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Date: 8 October 2020

E-mailed to:

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Your contact is:

Robert Smalley, Licensing

Dear Sirs,

Licensing Act 2003

Premises Name: The Pheasant Inn

Premises Address: 225 Southampton Street, Reading, RG1 2RB

On **08/10/2020**, I visited your premises to ensure you are complying with the above premises licence and to advise on any matters that may arise during the inspection.

During the inspection, I found a number of items that require your attention as outlined below:

Mandatory conditions

- No Section 57 notice could be found on the premises. This is a legal notice that states where Part A of the licence is kept and who has custody of it. Please ensure this is rectified immediately. I have included a template with this letter.
- There was some confusion regarding your age verification policy. 1 member of staff stated 'Challenge 25' and another stated 'Challenge 21'. There was a 'Challenge 21' poster behind the bar. Although you don't have a condition on your licence requiring a specific age, it is prudent to ensure that all staff know what the age policy they are expected to follow is.

Conditions agreed with licensing

- Condition 2 on page 8 of your licence was not being complied with. Mark Ratcliff stated that the process of joining Reading Town Centre's PubWatch had started, but he didn't know the current situation. Please may you clarify this and update me.

Advisories

- No refusal book seemed to be in operation at the premises. We would expect premises that sell alcohol to be utilising a refusal book and would also expect all staff would know how and when to ask for ID and how to record any refusals.
- The dispersal policy had not been signed as being understood by any members of staff. I would advise that you ensure all staff are informed about this policy and that they sign to state their understanding
- There was no written Fire Risk Assessment available for inspection. As you may be aware, it is a legal requirement to have a written assessment when 5 or more staff are employed. Please provide a copy of this risk assessment immediately.
- There was no evidence that noise from licensable activities was being monitored in order to prevent nuisance. Condition 11 on page 8 of your licence doesn't state that there is a requirement for this to be recorded, however, I would advise that records of monitoring are kept to assist you with your due diligence.
- Condition 25 on page 9 of your licence states that a risk assessment shall be carried out before any licensable activity involving music occurs. There is no requirement for this to be recorded, however, I would advise that these are recorded to assist you with your due diligence.

Whilst we consider what, if any, further action to take in respect of the findings detailed in this letter, please rectify all of the above within 28 days. Once you believe all of the above has been rectified, please contact me so that we can arrange a re-inspection.

If you have any questions in relation to the contents of this letter then please contact me.

Yours faithfully



Robert Smalley
Licensing Enforcement Officer