



BBQ Station  
55 St Marys Butts  
Reading  
RG1 2LG

Keith Townsend  
Executive Director for Economic Growth  
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Our Ref: 056655

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Date: 10 February 2024

Your contact is:

Mike Harding, Licensing - Regulatory Services

Dear Sirs,

**Licensing Act 2003**

**Premises Name: BBQ Station**

**Premises Address: 55 St Marys Butts, Reading, RG1 2LG**

On 08 February 2024, Mike Harding 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, the officer 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.
- It could not be demonstrated that any of your staff had been authorised to sell alcohol. You may be aware that the mandatory conditions attached to your licence state that all sales of alcohol shall be made by, or authorised by, a personal licence holder. The best way to demonstrate compliance with this condition is to do a written authorisation list. If staff have not been authorised then they will not be permitted to sell alcohol. This is a breach of condition and should be rectified immediately.
- Staff were unable to tell officers what the four licensing objectives are. All licence holders and staff are expected to have a basic knowledge of these objectives as they are supposed to be actively promoted. You are advised to refresh yourself and your staff of these objectives and what they mean.

#### **Conditions agreed with licensing**

- 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.

- No incident book seemed to be in operation at the premises. You are advised to action this so that any incidents are recorded.
- Condition 1 on page 7 states that the CCTV system should provide coverage of the full licensable area; records for a minimum of 31 days and has the correct date and time. This not only promotes the prevention of crime and disorder licensing objective but is also important for staff and customer safety. The CCTV did not cover the full licensable area, and your staff explained that there was bad CCTV signal, meaning that some of the cameras did not always work. Please ensure that this is rectified.
- Condition 2 on page 7 of your licence states that “*signs shall be placed in prominent positions on the premises notifying customers that CCTV is in operation.*” These signs were not displayed. Please ensure this is rectified.
- Condition 10 on page 8 of your licence in respect of notices being displayed at all exits requesting customers to leave quietly was not being complied with. No notices could be located. They are required to be placed at all exits. This is a breach of condition and should be rectified immediately.

Please note that a failure to comply with the requirements of the Licensing Act 2003, associated regulations and the terms and conditions of the premises licence is a criminal offence. If formal legal proceedings are brought against you, upon conviction, the maximum sentence is an unlimited fine and/or a prison sentence not exceeding six months for each individual offence.

**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 31 days. Once you believe all of the above has been rectified, please contact Mike Harding 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,

*M. Harding*

Mike Harding