

LICENSING APPLICATIONS SUB-COMMITTEE 2 MINUTES - 16 JULY 2020

- The prevention of public nuisance;
- The protection of children from harm.

The report further stated that in determining the application the Licensing Authority must also have regard to the representations received, the Licensing Authority's statement of licensing policy and any relevant section of the statutory guidance to licensing authorities. Furthermore, in determining the application, the Licensing Authority could take such of the following steps as it considered appropriate and proportionate for the promotion of the licensing objectives:

- Take no further action
- To issue formal warnings to the premises supervisor and/or premises licence holder
- Modify the conditions of the licence (including, but not limited to hours of operation of licensable activities)
- Exclude a licensable activity from the scope of the licence
- Remove the designated premises licence supervisor
- Suspend the licence for a period not exceeding three months
- Revoke the licence

(Where the Sub-Committee took a step mentioned in the third and fourth bullet points above it may provide that the modification or exclusion was to have effect for a period not exceeding three months or permanently.)

The report set out paragraphs 1.2 to 1.5, 1.7, 1.8, 9.12, 9.13, 9.42, 9.43, 11.1, 11.2, 11.10, 11.16 to 11.19 and 11.25 from the Secretary of State's Guidance to the Licensing Act 2003 issued in April 2018. The report set out paragraphs 1.5, 1.6, 2.19, 3.2, 3.7, 4.15, 5.13, 5.15, 7.1, 7.2, 7.4, 9.12, 9.13, 9.15, 9.16, 9.18, 9.20 and 9.21 of the Council's Statement of Licensing Policy.

Simon Wheeler and Natalie Cox from Thames Valley Police were present at the meeting and addressed the Sub-Committee on the review application.

Robert Smalley, Licensing Enforcement Officer attended the meeting and addressed the Sub-Committee on behalf of Reading Borough Council as a Responsible Authority.

William Donne, Silver Fox Licensing Consultants, Jon Payne, Licensing Lawyers, Mohammed Saleem, Premises Licence Holder and Kamal Saleem, the manager of Favourite Chicken & Pizza, attended the meeting and addressed the Sub-Committee.

Peter Narancic, Senior Licensing Enforcement Officer, presented the report at the meeting and asked the Sub-Committee to note that the date quoted on the report had been superseded due to the Coronavirus pandemic, and that the date on which the application was heard was 16 July 2020

The Sub-Committee noted that there had been breaches of the current conditions attached to the Licence and considered that a reduction in the hours of operation and the amendment of existing and addition of new conditions would enable the Premises Licence Holder to promote the four Licensing Objectives, in particular the prevention of Crime and Disorder and ensuring public safety. The Committee also

LICENSING APPLICATIONS SUB-COMMITTEE 2 MINUTES - 16 JULY 2020

noted that the premises was in an area that had the highest rate of Crime and Disorder in the town centre and acknowledged that there had been incidents both within and outside the premises.

Resolved -

That, in order to promote the four licensing objectives and having regard to the oral and written representations made, the Secretary of State's guidance issued under section 182 of the Licensing Act 2003 (April 2018) and the Council's Statement of Licensing Policy, the Premises Licence in respect of Favourite Chicken & Pizza, 10 St Marys Butts, Reading, RG1 2LN, remain in force with reduced opening hours

Having heard all of the representations the Sub-Committee considered that the changes in the operating hours were such as to reduce the risks of incidents occurring that would breach the four Licensing Objectives.

The current hours for licensable activities and conditions attached to the licence would be removed and replaced by the new hours and set out below:

1. Hours for licensable activities

Hours for the Provision of Late-Night Refreshment

Monday to Sunday 2300 hours until 0200 hours

Hours the Premises is Open to the Public

Monday to Sunday 0900 hours until 0230 hours

2. Conditions

Replace (a) with (1) below:

(a) The Premises Licence Holder shall ensure the premises digitally recorded CCTV system camera shall continuously record whilst the premises are open to the public and the recordings shall be kept available for a minimum of 31 days with time and date stamping. Data recordings shall be made immediately available to an authorised officer of Reading Borough Council or an officer of Thames Valley Police together with facilities for viewing upon request. Recorded images shall be of such quality as to be able to identify the recorded person.

(1) The Premises Licence Holder shall ensure the premises digitally recorded CCTV system camera shall continuously record whilst the premises are open to the public and the recordings shall be kept available for a minimum of 31 days with time and date stamping. Data recordings shall be made immediately available to an authorised officer of Reading Borough Council or an officer of Thames Valley Police together with facilities for viewing upon

LICENSING APPLICATIONS SUB-COMMITTEE 2 MINUTES - 16 JULY 2020

request, subject to the provisions of the Data Protection Act. Recorded images shall be of such quality as to be able to identify the recorded person in any light. 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. CCTV signs shall be displayed in public areas.

