

Dear Licensing team

Response to Applicant's amendments to Licensing team conditions:

I have looked at the comments from the applicant regarding conditions 3-7 and condition 8 at some length. I have concluded for a brand new premises selling alcohol and open until 0030hours, and located near the town centre to operate a safe environment for both staff and customers alike, the conditions regarding the requirement to provide SIA door staff to safeguard staff and customers working or visiting the premises together with operating a search policy will support all four licensing objectives.

Colour key

Green = Agreement reached with applicant

Red = Agreement not reached with applicant

Yellow = amended wording

Blue = condition removed

Grey = Applicant's Changes to Hours

24.06.2022

Licensing Team Representation

Officer : Peter Narancic Senior Licensing and Enforcement Officer

Grant Application

KTO (READING) LTD

Bowl Central

65 Caversham Road

Reading

RG1 8AD

Licensable Activities and Hours applied for:

Supply of Alcohol (On licence only)

Sunday to Thursday from 1000hrs to 0000hrs

Friday and Saturday from 1000hrs to 0000hrs

From the start of permitted hours on New Year's Eve to 0100hrs on New Year's Day each year

Provision of Recorded Music (Indoors)

Sunday to Thursday from 1000hrs to 0000hrs

Friday and Saturday from 1000hrs to 0000hrs

Late Night Refreshment (Indoors)

Sunday to Thursday from 2300hrs to 0000hrs

Friday and Saturday from 2300hrs to 0000hrs

From 23.00 hours on New Year's Eve to 0100hrs on New Year's Day each year

Hours Open to the Public

Sunday to Thursday from 1000hrs to 0030hrs

Friday and Saturday from 1000hrs to 0030hrs

Application received 26.04.2022

Consultation ends 24.05.2022

Conditions Consistent with the Operating Schedule

Close Circuit Television (CCTV)

1. The Premises Licence holder shall provide a closed-circuit television system (CCTV) at the premises. The CCTV system installed shall be maintained in effective working order and shall be in operation during licensing hours. All recordings made by the CCTV system shall be retained and stored in a suitable and secure manner for a minimum of 31 days. There shall be at least one camera positioned at each entry and exit point to monitor any external areas to the premises and of such quality to enable identification of the recorded person in any light. Data recordings shall be made immediately for viewing to an authorised officer from Reading Borough Council or Thames Valley Police together with facilities for viewing upon request, subject to the provisions of the Data Protection Act and GDPR legislation. 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. Any password protection code to enable access to the recording system shall always be available to enable access to recordings for viewing or downloading images.

a) The designated premises supervisor or nominated representative are required to contact both Thames Valley Police at licensing@thamesvalley.pnn.police.uk and the Licensing Team at Reading Borough Council at licensing@reading.gov.uk within 24 hours of when they become aware that the CCTV system is not functioning correctly, outlining the reason if known and when it is likely to be repaired and in due course confirmation once the CCTV system is repaired.

2. Signage advising that CCTV is in use shall be positioned in prominent positions.

DOOR SUPERVISORS

3. Subject to the conditions below SIA accredited security staff will be employed on Friday and Saturday (and on New Year's Eve when this does not fall on a Friday and Saturday) from 20:00 until at least half an hour after the end of permitted hours for the sale of alcohol.

4. On all other occasions the provision of SIA accredited security staff will be risk assessed. A copy of the risk assessment shall be kept on the premises and made available for inspection by authorised officers from Reading Borough Council and Thames Valley police on request.

5. The requirement for SIA accredited security staff to be employed by virtue of condition 3. above at times when Government lockdown regulations are in force relating to the Covid 19 pandemic (or similar pandemics) shall be suspended. During this time the requirement for door supervisor shall be risk assessed

6. The risk assessment shall be reviewed and updated at least once every 6 months.

7. Where SIA accredited security staff are employed on the premises the following conditions will apply:

(a) The SIA accredited security staff shall be employed solely for vetting, regulating, controlling and supervising patrons whilst entering and whilst on the premises and to ensure the maintenance of good order, public safety and internal security.

(b) A register shall be kept at the premises to record the details of the SIA accredited security staff, the number of persons on the premises and any incidents. The register shall be produced to authorised officers of Reading Borough Council and Thames Valley Police upon request.

(c) The register shall contain the following details:

- Full SIA registration number.
- Date and time that the SIA security staff commenced duty, countersigned by the Designated Premises Supervisor or Duty Manager.
- Date and time that the SIA security staff finished work, countersigned by the Designated Premises Supervisor or Duty Manager.

- Any occurrence or incident of interest involving crime and disorder or public safety must be recorded giving names of the SIA accredited security staff involved.

- Training records

- ID Photo and scan of SIA badge

- A record will be kept on site of all SIA checks, on the validity of all door staff licences.

- The name, home address and registration number of all SIA accredited security staff working at the premises;

- The SIA accredited security staff register must be kept at the premises and be available for inspection by Thames Valley Police or an authorised officer from Reading Borough Council and shall be retained for a period of 1 Year.

