

**RanCheese**

**171 Caversham Road, Reading, RG1 8BB**

**Proposed Change of Hours**

Sunday to Thursday - 1100hrs to 0200hrs

Friday to Saturday - 1100hrs to 0400hrs

**Ageed Conditions**

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. There shall be at least one camera positioned at each entry and exit point to monitor any external areas to the premises. 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 and GDPR legislation. 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.
2. Signs shall be placed in prominent positions on the premises notifying customers that CCTV is in operation.
3. 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 register shall include, but not be limited to:
  - (i) all crimes reported to the venue
  - (ii) all ejections of patrons
  - (iii) any complaints received concerning crime and disorder
  - (iv) any incidents of disorder
  - (v) all seizures of drugs or offensive weapons
  - (vi) any faults in the CCTV system
  - (vii) any visit by a relevant authority or emergency service.
  - (a) this record shall be available for inspection by a Police Officer or an authorised officer of Reading Borough Council upon request and shall be retained for one year.
  - (b) a weekly review of the incident register shall also be carried out by the Licensee or their appointed representative.
4. Staff employed at the premises to sell food shall undergo training upon induction. This shall include, but not be limited to:

- i. Conflict management
- ii. How to identify and safeguard vulnerable persons who attend and leave the premises
- iii. The four licensing objectives

Such training sessions are to be documented, counter signed by the staff member and refreshed every six months. 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. Clearly legible and suitable notices shall be prominently displayed at all exits requesting customers to respect the needs of local residents and to leave the premises and area quietly.
6. A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity upon request.
7. The immediate vicinity outside of the premises and in any external areas associated with the premises shall be kept clear of litter.
8. The requirement for door supervisors to be employed on any day shall be risk assessed. A written risk assessment shall be carried out by the Licensee or nominated representative and produced upon request to authorised officers of Reading Borough Council and Thames Valley Police upon request. The risk assessment must take cognisance of the Reading Festival event in August.

**Conditions 9 and 10 apply where it has been identified that SIA Door Supervisors are required:**

9. 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. 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 PLH 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.
10. The Premises Licence Holder shall keep and maintain a register of door supervisors. The register will show the following details:

- The name and registration number of all door supervisors working at the premises.
- SIA registration number
- Date and time that the door supervisor commenced duty, countersigned by the DPS or duty manager.
- Any incident of crime and disorder must be recorded giving names of the door supervisors involved.
- Date and time the door supervisor finished work, countersigned by the DPS or duty manager.
- A record will be kept on site of all SIA checks, on the validity of all door staff licences. These checks shall be at a minimum interval of once a month.

The door supervisor register must be kept at the premises and be made available for inspection to an officer of Thames Valley police or an authorised officer from Reading Borough Council.

11. A written entry, closure and dispersal policy for controlling the opening, 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 any authorised Officer of Thames Valley Police or an authorised officer of Reading Borough Council.
12. Waste collection contractors shall not collect refuse between 19:00 and 07:00
13. An active closure & dispersal policy shall be devised and implemented on the premises. This dispersal policy shall include, but not be limited to, staff members being available to disperse customers from the premises and immediate vicinity and to advise customers to respect the needs of local residents and leave quietly. This dispersal policy shall be in written form and be made available for inspection by an authorised officer of Reading Borough Council or Thames Valley Police.
14. Delivery bikes, or any other vehicles used for the delivery of customer orders, shall be used, stored, or parked in a way that does not cause undue disturbance to members of public, neighbouring residents or Businesses