Replace (d) with (2a, 2b and 2c) below:

- (d) The premises shall have two SIA (Security Industry Authority) approved door supervisors on a Thursday night's trade, Friday night's trade and Saturday nights trade from 0000 hours until the last customer has left at closing time;
- (2)(a) The premises shall have FOUR SIA approved door supervisors on a Thursday night's trade, Friday night's trade and Saturday nights trade from 2300 hours until the last customer has left at closing time;
- (2)(b) The premises shall have TWO SIA approved door supervisors on a Sunday night's trade, Monday night's trade, Tuesday night's trade and Wednesday nights trade from 2300 hours until the last customer has left at closing time;
- (2)(c) The Premises Licence Holder shall risk assess the requirement to increase the number of SIA approved door supervisors Monday to Sunday whenever late-night refreshment is taking place, which should show cognisance of local events such as Fresher's Week, Bank Holiday weekends, Christmas and New Year's Eve as non-exhaustive examples. The risk assessment must be in writing and available immediately upon request to authorised officers of Reading Borough Council and Thames Valley Police.

Replace (e) with (3) as below:

- (e) The Premises Licence Holder shall keep and maintain a register of door supervisors. The register shall show the following details:
 - (i) The name, home address and registration number of all door supervisors working at the premises;
 - (ii) SIA registration number;
 - (iii) Date and time the door supervisor commenced duty - countersigned by the duty manager;
 - (iv) Any occurrence or incident which undermines the licensing objectives must be recorded giving names of the door supervisor involved and the date of the occurrence;

LICENSING APPLICATIONS SUB-COMMITTEE 2 MINUTES - 16 JULY 2020

- (v) Date and time the door supervisor finished work countersigned by the duty manager;
 - (vi) 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 Reading Borough Council;
- (3) When employed, a register of door supervisors shall be kept. The register shall show the following details:
- (i) Full SIA registration number and name;
 - (ii) Date and time the door supervisor commenced duty - countersigned by the duty manager;
 - (iii) Date and time the door supervisor finished work countersigned by the duty manager;
 - (iv) Any occurrence or incident of interest involving crime and disorder or public safety must be recorded giving names of the door supervisor involved;
 - (v) A record will be kept on site of all monthly SIA checks that are made via the register of licence holders via the www.sia.homeoffice.gov.uk website to check the validity of all door staff licences. A scan, photocopy or photographic image of the SIA badge held by each door supervisor shall be recorded and retained in a register along with an ID photo of the individual to ensure that the badge is held by the “correct” person. All records to be retained for twelve months in line with (vi) below;
 - (vi) The door supervisor register shall be kept at the licensed premises and be available for inspection by an authorised officer from Reading Borough Council or Thames Valley Police upon request, and shall be retained for a period of twelve months;

Replace (f) with (4) as below:

- (f) 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 badge;
- (4) The Premises Licence Holder shall ensure that all door supervisors whilst employed at the premises shall wear hi-visibility tabards in bright green, yellow or orange in order that they can be clearly visible and identifiable at all times to the public and via CCTV both internally and externally. When tabards are worn, hi-visibility arm bands must also be worn that incorporate displaying SIA badges. If hi-visibility full sleeved jackets are worn the PREMISES LICENCE HOLDER must ensure

LICENSING APPLICATIONS SUB-COMMITTEE 2 MINUTES - 16 JULY 2020

that all door supervisor badges are also displayed via an easily visible arm band of a different hi-visibility colour to the jacket that is being worn.

Add conditions (5) to (16) below:

- (5) While 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 both inside and outside of the premises involving customers either entering, exiting or gathering in the vicinity of the premises or in any queue that impact any of the four licensing objectives. Data recordings shall be made immediately available to an authorised officer of Reading Borough Council or Thames Valley Police together with facilities for viewing upon request, subject to the provisions of the Data Protection Act.
- (6) All SIA door supervisors employed at the premises will be trained in respect of a Door Supervisors Operational Policy which must be written and provided by the Premises Licence Holder and a signed training record to confirm the same will be maintained for production to authorised officers of Reading Borough Council and Thames Valley Police upon request.
- (7) The Premises Licence Holder shall ensure that a written operational 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, actively operated and included within the Door Supervisors Operational Policy. The Policy shall be in written format and made available upon request to an authorised officer of Reading Borough Council and Thames Valley Police. This shall include, but not be limited to:
 - (i) persons who have been identified by staff as being vulnerable or at risk;
 - (ii) Persons who are refused entry to the premises or refused service within the premises;
 - (iii) Persons who are ejected from the premises.
- (8) The Premises Licence Holder shall ensure that upon induction, all door supervisors employed at the premises receive as a minimum standard written training in a) control and restraint techniques and b) legal training covering the powers and policies relevant to their role. Refresher training shall be provided every six months and signed records shall be produced upon request to authorised officers of Reading Borough Council and Thames Valley Police. Written records for both induction and refresher

LICENSING APPLICATIONS SUB-COMMITTEE 2 MINUTES - 16 JULY 2020

training are to be kept for a minimum of two years of the date of training.

