



Heddlu Police
**DYFED
POWYS**

Dee Paffett
Divisional Licensing Officer
01267 615787 Ext. 65787
Dee.paffett@dyfed-powys.police.uk

Mr Paul Brookfield
100, High Street
Llanelli

6 March 2024

Dear Mr Brookfield

Re: Grant of New Premises Licence – 9 Hall Street, Llanelli, Carmarthenshire,
SA15 3BB
Date completed application received – 01/03/2024

With reference to the above application for the grant of a Premises Licence, there are no objections to the application. However, the Police ask for strong and robust conditions to promote the Licensing Objectives and make the following representations:

Prevention of Crime and Disorder

- The whole of the licensed area, including entry and exit points as well as all consumption and smoking areas used by customers must be covered by CCTV cameras, and there must not be any hidden or obscured areas.
- The System must be installed by a company certified by SSAIB or NSI Gold standard.
- Main entrance exit to have a camera meeting a minimum of 100%R image quality.
- All footage must be of good quality and of a minimum performance capability sufficient to identify individuals.
- It must be in colour.
- It must record at a minimum of 12 images per second.
- All images will be time and date stamped.



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Prif Gwnstabl Chief Constable Dr Richard Lewis

Pencadlys Heddlu, Blwch SB 99, Llangynnwr, Caerfyrddin. SA31 2PF
Police Headquarters, PO BOX 99, Llangunnon, Carmarthen. SA31 2PF

- All footage during the hours of Licensable activities to be retained for a period of 31 days.
 - The CCTV system must operate continuously, and if a defect arises the Licensing Authority must be informed, and immediate arrangements must be made to rectify the fault.
 - All footage must on demand be made available to a Police and Local authority Officer for viewing and a copy of that footage made immediately available to the above officers.
 - At all times during the period of operation of the premises there must be a competent person on the premises capable of reply and be able to undertake the export of recordings quickly onto a removable storage medium. Memory Stick, CD, or DVD format is acceptable to the police. The master copy will be available to the police on demand.
 - The system must incorporate a means of transferring images from the hard drive to a format that can be played back on any Microsoft Windows or MAC compatible computer. The application software required to launch and view recorded images must either be included as part of the standard operating system installed or be installed to the recorded media when the data is copied to that media.
 - The system must be registered with the Information Commissioner (Tel 0303 123 1113 or email registration@ico.org.uk)
 - A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open.
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- Where SIA licensed door supervisors are used at the premises a record shall be maintained and retained on the premises which is legible and details:
 - The day and date when door supervisors were deployed;
 - The name and SIA registration number of each door supervisor on duty at the premises; and
 - The start and finish time of each door supervisor's worked duty period. This record shall be retained on the premises for 31 days and be immediately provided to police or licensing authority staff upon reasonable request.
 - Disposal of glass bottles must be kept away so that the public do not gain access to them.
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- All staff engaged in licensable activity at the premises will receive training and information in relation to the following:
 - The Challenge 25 scheme in operation at the premises, including the forms of identification that are acceptable.
 - The hours and activities permitted by the premises licence issued under the Licensing Act 2003 and conditions attached to the licence.
 - How to complete and maintain the refusal register in operation at the premises (in relation to the sale of alcohol).
 - Recognising the signs of drunkenness.

- The operating procedures for refusing service to any person who is drunk, under-age or appears to be under-age, or appears to be making a proxy purchase.
- Action to be taken in the event of an emergency, including reporting an incident to the emergency services.

Training shall be recorded in documentary form and shall be regularly refreshed at no greater than 6 months intervals. Training records shall be made available for inspection and copying at reasonable times upon request of an authorised officer of a responsible authority.

Training records will be retained for at least 12 months.

An incident log shall be kept and maintained at the premises which will include a log of the following, including pertinent details:

- Any incidents of disorder or of a violent or anti-social nature
- All crimes reported to the venue, or by the venue to the police
- All ejections of patrons
- Seizures of drugs or offensive weapons
- Any faults in the CCTV system

Records must be completed within 24 hours of any incident, and will contain the time and date, the nature of the incident, the people involved, the action taken and details of the person responsible for the management of the premises at the time of the incident. The logs shall be kept for at least 12 months following the date of entry and be made available for inspection and copying upon request of an authorised officer of a responsible authority. The premises shall have in place, and operate, a zero-tolerance policy with regard to the use/possession of controlled drugs and psychoactive substances and advertise the same within the premises on posters and similar means. This policy shall specifically include but not be limited to:

- Searching practices upon entry;
- Dealing with patrons suspected of using drugs on the premises;
- Scrutiny of spaces including toilets or outside areas;
- Clear expectations of staff roles (including the DPS, managers/supervisors and door supervisors);
- Staff training regarding identification of suspicious activity and what action to take;
- The handling of items suspected to be illegal drugs or psychoactive substances
- Steps taken to discourage and disrupt drug use on the premises
- Steps to be taken to inform patrons of the premises drug policy/practices

The policy must be made available for inspection upon request by an authorised officer or a responsible authority.

