

**From:** Nicola Cooper

**Sent:** Monday, July 29, 2024 4:41 PM

**To:** Environmental Health West and Taunton

[<environmentalhealth.west@somerset.gov.uk>](mailto:environmentalhealth.west@somerset.gov.uk)

**Subject:** FW: APPLICATION FOR A PREMISES LICENCE - The Bistro, 27 Clayland Corner, TA5 1TS

Good afternoon

Please see below our "agreed position" relating to conditions to appear on the above licence if granted:

- 1. The premises must install and maintain a comprehensive surveillance system which meets ICO guidelines. The system must be maintained in full working order and record at all times when the premises is open for licensable activities. The system must cover all entry and exit points enabling frontal identification of every person entering in any light conditions. The correct time & date must be generated on all recordings which must be retained for a minimum period of 31 days. Recorded images must be of evidential quality. Copies must be made available on request, to the police or authorised officer of the licensing authority. If the system is inoperative or faulty for any reason, steps must be taken to repair or replace the equipment within 24 hours. A Data Controller who is conversant with the operation of the system must be available at all times when the premises is open to the public and be able to provide police or authorised officer of the licensing authority recent data or footage with the absolute minimum of delay when requested. Management, storage, giving and sharing of data recordings must comply with the general data protection regulations at all times.*
- 2. A documented check of the CCTV must be completed weekly to ensure all cameras remain operational and the 31 days storage for recordings is being maintained.*
- 3. The CCTV system must be updated and maintained to the satisfaction of the Police if necessary.*
- 4. The premises must uphold a zero-tolerance policy in relation to illegal drugs.*
- 5. All employees involved in the sale of alcohol who do not hold a personal licence, must receive training on commencement of employment, with regards to preventing the sale of alcohol to persons who are under the required age, proxy sales and the four licensing objectives. This training must be documented and signed for by employees to acknowledge that they have received this training. All employees must receive refresher training every six months. Records must be made available for inspection by the Police & Licensing Authority.*

6. *The premises must operate a “Challenge 25 policy”, whereby anyone wishing to purchase alcohol that appears to be under the age of 25 years, must be asked to provide photographic identification e.g. Passport, driving licence, PASS card. Challenge 25 posters must be displayed.*
7. *An incident register must be kept and used on the premises, and must record all instances occurring on or associated with the premises. Records must be kept for a minimum of 12 months and must be made available request to the Local Authority, Police and Trading Standards Officers upon request. Records must be audited on a regular basis by the Designated Premises Supervisor.*
8. *A refusals register must be kept and used on the premises to record all refused sales of alcohol and will contain*
  - a) *The time and date of refusal*
  - b) *Description of person being refused*
  - c) *Product they attempted to purchase*
  - d) *Reason for refusal*
  - e) *Name & signature of person refusing sale*
9. *Records must be kept for a minimum of 12 months and must be made available request to the Local Authority, Police and Trading Standards Officers upon request. Records must be audited on a regular basis by the Designated Premises Supervisor.*
10. *Sale of alcohol will only be available to customers purchasing food as ancillary to a meal.*
11. *There must be a written authority detailing all staff involved in the sale of alcohol which must be produced to responsible authorities on request.*

We have no representations to make on this basis.

Kind regards

Nicola Cooper 8820 PLPQ ABII Dip CII

Area Licensing Practitioner – Taunton & West Somerset