- (9) The Premises Licence Holder shall participate, as far as is practicable, in the Local Town Safe Radio scheme when the premises are open for licensable activities.
- (10) The Premises Licence Holder or nominated representative shall keep and maintain all right to work documents for all staff members. Right to work documents shall be kept at the premises and produced to an authorised officer of Reading Borough Council or Thames Valley Police upon request.
- (11) 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. Staff shall be available to assist in the dispersal of customer at the cessation of licensable activities each evening.
- (12) The premises shall implement, operate and maintain a policy to manage dispersal of customer from the premises. The policy shall be in written format and all staff should be trained in how to operate it. The policy shall be produced to an authorised officer of Reading Borough Council or Thames Valley Police upon request.
- (13) All packaging and utensils for use by customers shall be made of biodegradable or recyclable materials;
- (14) Staff shall actively discourage and disperse persons who congregate outside the premises so as to minimise disturbance to local residents;
- (15) Children under the age of 18 years shall not be permitted on the premises after 2300 hours. The Premises Licence Holder or duly nominated representative shall put in place processes for identifying customers under the age of 18 and written signed training provided to all staff and door supervisors detailing how to deal with any potential conflict arising from the refusal of service.
- (16) Staff employed shall undergo training in relation to the Licensing Act 2003 regarding late night refreshment upon induction. This shall include, but not be limited to understanding the four licensing objectives. 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 Reading Borough Council or Thames Valley Police upon request.
 - I The prevention of crime and disorder

LICENSING APPLICATIONS SUB-COMMITTEE 2 MINUTES - 16 JULY 2020

- II Public safety
- III The prevention of public nuisance
- IV The protection of children from harm.

Replace (g) with (17) as below:

- (g) All incidents which impact on any of the 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. Such records shall be retained for a period of one year and be made available for inspection by an authorised officer of Reading Borough Council or an officer of Thames Valley Police.
- (17) An incident book/register shall be maintained to record all incidents of crime and disorder occurring at the premises. The register shall record a description of the incident, a description of any persons involved in the incident, any person recording the incident and details of whether the police were called. This book/register shall be available to an authorised officer of Reading Borough Council or Thames Valley Police upon request.

4. APPLICATION FOR THE REVIEW OF A PREMISES LICENCE - BAR IGUANA/PREMIER

The Assistant Director of Planning, Transport and Regulatory Services submitted a report on an application by Thames Valley Police for the review of a Premises Licence in respect of Bar Iguana/Premier, 11 St Marys Butts, Reading, RG1 2LN.

The report stated that Thames Valley Police had requested a review of the Premises Licence due to serious concerns that the premises was failing to support the licensing objectives.

The report explained that these concerns were based on the number of violent incidents that had occurred in and around the premises, which included large scale fights, possession of drugs, a stabbing and use of a Taser to arrest an individual. The most recent of these incidents had taken place on 21 December 2019 where a large-scale disorder had occurred outside the premises. Inspection of the premises had also found a number of management failures, which had not been remedied despite written requests from Licensing officers. A copy of the review application form was attached to the report at Appendix JC1.

The report stated that during the 28-day consultation period, representations had been received from Reading Borough Council Licensing Team which were attached to the report at Appendix JC2.

A copy of the current licence was attached at Appendix JC5 and authorised the following licensable activities:

Hours for the Exhibition of Films

LICENSING APPLICATIONS SUB-COMMITTEE 2 MINUTES - 16 JULY 2020

Monday to Sunday 1000 hours until 0200 hours

Seasonal Variations

Christmas Eve and Sundays preceding Bank Holiday Mondays 1000 hours until 0400 hours.

New Year's Eve from 1000 hours until 1000 hours the following day.

Hours for the Provision of Live Music

Monday to Thursday 1000 hours until 0200 hours

Friday to Saturday 1000 hours until 0300 hours

Sunday 1000 hours until 0200 hours

Seasonal Variations

Christmas Eve and Sundays preceding Bank Holiday Mondays 1000 hours until 0400 hours.

New Year's Eve from 1000 hours until 1000 hours the following day.

Hours for the Playing of Recorded Music

Monday to Thursday 1000 hours until 0200 hours

Friday to Saturday 1000 hours until 0300 hours

Sunday 1000 hours until 0200 hours

Seasonal Variations

Christmas Eve and Sundays preceding Bank Holiday Mondays 1000 hours until 0400 hours.

New Year's Eve from 0700 hours until 1000 hours the following day.

Hours for the Performance of Dance

Monday to Thursday 1000 hours until 0200 hours

Friday to Saturday 1000 hours until 0300 hours

Sunday 1000 hours until 0200 hours

Seasonal Variations

Christmas Eve and Sundays preceding Bank Holiday Mondays 1000 hours until 0400 hours.

New Year's Eve from 0700 hours until 1000 hours the following day.

Hours for anything similar to Live Music, Recorded Music and the Performance of Dance

Monday to Thursday 1000 hours until 0200 hours

Friday to Saturday 1000 hours until 0300 hours

Sunday 1000 hours until 0200 hours

Seasonal Variations

Christmas Eve and Sundays preceding Bank Holiday Mondays 1000 hours until 0400 hours.