All staff employed in licensed areas of the premises shall have received training in the recognition of child sexual exploitation and welfare and vulnerability engagement (WAVE) training or 'Ask for Angela' to help customers who may be in an unsafe situation.

Refresher training shall be carried out at least every 6 months . Written training records shall be kept on the premises for a minimum of 12 months and made immediately available to police or licensing authority staff upon request.

All reports of spiking will be acted upon, and all incidents of alleged spiking will be recorded and reported to the police.obtain full details of the affected person reporting the incident, including a description of what they are wearing as officers will want to track them on CCTV

- provide as detailed a description of the suspected perpetrator as possible, if known, including clothing
- provide an approximate time of the incident and the location within the premises where they believe it occurred
- secure the drinking vessel(s) that is suspected as containing the 'drug' so this can be tested at a later time.
- seize any drinking vessel that the suspect may have been using.
- Ensure the health and safety of the customer by:
 - Calling emergency services or
 - Ensuring they are with trusted friends who will look after them, or
 - Offering assistance if needed and providing a safe space for the customer.

Public safety:

- The means of escape provided for the premises shall be maintained unobstructed, free of trip hazards, be immediately available and clearly identified in accordance with the plans provided

Prevention of public nuisance:

- Sufficient measures must be in place to remove litter or waste arising from customers and to prevent such litter/waste accumulating in the immediate vicinity of their premises. Where necessary adequate measures must be in place to provide customers with sufficient receptacles for the depositing of waste materials such as food wrappings, drinks containers, smoking related litter etc

Protection of children from harm:

- All tills shall automatically prompt staff to ask for age verification identification when presented with an alcohol sale
- A Challenge 25 scheme shall be operated, whereby any person who appears to be under the age of 25 years of age is required to produce on request an item which meets the mandatory age verification requirement and is either a: Proof of age card bearing the PASS Hologram; Photocard driving licence; Passport;
- The premises shall clearly display signs at each point of sale and in areas where alcohol is displayed advising customers that a 'Challenge 25' policy is in force.

