

From: [REDACTED]@innpacked.com>
Sent: 24 October 2022 15:52
To: [REDACTED]@police [REDACTED]
Cc: Licensing; Sarah Gee
Subject: 22/09987 New Premises Licence Application - Diamond, 2 Skinner Street, Wolverhampton, WV1 4LD
Attachments: Diamond Banqueting Conditions V2.docx

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Good afternoon Alison, Sarah and Anita,

I hope that you are all well. As discussed Diamond Club Ltd have instructed us to act on their behalf for their premises licence application.

To that end I have attached the proposed conditions for the licence, taking into consideration your suggestions and the policies in place in Wolverhampton.

I understand that you are busy this week in particular with hearings etc but I would be grateful if you could review the attached and let me know if you have any queries or would need to see any wording changed or further conditions included.

Kind regards,

[REDACTED]
Administrator

DD: [REDACTED]
[REDACTED]@innpacked.com

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General – all four licensing objectives

We recognise that our premises is located in one of Wolverhampton's special saturation policy areas and is therefore subject to licensing policy for the city centre. We contend, however, that our premises will not contribute to cumulative impact based upon the robust series of proposals we offer below.

In addition, we proposed to include a full set of policies which will strictly adhered to by all of our staff across our company. We will also ensure that the management team are fully aware of Wolverhampton's licensing policy requirements in order to successfully promote the licensing objectives at all times.

Consequently, we contend that this application should be granted.

The prevention of crime and disorder

The Premises Licence holder shall make sure that all staff are trained in the main principles of the Licensing Act 2003, notably the promotion of the four licensing objectives, and the specific conditions of this premises licence before being allowed to sell alcohol.

All staff will receive refresher training every six months about their responsibilities under the Licensing Act 2003 and training records will be available to police and authorised officers on reasonable request.

The Designated Premises Supervisor shall co-operate with reasonable requests made by authorised officers of responsible authorities under the Licensing Act 2003 to ensure the licensing objectives are not undermined. The premises licence holder or the designed premises supervisor will regularly attend pub-watch meets and be part of the Link radio system.

The premises licence holder and/or Designated Premises Supervisor (DPS) shall carry out reviews of security incidents at the premises. Such reviews shall be documented and conducted at least quarterly and include details of any remedial action identified and implemented. Copies of the security review shall be made available upon inspection by a responsible authority, police officer, or authorised officer.

The designated queuing area shall be enclosed within appropriate barriers to ensure that the footway is kept clear. Any queue to enter the premises that forms outside the premises shall be kept orderly and supervised by licensed door supervisors to ensure that there is no public nuisance or obstruction to the public highway.

Queuing outside the premises shall be restricted to a designated area located at the front of the premises.

Any person who appears to be intoxicated or who is behaving in a disorderly manner shall not be allowed entry to the premises.

A Clubscan/IDSCAN or similar system shall be operated at the premises. All persons entering the premises must provide verifiable ID and record their details on the system.

The premises licence holder shall ensure that the provision of door supervisors at the premises is appropriate to ensure the safe control of the premises and shall review this on a regular basis and upon request from WMP.

All staff engaged outside the entrance to the premises, or supervising or controlling queues, shall wear high-visibility jackets, vests or armbands.

A minimum of 2 Security Industry Authority SIA-licensed door supervisors shall be on duty at the entrance of the premises at all times while it is open for business.

Door supervisors shall be employed at the ratio of 2 door supervisor for every 100 customers (or part thereof).

At least 1 female door supervisor(s) shall be on duty at the premises at such times as door supervisors are required to be provided.

When the premises are carrying on licensable activities after 22:00 hours, at least 2 registered door supervisors are to be on duty at each door used for entry or exit. A minimum of 2 SIA-licensed door supervisors shall be on duty at the exit from the premises to ensure orderly dispersal from 00:00 hours until the area immediately outside the premises is clear of customers at the close of business.

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

All door supervisors shall be briefed on their responsibilities and relevant company operating procedures before they commence duty.

An incident log (which may be electronically recorded) shall be kept at the premises for at least six months, and made available on request to WMP or an authorised officer of the licensing authority, which will record the following incidents including pertinent details: the times on duty, names and the licence numbers, of all licensed door supervisors employed by the premises.

The premises licence holder and/or DPS shall carry out a documented risk assessment on the need for searching patrons entering the premises. The risk assessment shall be reviewed regularly and no less than every six months.

CCTV will be provided in the form of a recordable system, capable of providing pictures of EVIDENTIAL QUALITY in all lighting conditions particularly facial recognition.

Cameras shall encompass all ingress and egress to the premises, fire exits, outside, all areas where licensable activities are taking place and all areas where the sale/supply of alcohol occurs.

A monitor shall be mounted on the wall at the premises where it is clearly visible to all members of the public.

The monitor shall show the live CCTV footage being recorded.