New Year's Eve from 0700 hours until 1000 hours the following day.

LICENSING APPLICATIONS SUB-COMMITTEE 2 MINUTES - 16 JULY 2020

Hours for the Provision of Late-Night Refreshment

Monday to Thursday	2300 hours until 0200 hours
Friday to Saturday	2300 hours until 0300 hours
Sunday	2300 hours until 0200 hours

Seasonal Variations

Christmas Eve and Sundays preceding Bank Holiday Mondays 1000 hours until 0400 hours.

New Year's Eve from 0700 hours until 1000 hours the following day.

Hours for the Sale by Retail of Alcohol

Monday to Sunday	0700 hours to 0630 hours
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The First floor bar: Sunday to Thursday from 1000 hours until 0200 hours

Friday and Saturday from 1000 hours until 0300 hours

The Off Licence: Monday to Sunday from 0700 hours until 0200 hours

Delivery Service: Monday to Sunday from 0700 hours until 0630 hours

Seasonal Variations

Christmas Eve and Sundays preceding Bank Holiday Mondays from 1000 hours until 0200 hours.

New Year's Eve from 0700 hours until 1000 hours the following day

Hours Open to the Public

Monday to Sunday	0700 hours until 0700 hours
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The First floor bar: Sunday to Thursday from 1000 hours until 0300 hours

Friday and Saturday from 1000 hours until 0300 hours

The Off Licence: Monday to Sunday from 0700 hours until 0700 hours

Delivery Service: Monday to Sunday from 0700 hours until 0630hrs

Seasonal Variations - The Bar

Christmas Eve, New Year's Eve and Sundays preceding Bank Holiday Mondays from 0700 hours until 0430hrs.

The following additional documents were attached to the papers:

Appendix JC3	Letters of Support for the premises Licence Holder;
Appendix JC4	Additional Information supplied by Thames Valley Police;
Appendix JC6	Additional Information Supplied by Premises Licence Holder.

The report stated that in determining the review application the Licensing Authority had a duty to carry out its functions with a view to promoting the four licensing objectives, as follows:

- The prevention of crime and disorder;
- Public safety;
- The prevention of public nuisance;

LICENSING APPLICATIONS SUB-COMMITTEE 2 MINUTES - 16 JULY 2020

- The protection of children from harm.

The report further stated that in determining the application the Licensing Authority must also have regard to the representations received, the Licensing Authority's statement of licensing policy and any relevant section of the statutory guidance to licensing authorities. Furthermore, in determining the application, the Licensing Authority could take such of the following steps as it considered appropriate and proportionate for the promotion of the licensing objectives:

- Take no further action
- To issue formal warnings to the premises supervisor and/or premises licence holder
- Modify the conditions of the licence (including, but not limited to hours of operation of licensable activities)
- Exclude a licensable activity from the scope of the licence
- Remove the designated premises licence supervisor
- Suspend the licence for a period not exceeding three months
- Revoke the licence

(Where the Sub-Committee took a step mentioned in the third and fourth bullet points above it may provide that the modification or exclusion was to have effect for a period not exceeding three months or permanently.)

The report set out paragraphs 1.2 to 1.5, 1.7, 1.8, 9.12, 9.13, 9.42, 9.43, 11.1, 11.2, 11.10, 11.16 to 11.19 and 11.25 from the Secretary of State's Guidance to the Licensing Act 2003 issued in April 2018. The report set out paragraphs 1.5, 1.6, 2.19, 3.2, 3.7, 4.15, 5.13, 5.15, 7.1, 7.2, 7.4, 9.12, 9.13, 9.15, 9.16, 9.18, 9.20 and 9.21 of the Council's Statement of Licensing Policy.

Simon Wheeler and Natalie Cox from Thames Valley Police were present at the meeting and addressed the Sub-Committee on the review application.

Robert Smalley, Licensing Enforcement Officer attended the meeting and addressed the Sub-Committee on behalf of Reading Borough Council as a Responsible Authority.

William Donne, Silver Fox Licensing Consultants, Jon Payne, Licensing Lawyers, Mohammed Saleem, Premises Licence Holder and Kamal Saleem, the Designated Premises Supervisor for Bar Iguana/Premier, attended the meeting and addressed the Sub-Committee.

Peter Narancic, Senior Licensing Enforcement Officer, presented the report at the meeting and asked the Sub-Committee to note that the date quoted on the report had been superseded due to the Coronavirus pandemic, and that the date on which the application was heard was 16 July 2020.

The Sub-Committee noted that there had been breaches of the current conditions attached to the Licence and considered that a reduction in the hours of operation and the amendment of existing and addition of new conditions would enable the Premises Licence Holder to promote the four Licensing Objectives, in particular the prevention of Crime and Disorder and ensuring public safety. The Committee also

LICENSING APPLICATIONS SUB-COMMITTEE 2 MINUTES - 16 JULY 2020

noted that the premises was in an area that had the highest rate of Crime and Disorder in the town centre and acknowledged that there had been incidents both within and outside the premises. They also noted that historically the Licence covered two very different styles of business and that it would be the responsibility of the Premises Licence Holder to make an application to remove the licensable activities for one business from the licence and apply for a separate licence for the other business, should they wish to wish to do so in the future.

