

**Anita Chonk**

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**From:** Stephanie Reynolds <s.a.reynolds@west-midlands.pnn.police.uk>  
**Sent:** 12 March 2020 07:35  
**To:** Licensing  
**Subject:** FW: [External]: Re: First Class Lounge  
**Attachments:** Operating schedule amendment.docx; Drugs policy.docx; Queue management policy.docx; Dispersal policy.docx

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In relation to the Premises Licence application for First Class Lounge, mediation has been completed and therefore any representations previously submitted will be withdrawn by police with the condition that the below are amended. This has been agreed by the applicant and their licensing consultant.

Regards,

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

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**From:** Paul [mailto:paul@innpacked.com]  
**Sent:** 11 March 2020 20:08  
**To:** Stephanie Reynolds  
**Cc:** licensing@wolverhampton.gov.uk  
**Subject:** [External]: Re: First Class Lounge

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Dear PS Reynolds

Further to my earlier email I can confirm that the applicant for the First Class Lounge premises licence is happy to accept the changes you suggest in your email below. Please find attached the instruction to the Licensing Authority to amend the operating schedule in accordance with Police proposals. Please also find attached the relevant policies requested. We have already supplied a search policy to PC Churm but this appears to have been superseded by the amended condition 9.

I can also confirm that the applicant has agreed to reduce the hours originally sought to the following:

Live music, recorded music, supply of alcohol  
Sunday to Thursday - 10:00 to 00:00\*  
Friday & Saturday - 10:00 to 04:00

Late night refreshment  
Sunday to Thursday - 23:00 to 00:00\*  
Friday & Saturday - 23:00 to 04:00

\* The midnight terminal hour is in line with the 1963 Act in which restaurant premises were permitted a Supper Hours Certificate extending the provision of licensable activity to 00:00.

I hope this meets with Police and LA approval and enables both bodies to be able to support the application.

Kind regards

*Paul Jones*  
*Licensing Consultant*

*Innpacked*

*07309 057056*

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**From:** Stephanie Reynolds <[s.a.reynolds@west-midlands.pnn.police.uk](mailto:s.a.reynolds@west-midlands.pnn.police.uk)>  
**Sent:** Wednesday, March 11, 2020 1:42 PM  
**To:** Paul  
**Subject:** First Class Lounge

Paul,

An update regarding our telephone conversation.....

My initial concerns are in relation to the times requested for Sunday to Thursday. I have no concerns regarding the Fri/Sat night times as this is when the City Centre is at its busiest.

Can this be explained as to why the applicant wishes these times during the week please.

2 A properly specified and fully operational CCTV recording system shall be installed, operated and maintained. The system shall incorporate a camera covering each of the entrance doors and be capable of providing an image which is regarded as 'identification standard' of all persons entering and/or leaving the premises. The CCTV system shall be in operation at the premises at all times when the premises are used for the provision of licensable activity. All CCTV recordings shall be securely stored for a minimum of one calendar month. A staff member from the premises who can operate the CCTV system shall be on the premises at all times when the premises are open to the public. This staff member shall be able to show Police recent data or footage with the absolute minimum of delay when requested. Signage indicating that a CCTV recording system is in operation shall be displayed prominently in the premises.

3 The premises licence holder shall implement a written drugs policy. The drugs policy shall include a structured training programme covering the issues relevant to the misuse of drugs in relation to licensed premises which shall be delivered to all staff.

4 The premises licence holder shall uphold a zero tolerance policy in relation to illegal drugs.

5 Any person entering the premises who appears to be under the influence of alcohol or drugs shall in the interests of other members of the public using the premises be requested to leave (refused entry, or if already inside the venue are requested to leave) the premises.

6 During the period when the premises operates as a nightclub door supervisors shall be employed at a minimum ratio of 1 door supervisor for every 80 75 customers (or part thereof). Door supervisors must be on duty from 21:30 21.00hrs and must remain on duty until the premises are closed and all the customers have left.

7 All door supervisors shall enter their full details in the premises daily register at the commencement of work. This shall record their full name, home address, contact telephone number, SIA registration number and the time they commenced and concluded working. If the door supervisor was supplied by an agency

details of that agency shall also be recorded including the name of the agency, the registered business address and a contact telephone number.

8 Any door supervisors on duty at the premises must be supplied by an SIA-Approved Contractor Scheme company.

9 When the searching of persons is to occur the premises shall have door supervisors of both sexes on duty at all times. **This will need replacing with the below**

10 All door supervisors working outside the premises or whilst engaged in the dispersal of patrons at the close of business **remove this underlined text** shall wear 'high visibility clothing'.

11 Persons shall not be permitted to leave the premises with **any alcohol in an opened container.** **Remove the underlined text**

12 A **paginated** premises incident book shall be kept at the premises. This book shall be maintained and kept for a rolling period of 12 months. The incident book shall record all incidents which may have occurred which are relevant to the supply of alcohol and the promotion of the licensing objectives. Such incidents shall include, but not be limited to, complaints made to the premises alleging nuisance or anti-social behaviour by persons attending or leaving the premises and all refusals to sell alcohol. The incident book shall be readily available for inspection by an authorised person upon reasonable request

29 Patrons smoking outside the premises shall be monitored regularly to ensure the potential for noise nuisance is controlled. **This needs to be changed to will be permanently monitored by staff or door staff.**

30 A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are the following recognised photographic identification cards: a driving licence, a passport, a military identification card or a Proof of Age card carrying a 'PASS' hologram.