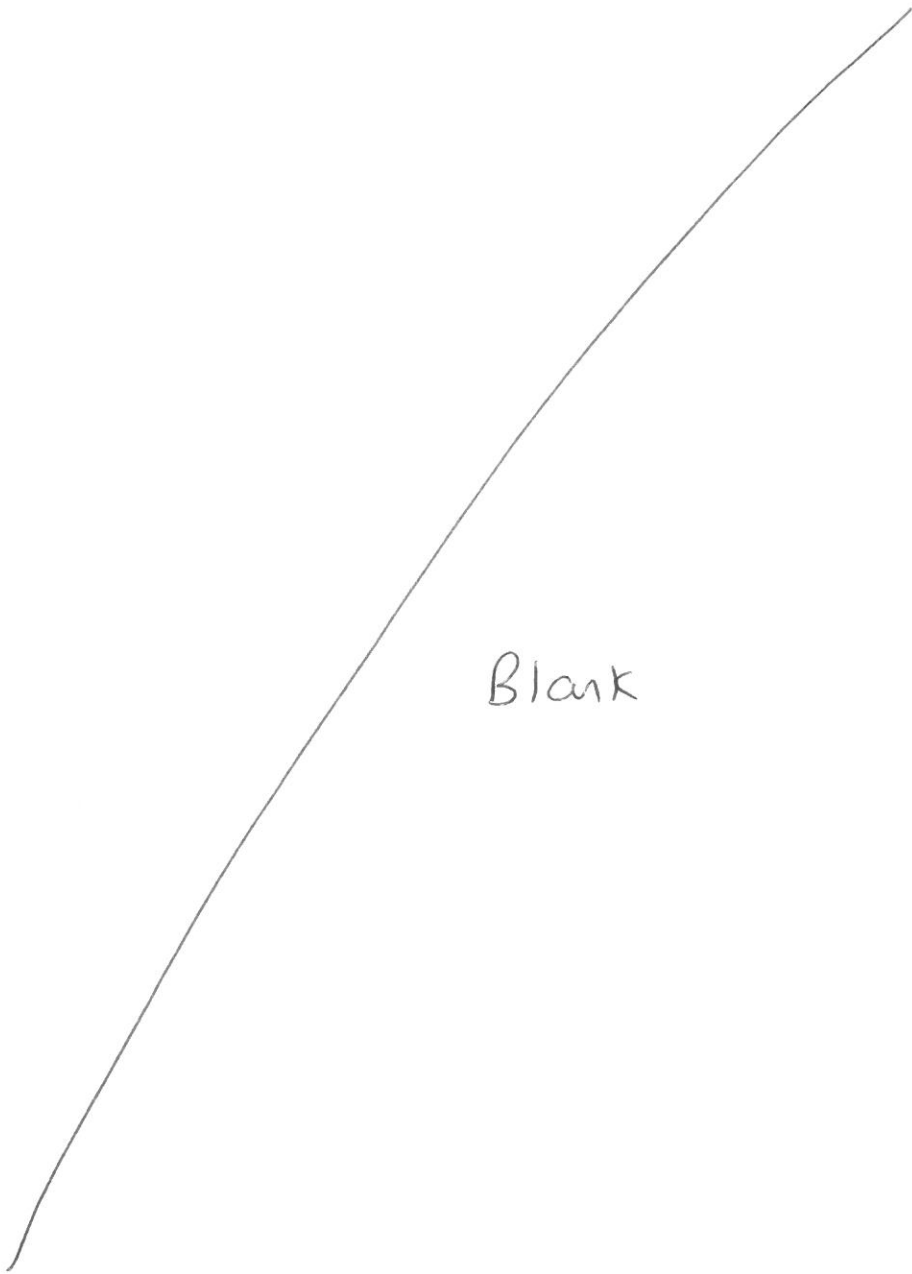
The Police believe that the above conditions are necessary and appropriate to promote the Licensing Objectives.

I would be grateful if you would let me know if you are in agreement.

Yours Sincerely,

Dee Paffett
Divisional Licensing Officer

cc. Mr EOR Jones,
Licensing Lead,
Carmarthenshire County Council,
3 Spilman Street,
Carmarthen,
SA31 1LE



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From: Paul Brookfield
Sent: Tuesday, March 12, 2024 3:20 PM
To: SCH Licensing <SCHLicensing@carmarthenshire.gov.uk>
Subject: Re: Police reps

Caution: This is an external email and did not originate from within the Council. Please take care when clicking links or opening attachments. When in doubt, use the 'Report Message' button.

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Kirsten,

Thank you for the response, I have read and agree to all the requests save for "Till Prompts" simply because i'm not sure what till system will be installed and whether its practical/ compatible. However all the other challenges, signage and training will be used.

I hope this is ok.

Regards,
Paul Brookfield.

Licensing Act 2003

Withdrawal of representations – Premises Licence Application

Responsible Authority: Dee Paffett, Police Licensing Officer on behalf of the Carmarthenshire Divisional, Dyfed Powys Police.

Premises/Club Premises: 9 Hall Street, Llanelli, SA1 5 3BB

Further to my representations submitted in relation to the above application, the applicant has subsequently agreed to amend their application to include the Conditions that I put forward in my representation and to incorporate them as conditions attached to the premises licence, except for the following condition, which I am happy to remove:

- All tills shall automatically prompt staff to ask for age verification identification when presented with an alcohol sale.

As a result of the above amendment, my representations are subsequently withdrawn and I confirm that the application may be determined by the Licensing Authority without the need for a hearing.

I understand that if the application is subject to other representations, which have not been agreed and withdrawn, then the application will have to be determined by a hearing before a licensing sub-committee.

Signed: * _ Denise PAFFETT

Print name: _ Denise PAFFETT

Position _ Police Licensing Officer

Dated: _ 19th March 2024

This slip should be completed and returned to the department, only if you wish to accept the representations to be withdrawn. Completed slips should be returned to: -

The Licensing Section, Public Protection Division, Department for Communities,
Carmarthenshire County Council, 3 Spilman Street, Carmarthen SA31 1LE
Tel : 0 1267 234567 ; Fax 01267 229141; e-mail : schlicensing@carmarthenshire.gov.uk