AGREED:

That, in order to promote the four licensing objectives and having regard to the oral and written representations made, the Secretary of State's guidance issued under section 182 of the Licensing Act 2003 (April 2018) and the Council's Statement of Licensing Policy, the Premises Licence in respect of Bar Iguana/Premier, 10 St Marys Butts, Reading, RG1 2LN, remain in force with reduced opening hours

Having heard all of the representations the Sub-Committee considered that the changes in the operating hours were such as to reduce the risks of incidents occurring that would breach the four Licensing Objectives.

The current hours for licensable activities and conditions attached to the licence would be removed and replaced by the new hours as set out below:

1. Hours for licensable activities

Hours for the Exhibition of Films

Monday to Sunday 1000 hours until 0200 hours

Hours for the Provision of Live Music

Monday to Sunday 1000 hours until 0200 hours

Hours for the Playing of Recorded Music

Monday to Sunday 1000 hours until 0200 hours

Hours for the Performance of Dance

Monday to Sunday 1000 hours until 0200 hours

Hours for anything similar to Live Music, Recorded Music and the Performance of Dance

Monday to Sunday 1000 hours until 0200 hours

Hours for the Provision of Late-Night Refreshment

LICENSING APPLICATIONS SUB-COMMITTEE 2 MINUTES - 16 JULY 2020

Monday to Sunday 2300 hours until 0200 hours

Hours for the Sale by Retail of Alcohol

The First floor bar: Monday to Sunday from 1000 hours until 0200 hours

The Off Licence: Monday to Sunday from 0700 hours until 0000 hours

Hours Open to the Public

The First floor bar: Monday to Sunday from 1000 hours until 0230 hours

The Off Licence: Monday to Sunday from 0700 hours until 0200 hours

Remove all seasonal variations, non-standard timings and delivery timings.

2. Conditions - Premier

- (1) The Premises Licence Holder shall ensure the premises digitally recorded CCTV system camera shall continuously record whilst the premises are open to the public and the recordings shall be kept available for a minimum of 31 days with time and date stamping. The entire licensable area shall be covered by CCTV. Data recordings shall be made immediately available to an authorised officer of Thames Valley Police or Reading Borough Council together with facilities for viewing upon request. Recorded images shall be of such quality as to be able to identify the recorded person in any light, subject to the provisions of the Data Protection Act. **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.** CCTV signs shall be displayed in public areas.
- (2) The premises shall at all times operate a Challenge 25 policy to prevent any customers who appear to staff members to be under the age of 25 years from purchasing alcohol without having first provided identification. Only a valid driver's licence showing a photograph of the person, a valid passport, national identity card or proof of age card showing the "PASS" hologram are to be accepted as identification. Notices advertising the Challenge 25 and proof of age policies shall be displayed in prominent positions on the premises.
- (3) All cashiers 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.

LICENSING APPLICATIONS SUB-COMMITTEE 2 MINUTES - 16 JULY 2020

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

- (4) Staff employed to sell alcohol shall undergo training upon induction in utilising the Challenge 25 proof of age checking policy. This shall include, but not be limited to, dealing with refusal of sales, proxy purchasing, recognising valid identity documents not in the English language and identifying attempts by intoxicated persons who attempt to purchase alcohol. 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 Reading Borough Council upon request.
- (5) Signs shall be placed at all exits informing customers that the area outside the premises is an Alcohol Exclusion Zone.
- (6) 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.
- (7) No cans of super strength beer and cider above 6.5% ABV shall be sold on the premises at any time except for products identified as premium craft beers.
- (8) The licence holder shall actively participate in initiatives set up by Thames Valley Police; Reading Borough Council or Reading Pubwatch including initiatives to tackle drunken behaviour and street drinking.
- (9) As of 1st April 2017, alcohol shall only be purchased from legitimate wholesalers registered with HMRC's Alcohol Wholesale Registration Scheme.

Invoices for all purchases of alcohol shall be kept on the premises for inspection for a period of six months after the purchase.

- (10) The Premises Licence Holder shall implement a policy to actively disperse customers from the premises and the immediate vicinity. The policy must be in written format and made available for inspection to authorised officers of Reading Borough Council and Thames Valley Police. All members of staff shall be trained in this policy.
- (11) Staff shall actively discourage and disperse persons who congregate outside the premises so as to minimise disturbance to local residents;