Equipment MUST be maintained in good working order, be correctly time and date stamped, recordings MUST be kept in date order, numbered sequentially and kept for a period of 31 days and handed to Police on demand.

The premises licence holder/ designated premises supervisor must ensure that they or an appointed member of staff is capable and competent at downloading CCTV footage in a recordable format EITHER DISC or USB to the Police/Local Authority on demand.

The Recording equipment and tapes/discs shall be kept in a secure environment under the control of the DPS or other responsible named individual.

An operational daily log report must be maintained endorsed by signature, indicating the system has been checked and is compliant, in the event of any failings actions taken are to be recorded.

In the event of technical failure of the CCTV equipment the Event Supervisor MUST report the failure to the Police immediately.

Only persons entitled to work in the UK may be employed at the premises, with employment records kept, which will be made available for inspection by the police or responsible authorities without delay at their request.

An incident log must be kept at the premises, and made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the Police, which must record the following:

- (a) all crimes reported to the venue
- (b) all ejections of patrons
- (c) any complaints received
- (d) any incidents of disorder
- (e) seizures of drugs or offensive weapons
- (f) any faults in the CCTV system or searching equipment or scanning equipment
- (g) any refusal of the sale of alcohol, including those unable to provide acceptable proof of age
- (h) any visit by a relevant authority or emergency service

The premises must have a written drugs policy which all staff at the premises shall receive regular training on and written records of such training will be maintained.

Any drugs found on the premises will be seized and will be recorded in a Police issued drugs index and stored in a Police approved lockable safe on the premises or handed to Police if an arrest is made.

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Public Safety

Regular inspections of the premises will take place to identify any hazards that are likely to put staff and customers at risk from harm. The findings of these inspections should be documented, and hazards should be dealt with within a time scale based on risk assessment.

All exit routes and public areas shall be kept unobstructed, shall have non-slippery and even surfaces, shall be free of trip hazards and shall be clearly signed.

No accumulation of combustible rubbish, dirt, surplus material or stored goods shall be permitted to remain in any part of the premises except in an appropriate place and of such quantities so as not to cause a nuisance, obstruction or other safety hazard.

Drinks shall be served in containers made from polycarbonate.

Regular checks and maintenance shall be carried out on all equipment, electrical installations, emergency lighting and fire alarms and equipment to ensure their continued safe operation. A written record of these checks shall be kept and made available to an authorised officer of the licensing authority.

The premises licence holder shall ensure that a suitable fire risk assessment and emergency plan is in place at all times.

The edges of the treads of steps and stairways shall be conspicuously displayed.

A minimum of one qualified first aider shall be onsite when licensable activities are taking place.

An adequate and appropriate supply of first aid equipment and materials shall be available on the premises.

The DPS will obtain the Level 3 Award for Designated Premises Supervisors Awarding within 6 months of becoming DPS

The Prevention of Public Nuisance

Noise and disturbance from the premises or users of the premises must not negatively impact on the nearest noise sensitive properties.

Provide containers to collect any litter created by patrons smoking outside the premises and ensure any smoking litter is removed on a regular basis.

Noise from patrons using any external areas to queue or to smoke, shall be effectively managed to ensure no disturbance is caused at the nearest noise sensitive properties.

Signs requesting patrons to use external areas quietly and to leave the premises quietly shall be placed at all exits.

Deliveries to the premises and collections from the premises shall be made at times that do not cause a noise nuisance to nearby residents.

An A4 Public Space Protection Order (PSPO) notice, provided by the Licensing Authority will be displayed prominently on the premises.

Apart from normal entrance and egress all external windows and doors shall be kept shut at all times when regulated entertainment is being provided.

Entertainment shall be held internally only; no music or speakers shall be provided to external areas of the premises.

Patrons smoking outside the premises shall be monitored regularly to ensure the potential for noise nuisance is controlled.

Clear and legible notices shall be prominently displayed at any area used for smoking requesting customers to respect the needs of local residents and use the area quietly.

Arrangements shall be put in place to ensure that waste collection contractors do not collect refuse between 19:00 and 07:00.

Between the hours of 21:00 and 07:00 no waste/glass bottles shall be moved or deposited outside

The premises licence holder will keep a dispersals policy and ensure that all staff are fully trained in all aspects of the policy.

The Protection of Children from Harm

The premises shall operate a Challenge 25 Policy. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of an authorised

person (as defined by Section 13 of the Licensing Act 2003) or the police or an authorised Trading Standards Officer of Wolverhampton Council.

Prominent, clear and legible signage shall also be displayed at all entrances to the premises as well as at, at least one location behind any bar advertising the scheme operated.

A written register of refusals will be kept including a description of the people who have been unable to provide required Identification to prove their age.

Such records shall be collected by staff and produced to the police or an authorised person (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Wolverhampton Council.

Children under the age of 18 will not be permitted on the premises.

Staff will be required to complete our training manual on the responsible sale of alcohol as well as the licensing law and our policies prior to being able to work at the event.