written record and this record shall be countersigned by the designated premises supervisor or by a person who holds a personal licence who works at the premises