LICENSING APPLICATIONS SUB-COMMITTEE 2 MINUTES - 16 JULY 2020

- (12) Unaccompanied children under the age of 18 years shall not be permitted on the premises after 20:00 hours. The premises licence holder or duly nominated representative shall put in place processes for identifying customers under 18 and written signed training provided to all staff and door supervisors detailing how to deal with any potential conflict arising from the refusal of service.
- (13) Staff employed shall undergo training in relation to the Licensing Act 2003 regarding late night refreshment upon induction. This shall include, but not be limited to understanding the four licensing objectives. 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 Reading Borough Council or Thames Valley Police upon request.
- I. The Prevention of Crime and Disorder.
 - II. Public Safety.
 - III. Public Nuisance.
 - IV. The Protection of Children from Harm.
- (14) A litter bin shall be provided at the premises and the immediate area outside the premises shall be kept clear of litter at all times when it is open for licensable activity.
- (15) All incidents which impact on any of the 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.
- Such records shall be retained for a period of one year and shall be made available for inspection by an authorised officer of Reading Borough Council or an officer of Thames Valley Police.
- (16) All staff working after 2000 hours shall receive training to the BIIAB level or any other similar recognised training which has a nationally approved accreditation curriculum to promote the four licensing objectives.
- (17) The Premises Licence Holder or his nominated assistant manager shall be present at the premises from 1700 hours until closing every day.
- (18a). The premises shall have **TWO** SIA approved door supervisors on a Thursday nights trade, Friday nights trade and Saturday nights

LICENSING APPLICATIONS SUB-COMMITTEE 2 MINUTES - 16 JULY 2020

trade from 2100 hours until the last customer has left the premises at closing time;

- (18b). The premises shall have **ONE** SIA approved door supervisor(s) on a Sunday nights trade, Monday nights trade, Tuesday nights trade and Wednesday nights trade from 2100 hours until the last customer has left the premises at closing time;
- (18c). The premises licence holder shall risk assess the requirement to increase the number of SIA approved door Monday to Sunday from 2100 hours whenever the premises open to the public. The risk assessment must take cognisance of local events such as Fresher's Week, Bank Holiday weekends, Christmas and New Year's Eve as non-exhaustive examples. The risk assessment must be in writing and available immediately upon request to authorised officers of Reading Borough Council and Thames Valley Police.
- (19) When employed, a register of Door Supervisors shall be kept. The register must show the following details:
- (i) Full SIA registration number and name.
 - (ii) Date and time that the Door Supervisor commenced duty, countersigned by the Duty Manager.
 - (iii) Date and time that the Door Supervisor finished work, countersigned by the Duty Manager.
 - (iv) Any occurrence or incident of interest involving crime & disorder or public safety must be recorded giving names of the Door Supervisor involved.
 - (v) A record will be kept on site of all monthly SIA checks that are made via the register of licence holders via the www.sia.homeoffice.gov.uk website to check the validity of all door staff licences. A scan, photocopy or photographic image of the SIA badge held by each door supervisor shall be recorded and retained in a register along with an ID photo of the individual to ensure that the badge is held by the "correct" person. All records to be retained for twelve months in line with (vi) below.
 - (vi) The Door Supervisor register shall be kept at the premises and be available for inspection by an authorised Officer from Reading Borough Council or Thames Valley Police upon request, and shall be retained for a period of twelve months.
- (20) The Premises Licence Holder shall ensure that all door supervisors whilst employed at the premises shall wear hi visibility jackets/ tabards in bright green, yellow or orange in order that they can be clearly visible and identifiable at all times to the public and via CCTV both internally and externally. When tabards are worn, hi visibility armbands

LICENSING APPLICATIONS SUB-COMMITTEE 2 MINUTES - 16 JULY 2020

must also be worn that incorporate displaying SIA badges. If hi visibility full sleeved jackets are worn the PREMISES LICENCE HOLDER must ensure that all door supervisors badges are also displayed via an easily visible arm band of a different hi visibility colour to the jacket that is being worn.

- (21) 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 both inside and outside of the premises involving customers either entering, exiting or gathering in the vicinity of the premises or in any queue that impact any of the four licensing objectives. Data recordings shall be made immediately available to an authorised officer of Reading Borough Council or Thames Valley Police together with facilities for viewing upon request, subject to the provisions of the Data Protection Act.
- (22) All SIA door supervisors employed at the premises will be trained in respect of a Door Supervisors Operational Policy which must be written and provided by the premises licence holder (PREMISES LICENCE HOLDER) and a signed training record to confirm the same will be maintained for production to authorised officers of Reading Borough Council and Thames Valley Police upon request.
- (23) The Premises Licence Holder shall ensure that a written operational 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, actively operated and included within the Door Supervisors Operational policy. The policy shall be in written format and made available upon request to an authorised officer of Reading Borough Council and Thames Valley Police.

This shall include but not be limited to:

- (a) Persons who have been identified by staff as being vulnerable or at risk.
 - (b) Persons who are refused entry to the premises or refused service within the premises.
 - (c) Persons who are ejected from the premises
- (24) The Premises Licence Holder shall ensure that upon induction all door supervisors employed at the premises receive as a minimum standard written training in a) control and restraint techniques and b) legal training covering the powers and policies relevant to their role. Refresher training shall be provided every 6 (six) months and signed records shall be produced upon request to authorised officers of

LICENSING APPLICATIONS SUB-COMMITTEE 2 MINUTES - 16 JULY 2020

Thames Valley Police and Reading Borough Council. Written records for both induction and refresher training are to be kept for a minimum of 2 (two) years of the date of training.