**Challenge 25 signage will be displayed in prominent areas such as, but not limited to the entrance and bar**

31 All occasions when persons have been refused service shall be recorded in the incident book.

#### Point 9

**All persons entering as part of the nightclub WILL be searched as a condition of entry.**

**A zero tolerance policy to all drugs, with signs placed at key locations informing patrons of this. These key locations would be all entrance areas, toilets, bar area and anywhere else the venue feels appropriate.**

**A clearly visible notice will be placed at each entrance to the premises advising those attending that it is a condition of entry that customers agree to being searched and that the police will be informed if anyone is found in possession of controlled substances or weapons.**

**Searching will be a condition of entry, and all persons wanting to enter, or re-enter will be subject of the full search policy on every occasion. This is to include all staff, performers, DJ's and any other entertainment and entourage.**

**Knife wands will be used as part of the search and will be maintained in good working order and if it/they break WMP are to be informed and action taken to repair at the earliest opportunity.**

**Search procedure will be as follows:**

- **All pockets to be emptied/bags searched**
- **A metal detecting wand will then be used to scan from head to toe**
- **Full body pat down from head to toe**
- **If the Knife wand is activated, another full body pat down to be conducted.**
  - **There shall be a lockable 'drugs box' at the premises to which no member of staff, except the DPS and/or a single designated role-holder at business, shall have access. All controlled drugs (or items suspected to be) found at the premises must be placed in this box as soon as practicable. Whenever this box is emptied, all its contents must be given to West Midlands Police for appropriate disposal.**

**It would also be prudent for me to have a copy of all of the policies that are mentioned in the application asap.**

**Regards,**

**Steph Reynolds**

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

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**First Class Lounge premises licence application**  
**Operating schedule amendment in accordance with Police proposals**  
**11/03/20**

The following conditions contained in our original application are to be amended to the following effect (the red entries constitute the desired changes):

2 A properly specified and fully operational CCTV recording system shall be installed, operated and maintained. The system shall incorporate a camera covering each of the entrance doors and be capable of providing an image which is regarded as 'identification standard' of all persons entering and/or leaving the premises. The CCTV system shall be in operation at the premises at all times when the premises are used for the provision of licensable activity. All CCTV recordings shall be securely stored for a minimum of one calendar month. A staff member from the premises who can operate the CCTV system shall be on the premises at all times when the premises are open to the public. This staff member shall be able to show Police recent data or footage with the absolute minimum of delay when requested. Signage indicating that a CCTV recording system is in operation shall be displayed prominently in the premises.

3 The premises licence holder shall implement a written drugs policy. The drugs policy shall include a structured training programme covering the issues relevant to the misuse of drugs in relation to licensed premises which shall be delivered to all staff.

4 The premises licence holder shall uphold a zero tolerance policy in relation to illegal drugs.

5 Any person entering the premises who appears to be under the influence of alcohol or drugs shall in the interests of other members of the public using the premises be **refused entry, or if already inside the venue are requested to leave** the premises.

6 During the period when the premises operates as a nightclub door supervisors shall be employed at a minimum ratio of 1 door supervisor for every **75** customers (or part thereof). Door supervisors must be on duty from **21.00hrs** and must remain on duty until the premises are closed and all the customers have left.

7 All door supervisors shall enter their full details in the premises daily register at the commencement of work. This shall record their full name, home address, contact telephone number, SIA registration number and the time they commenced and concluded working. If the door supervisor was supplied by an agency details of that agency shall also be recorded including the name of the agency, the registered business address and a contact telephone number.

8 Any door supervisors on duty at the premises must be supplied by an SIA-Approved Contractor Scheme company.

9 When the searching of persons is to occur the premises shall have door supervisors of both sexes on duty at all times. **This condition is to be deleted and replaced by:**

All persons entering as part of the nightclub WILL be searched as a condition of entry. A zero tolerance policy to all drugs, with signs placed at key locations informing patrons of this. These key locations would be all entrance areas, toilets, bar area and anywhere else the venue feels appropriate.

A clearly visible notice will be placed at each entrance to the premises advising those attending that it is a condition of entry that customers agree to being searched and that the police will be informed if anyone is found in possession of controlled substances or weapons.

Searching will be a condition of entry, and all persons wanting to enter, or re-enter will be subject of the full search policy on every occasion. This is to include all staff, performers, DJ's and any other entertainment and entourage.

Knife wands will be used as part of the search and will be maintained in good working order and if it/they break WMP are to be informed and action taken to repair at the earliest opportunity.

Search procedure will be as follows:

- All pockets to be emptied/bags searched
- A metal detecting wand will then be used to scan from head to toe
- Full body pat down from head to toe
- If the Knife wand is activated, another full body pat down to be conducted.

There shall be a lockable 'drugs box' at the premises to which no member of staff, except the DPS and/or a single designated role-holder at business, shall have access. All controlled drugs (or items suspected to be) found at the premises must be placed in this box as soon as practicable. Whenever this box is emptied, all its contents must be given to West Midlands Police for appropriate disposal.

10 All door supervisors shall wear 'high visibility clothing'.

11 Persons shall not be permitted to leave the premises with **any** alcohol.

12 A **paginated** premises incident book shall be kept at the premises. This book shall be maintained and kept for a rolling period of 12 months. The incident book shall record all incidents which may have occurred which are relevant to the supply of alcohol and the promotion of the licensing objectives. Such incidents shall include, but not be limited to, complaints made to the premises alleging nuisance or anti-social behaviour by persons attending or leaving the premises and all refusals to sell alcohol. The incident book shall be readily available for inspection by an authorised person upon reasonable request

29 Patrons smoking outside the premises shall be **permanently** monitored by **staff or door staff** to ensure the potential for noise nuisance is controlled.

30 A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are the following recognised photographic identification cards: a driving licence, a passport, a military identification card or a Proof of Age card carrying a 'PASS' hologram.

**Challenge 25 signage will be displayed in prominent areas such as, but not limited to, the entrance and bar**

31 All occasions when persons have been refused service shall be recorded in the incident book.