(d) SIA accredited security staff shall wear clothing that makes them clearly identifiable to patrons and staff of the premises, and identifiable on CCTV in all lights

(e) Where SIA accredited security staff are employed at the premises and are deployed with digitally recording Body Worn Video (BWV) the BWV will be used to record any incidents which occur inside or outside of the premises involving customers, prospective customers or any staff member that impact on any of the four licensing objectives.

(f) Data recordings shall be made immediately available to an authorised officer from Reading Borough Council or Thames Valley Police together with facilities for viewing upon request, subject to the provisions of the Data Protection Act.

(g) A BWV weekly log must be kept at the premises - This will record all the incidents reported by the security team and what actions the premises management have taken to promote the four licensing objectives.

SEARCH POLICY

8. An active search policy shall be put in place to prevent illegal drugs and weapons being brought on to the premises. The policy shall include, but not be limited to, methods of search, detection, confiscation and disposal and shall be actively operated. The policy shall be in written format and made available upon request to an authorised officer from Reading Borough Council or Thames Valley Police. Notices shall also be put in place informing customers that the management reserve the right to conduct an outer body search and/or bag as a condition of entering the premises.

9. Regular checks of high risk areas for drug use (including the toilets) shall be carried out by door staff and premises staff when door staff are not available. A written record of all checks shall be maintained and made available upon request by an authorised officer from Reading Borough Council or Thames Valley Police.

DISPERSAL POLICY

10. A written dispersal policy for controlling the closing of the premises and the departure of customers at the conclusion of the licensed activities shall be put in place and shall be actively operated. This policy shall be made available to an authorised officer from Reading Borough Council or Thames Valley Police.

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;

12. At the conclusion of licensable activities staff will be available to assist with dispersing customers from the premises and the immediate vicinity.

13. Any person who refuses to leave the area and is identified as causing or potentially about to cause antisocial behaviour, will be a subject to a ban from the premises. A record of banned individuals shall be maintained in the premises and all staff made aware of the persons who are currently banned so that entry may be refused. This record shall be available to an authorised officer from Reading Borough Council or Thames Valley Police upon request and shall be retained for one year.

INCIDENT REGISTER

14. All incidents which impact on any of the four 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. This record shall be available for inspection by an authorised officer from Reading Borough Council or Thames Valley Police upon request and shall be retained for one year. The record shall be signed off by the Designated Premises Supervisor or nominated representative at the end of each trading session;

15. A weekly review of the incident register shall also be carried out by the Designated Premises Supervisor.

STAFF TRAINING

16. Staff employed to sell alcohol shall undergo training upon induction. This shall include, but not be limited to:

- The premises age verification policy
- The law relating to underage sales
- Dealing with refusal of sales
- Proxy purchasing
- Recognising valid identity documents
- Identifying attempts by intoxicated persons to purchase alcohol
- Identifying signs of intoxication
- Conflict management
- How to identify and safeguard vulnerable persons who attend and leave the premises
- Identifying signs of drug usage and prevention
- Child Sexual Exploitation
- The four licensing objectives
 - Drinks spiking

17. Such training sessions are to be documented and refreshed every 12 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 from Reading Borough Council or Thames Valley Police upon request.

AGE VERIFICATION

18. The Premises Licence holder shall display in a prominent position a copy of their policy on checking proof of age.

19. The Premises shall at all times operate a Challenge 25 to prevent any customers who attempt to purchase alcohol and who appear to the staff member to be under the age of 25 years from making such a purchase without having first provided

identification. Acceptable forms of ID for production at the delivery address are a passport, a photo card driving licence, a card bearing the 'PASS' hologram or Military ID (or any other nationally accredited scheme) or any other form or method of identification that complies with any mandatory condition that may apply to this licence are to be accepted as identification.

20. Posters 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;

21. No person under the age of 18 years will be permitted on the premises after 21:00 hours without being accompanied by a responsible adult.

22. Prominent, clear notices shall be displayed at every public entrance stating any restrictions relating to the admission of children to the premises or other admission restrictions.

REFUSAL BOOK

23. 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;
- Any detail or description of the person refused and the reason why.
- This book /register will be available for inspection by an authorised officer from Reading Borough Council or Thames Valley police upon request.

PUBWATCH

24. The premises licence holder or nominated representative shall actively participate in the town centre Pubwatch scheme should one be operating in the area.

TOWN SAFE RADIO

25. The premises licence holder or nominated representative shall participate in the Reading Town Safe Radio Scheme when the premises are opened for licensable activities Monday to Sunday inclusive.

REMOVAL OF GLASSWARE AND OPEN CONTAINERS

26. No alcohol shall be removed from the premises or consumed outside.

27. All beer and lager to be served in containers made from toughened glass.

OTHER INITIATIVES

28. The Premises Licence Holder shall actively participate in initiatives set up by Thames Valley Police and Reading Borough Council to tackle for example but not limited to Anti-Social Behaviour/illegal drugs/public safety issues or similar initiatives.

Condition removed.

PLANNING PERMISSION

28. The Premise Licence holder shall not provide any licensable activity at the premises in a manner or at times that constitutes a breach of any planning restriction.

(This has been included as we have not been provided documentation regarding lawful planning permission for these premises).