3. Conditions Bar Iguana

- (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. The entire licensable area shall be covered by the CCTV. Recorded images shall be of such quality as to be able to identify the recorded person in any light. Data recordings shall be made immediately available to an authorised officer of Thames Valley Police or Reading Borough Council together with facilities for viewing upon request, subject to the provisions of the Data Protection Act. 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) A sign advising customers that CCTV is in use shall be positioned in a prominent position. A fully trained person who can operate the system shall be available at all times when the premises is open to the public.
- (3) 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 Reading Borough Council and Thames Valley Police.
- (4) The external area designated as a smoking area for customers of the upstairs bar area shall be clearly marked by barriers. Alcohol will not be consumed in this area. When the premises reaches a 35% capacity, a dedicated Door Supervisor shall have the responsibility of controlling this area in terms of nuisance and disorder. This duty shall be conducted from outside of the area and in its entirety. This Door Supervisor shall have no other responsibilities save where there is an emergency and the entire premises requires to be evacuated.
- (5) The premises licence holder or duly nominated representative shall be an active member of the local pub watch scheme if such as scheme is operative.
- (6) The Premises Licence Holder shall participate in the "Townsafe" Radio Scheme". This condition shall not apply whenever the

LICENSING APPLICATIONS SUB-COMMITTEE 2 MINUTES - 16 JULY 2020

device is not working through no fault of the Premise Licence Holder provided that arrangements are made for the device to resume working at the earliest opportunity. When the device is found not to be working then the Thames Valley Police Licensing Officer and the Licensing Department of Reading Borough Council shall be notified. Similarly, when the device is back up working notification to both organisations shall be done.

- (7) The licensee shall ensure that no noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to undue disturbance to local residents.
 - (8) During operating hours the licensee or nominated representative shall be available to receive and respond to nuisance related complaints a contact number shall be readily available to residents upon request.
 - (9) 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.
 - (10) The Premises Licence Holder shall ensure that notices are predominantly displayed at all exits advising customers that the surrounding area is an Alcohol Restriction Zone.
 - (11a) The premises shall have **THREE** SIA approved door supervisors on Monday to Sunday night' trade, from 2100 hours until the last customer has left the premises at closing time whenever licensable activities are being conducted;
 - (11b) The Premises Licence Holder shall risk assess the requirement to increase the number of SIA approved door Monday to Sunday from 2100 hours whenever the premises is open to the public. The risk assessment must take cognisance of local events such as Fresher's Week, Bank Holiday weekends, Christmas and New Year's Eve as non-exhaustive examples. The risk assessment must be in writing and available immediately upon request to authorised officers of Reading Borough Council and Thames Valley Police.
12. When employed, a register of Door Supervisors shall be kept. The register must show the following details:
- (i) Full SIA registration number and name.
 - (ii) Date and time that the Door Supervisor commenced duty, countersigned by the Duty Manager.
 - (iii) Date and time that the Door Supervisor finished work, countersigned by the Duty Manager.
 - (iv) Any occurrence or incident of interest involving crime ft disorder or public safety must be recorded giving names

LICENSING APPLICATIONS SUB-COMMITTEE 2 MINUTES - 16 JULY 2020

- of the Door Supervisor involved.
- (v) A record will be kept on site of all monthly SIA checks that are made via the register of licence holders via the www.sia.homeoffice.gov.uk website to check the validity of all door staff licences. A scan, photocopy or photographic image of the SIA badge held by each door supervisor shall be recorded and retained in a register along with an ID photo of the individual to ensure that the badge is held by the "correct" person. All records to be retained for twelve months in line with (vi) below.
 - (vi) The Door Supervisor register shall be kept at the premises and be available for inspection by an authorised Officer from Reading Borough Council or Thames Valley Police upon request, and shall be retained for a period of twelve months.
- (13) The Premises Licence Holder shall ensure that all door supervisors whilst employed at the premises shall wear hi visibility jackets/ tabards in bright green, yellow or orange in order that they can be clearly visible and identifiable at all times to the public and via CCTV both internally and externally. When tabards are worn, hi visibility armbands must also be worn that incorporate displaying SIA badges. If hi visibility full sleeved jackets are worn the PREMISES LICENCE HOLDER must ensure that all door supervisors badges are also displayed via an easily visible arm band of a different hi visibility colour to the jacket that is being worn.
- (14) 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 both inside and outside of the premises involving customers either entering, exiting or gathering in the vicinity of the premises or in any queue that impact any of the four licensing objectives. Data recordings shall be made immediately available to an authorised officer of Reading Borough Council or Thames Valley Police together with facilities for viewing upon request, subject to the provisions of the Data Protection Act.
- (15) All SIA door supervisors employed at the premises will be trained in respect of a Door Supervisors Operational Policy which must be written and provided by the Premises Licence Holder and a signed training record to confirm the same will be maintained for production to authorised officers of Reading Borough Council and Thames Valley Police upon request.
- (16) The Premises Licence Holder shall ensure that a written operational policy relating to the safe removal of persons from the premises and/or its immediate vicinity by staff and door

LICENSING APPLICATIONS SUB-COMMITTEE 2 MINUTES - 16 JULY 2020

supervisors shall be put in place, actively operated and included within the Door Supervisors Operational policy. The policy shall be in written format and made available upon request to an authorised officer of Reading Borough Council and Thames Valley Police.

