

THE LEATHERN BOTTLE, 77 MEADOW, GODALMING, SURREY, GU7 3JG

1. Age verification:

A "Challenge 25" proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS hologram.

2. Incident log:

An incident log shall be kept at the premises, and made available on request to an authorised officer of the Council or the Police. The incident log must be bound numbered book. It must be completed within 24 hours of the incident and will record the following:-

- (a) all crimes reported to the venue;
- (b) all ejections of patrons;
- (c) any complaints received concerning crime and disorder;
- (d) any incidents of disorder;
- (e) all seizures of drugs or offensive weapons;
- (f) any faults in the CCTV system, searching equipment or scanning equipment;
- (g) any refusal of the sale of alcohol;
- (h) any visit by a relevant authority or emergency service.

3. Incident management:

In the event that a serious assault is committed on the premises (or appears to have been committed) the management will immediately ensure that:-

- (a) the Police (and, where appropriate, the ambulance service) are called without delay;
- (b) all measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the Police;
- (c) the crime scene is preserved so as to enable a full forensic investigation to be carried out by the Police;
- (d) such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises; and
- (e) in the event of a serious incident the suspect(s) details must be shared with the Chair of the Pubwatch at the earliest opportunity. this is for consideration from introducing an immediate ban of the suspect(s).

4. CCTV:

- (a) The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the police licensing team.
- (b) All entry and exit points will be covered enabling frontal identification of every person entering in any light condition.

- (c) The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises and will include the external area immediately outside the premises entrance.
- (d) All recordings shall be stored for a minimum period of 31 days with date and time stamping.
- (e) Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31-day period.
- (f) The CCTV system must record at the front of the premises curtilage.
- (g) The CCTV system will be checked by the DPS or his named delegate on a weekly basis to ensure full functionality. a record will be kept of such checks, including the person making them, which will be made available upon the request of Police or authorised officer.
- (h) In the event of any system failure, the Police Licensing Department and Licensing Authority will be made aware as soon as reasonably possible, and an entry made in the incident book detailing the defect and all activity undertaken to effect repair to and resumption of the CCTV system.