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From: Stephanie Reynolds <s.a.reynolds@west-midlands.pnn.police.uk>
Sent: 12 March 2020 13:15
To: Licensing <Licensing@wolverhampton.gov.uk>
Cc: 'Peter Adkins' <Peter.Adkins@knightsplc.com>
Subject: FW: [External]: [Possible SPAM] Proposed Conditions New Premises Application - Rose Garden Banqueting Hall, 295 Parkfield Road, WV4 6ED - PRE1406

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Licensing,

As per my previous reps I have now mediated to a satisfactory conclusion in relation to the above application.

If all the agreed conditions are implemented and a copy of the drugs policy attached to the licence, then this will negate any requirement for a hearing.

Regards,

Steph Reynolds
PS 6222
Licensing
Partnerships Team
WV NPU
External Tel 01902 649 085
Internal Tel 871 3196

From: Peter Adkins [<mailto:Peter.Adkins@knightsplc.com>]
Sent: 12 March 2020 11:33
To: Stephanie Reynolds
Subject: RE: [External]: [Possible SPAM] Proposed Conditions New Premises Application - Rose Garden Banqueting Hall, 295 Parkfield Road, WV4 6ED - PRE1406

Dear Steph

Thank you for your e-mail. I have my client's agreement to the amendments you propose and attach finalised copies of the Conditions and Drugs Policy

Can you copy me in to any communication with Licensing confirming agreement and withdrawal of the representations.

Thank you again for picking this up and for your swift attention to this.

Best wishes

Peter Adkins
Partner

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Rose Garden Banqueting Hall - Proposed Conditions

Doorstaff / Event Management

1. The DPS or a member of senior management will consider the need for doorstaff for each event, by means of a risk assessment which will be documented and kept for a period of 12 months. This will also be made available to any responsible authority. The numbers of doorstaff to be used to be determined primarily on the type of event taking place. For wedding type events a minimum ratio of 1:125 will be adopted. For Boxing/wrestling and similar events a minimum ratio of 1:75.

2. A daily log of all SIA staff employed at the premises detailing time on/off duty, badge numbers, full names and expiry date of SIA accreditation will be maintained and made available for inspection

3. Any Boxing, martial arts or any form of indoor contact sports events will be notified to Police licensing no less than 14 days in advance. Details of the promoter and participants (full names, dates of birth and stage names) will be provided to Police for suitable risk assessments to be conducted.

Drugs Policy

- 4.. The Premises will operate in accordance with a Drugs Policy deposited with the Police. No amendments to the Policy to be allowed except with the prior agreement of the Police.

CCTV

5. CCTV coverage to be installed in and outside the premises to the reasonable requirements of the local police with a minimum 30 days recording kept

6. At least one member of staff who is fully trained to use and download the CCTV to be on the premises at all times when the premises are open and trading under the Premises Licence.

Challenge 25

7. A Challenge 25 policy will be adopted for the sale of alcohol with signs placed in overt positions, with particular reference to the bar area.

Staff Training

8. The DPS/PLH to ensure on-going training (minimum of an annual basis) of all staff (not being Personal Licence holders) involved in the sale of alcohol and responsibilities this entails as per the Licensing Act 2003. This training to be documented with employee's name, date and type of training in a paginated book or similar electronic record. These records to be made available upon request to any Responsibility Authority.

Registers

9. A paginated refusals register will be kept in either paper or electronic form and will be made available upon request to any responsible authority.

10. An paginated incident log will be maintained at the premises and a written record of any relevant incident that occurs at the premises must be appropriately recorded. Where it is deemed appropriate by the DPS/PLH or senior management the incident must be immediately reported to West Midlands Police. Incident log book to be produced to a member of a responsible authority upon request

General

11. There will be no strip tease/nudity or showing of adult films on the Premises.

12. Unaccompanied children will not be permitted on the Premises

13. Signs to be erected to request patrons to be considerate of neighbours when leaving the premises

DRUGS POLICY

Rose Garden Banqueting Hall

1. The Venue will adopt a zero tolerance to the use or supply of illegal substances on its premises.
2. Anyone who is found to be in possession, supplying or under the influence of any illegal substance will be removed from the premises.
3. Members of staff shall be trained to identify illegal drugs.
4. All seizures of drugs shall be confiscated and stored in a secure container prior to being handed over to the Police. The Police are to be contacted as soon as practicable to arrange seizure.
5. Any seizures of drugs shall be recorded in a bound book or electronic record, together with details of how and where the article was seized, and, where practicable the name and address of the person found to be in possession of the drugs. Such records shall be kept and made available for inspection by the Police and all such records to be retained at the premises for at least 12 months.
6. If illegal drugs are found within the premises, a clear image of the person found in possession shall be captured on CCTV, wherever possible.
7. Any person found using or in possession of drugs shall be detained, if safe and practicable.
8. Regular toilet checks shall be carried out and records of such checks shall be retained at the premises for a period of at least 12 months.

Dated March 2020