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**From:** [redacted]@surrey.pnn.police.uk>  
**Sent:** Thursday 06 January 2022 12:13  
**To:** [redacted]  
**Cc:**  
**Subject:** Hilltop Kitchen  
**Attachments:** HILLTOP KITCHEN.doc

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

Please find the attached Police proposed conditions to replace the conditions on your application. If you are happy then please email [redacted] at the council and let her know. I have cc her into this email so she will be aware  
Regards

Licensing Enforcement Officer  
Surrey Police

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

The designated premises supervisor fully understands her/his 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 designated premises supervisor shall ensure that all staff who work at the premises have full knowledge of the challenge 25 rule. Challenge 25 posters will be displayed

The prevention of crime and disorder

- 1) All staff shall receive suitable training including refresher training every 6 months in relation to challenge 25 proof of age policy which shall be applied to the premises. All training shall be recorded and then signed by the person completing the training. The DPS or a personal licence holder who is employed at the premises must also countersign the training record.
- 2) An incident book shall be kept on the premises and all incidents at the premises shall be recorded in the book. The incident book shall be checked by the DPS or a personal licence holder who works at the premises on a weekly basis and then signed and dated after the last entry

Public Safety

- 1) The staff will not sell alcoholic beverages under any circumstances to any person who appears to be intoxicated or under the influence of drugs
- 2) . An appropriate first aid kit will be located on the premises and available for customers use.

Prevention of a public nuisance

- 1) Notices shall be displayed on the premises alerting people to leave the premises in a quiet and orderly manner
- 2) The management fully understands that it is their duty to prevent their premises 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

## The Protection of children from harm

- 1) All staff shall receive suitable training including refresher training every 6 months in relation to challenge 25 proof of age policy which shall be applied to the premises
- 2) 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
- 3) 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
- 4) All children must be supervised at all times while in the premises

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**From:** >  
**Sent:** Monday 10 January 2022 11:37  
**To:**  
**Cc:**  
**Subject:** Re: Hilltop Kitchen

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

Dear

Thank you for your call last week and appologies for the slow response. To confirm I agree to the conditions you have provided and these will be added to our application. Thank you for your help on this matter. We will also be updating the licence hours on the application as you suggested.

Many thanks,