This shall include but not be limited to:

- (a) Persons who have been identified by staff as being vulnerable or at risk.
 - (b) Persons who are refused entry to the premises or refused service within the premises.
 - (c) Persons who are ejected from the premises
- (17) The Premises Licence Holder shall ensure that upon induction all door supervisors employed at the premises receive as a minimum standard written training in a) control and restraint techniques and b) legal training covering the powers and policies relevant to their role. Refresher training shall be provided every 6 (six) months and signed records shall be produced upon request to authorised officers of Thames Valley Police and Reading Borough Council. Written records for both induction and refresher training are to be kept for a minimum of 2 (two) years of the date of training.
- (18) The Premises Licence Holder shall ensure that no special effects shall be used on the premises without a written Risk Assessment provided to RBC at least ten (10) working days prior to a proposed event.
- (19) No externally promoted events or bookings shall be undertaken and no external promoters utilised at the premises.
- (20) Re-admittance for existing customers leaving the premises to smoke is permitted and, where appropriate, shall be subject to a search by the door supervisors when re-entering the premises.
- (21) The Premises Licence Holder shall implement a written search policy (following discussion with Thames Valley Police), to minimise the risk of illegal weapons and drugs being brought onto the premises, including search, detection, confiscation, storage and disposal of drugs procedures. The search policy shall provide, as a minimum:
- (a) For 100% bag search of all customers attempting to enter the premises, from 21:00.
 - (b) For random searches of any customer when considered appropriate by the PREMISES LICENCE HOLDER's Security personnel or PREMISES LICENCE HOLDER Management based on risk assessment of the night in question;
 - (c) For the operation of intelligence led searches of any

LICENSING APPLICATIONS SUB-COMMITTEE 2 MINUTES - 16 JULY 2020

customer as required.

- (22) 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.
- (23) At all times that the premises is operating under this licence, the Premises Licence Holder shall ensure that its staff operate a Challenge 25 Policy (to minimise the risk of alcohol being sold to underage customers). This Policy shall (as a minimum provide) that before entry (or alternatively 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 18, before being permitted;
- (24) 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;
- (25) An ID scanning system will be employed at the premises and will be utilised for all customers. This will be in operation 7 days per week when door staff are on duty.
- (26) The ID 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. These records shall be kept for a minimum of thirty-one days and shall be made available to any authorised Officer of Thames Valley Police or an authorised Officer of Reading Borough Council together with facilities for viewing with immediate access by a person qualified to operate the system.

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

- (27) The Premises Licence Holder shall implement an active policy, agreed with Thames Valley Police, (TVP) to prevent illegal weapons and drugs being brought onto the premises, including search, detection, confiscation, storage and disposal of drugs procedures;
- (28) The venue shall also actively partake in drugs initiatives run by TVP (including, but not exclusively, drug itemiser, passive drug dogs and spiked drinks campaigns);
- (29) Staff employed shall undergo training in relation to the Licensing Act 2003 regarding late night refreshment upon induction. This shall include but not be limited to understanding the four licensing objectives. Such training sessions are to be

LICENSING APPLICATIONS SUB-COMMITTEE 2 MINUTES - 16 JULY 2020

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 Reading Borough Council or Thames Valley Police upon request.

- I. The Prevention of Crime and Disorder.
- II. Public Safety.
- III. Public Nuisance.
- IV. The Protection of Children from Harm.

- (30) An incident book shall be used to record details of incidents that occur in and around the venue. The incident book shall truly reflect what has occurred and shall be specific in detail. If incidents involve members of staff, including Door Staff their names shall be entered onto the log book. All incidents shall be signed off either by the Designated Premises Supervisor (DPS) or the nominated individual when the DPS is not on site.
- (31) All refusals of service shall be recorded. The refusals log shall be retained for a period of six months and shall be made available on request to any authorised Officers of Thames Valley Police or authorised Officers of Reading Borough Council;
- (31a) All 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.
- (32) The Premises Licence Holder shall ensure that a system of preventing drinks being taken from the building by customers is adopted and maintained. The Premises Licence holder shall prevent customers from leaving the premise with any alcoholic or non-alcoholic drinks from the Premises in open containers (e.g. glasses, opened bottles, & cans).
- (33) The Premise Licence Holder shall ensure that no drinking glasses, other than toughened glasses, not capable of forming shards when broken, may be used for the serving of drinks.
- (34) Children under the age of 18 years shall not be permitted on the premises at any time.

LICENSING APPLICATIONS SUB-COMMITTEE 2 MINUTES - 16 JULY 2020

The meeting opened at 9.30 am and closed at 3.42pm.