Surrey Heath Borough Council

Surrey Heath House
Knoll Road
Camberley
Surrey GU15 3HD
Telephone: (01276) 707100
Facsimile: (01276) 707177
DX: 32722 Camberley
Web Site: www.surreyheath.gov.uk

Division: Corporate

Please ask for: Katharine Simpson

Direct Tel: 01276 707157

E-Mail: democratic.services@surreyheath.gov.uk

To: All Members of the **LICENSING SUB COMMITTEE**

The following papers have been added to the agenda for the above meeting.

They were not available for publication with the rest of the agenda.

Yours sincerely

Karen Whelan

Chief Executive

SUPPLEMENTARY PAPERS

		Pages
4	**Application for a Premises Licence - Nepalese Cuisine, 449 London Road, Camberley, GU15 3JA** Following objections received, to consider an application for a premises licence at Nepalese Cuisine, 449 London Road, Camberley, GU15 3JA **Additional Information Tabled at Meeting** **Surrey Police – Additional Conditions Requested**	**1 - 2**

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MT.8848 Ltd Nepalese Restaurant

General- all four licensing objectives (b,c,d,e)

The designated premises supervisor fully understands her/his role and responsibilities concerning the four licensing objectives obtained within the 2003 licensing act. A comprehensive breakdown of these objectives & how to ensure they are met are detailed below. The designated premises supervisor shall ensure that all staff who work at the premises have full knowledge of the challenge 25 rule. Challenge 25 posters will be displayed

The prevention of crime and disorder

1) Digital CCTV equipment shall be installed and maintained at the premises to record colour images that are clear enough to allow the Police to use them to investigate any crimes that are committed on the premises. A camera will be positioned to obtain images of persons entering the building by the main entrance

2) The CCTV system will be in operation and recording at all times while the premises are open to the public

3) Recordings made on the CCTV system shall be retained for a period of at least 31 days of recording.

4) If the Police are called to the premises to deal with an incident then the officers shall have access to view the CCTV footage on request. There must be a member of staff on duty at all times who has knowledge of how the CCTV system works. If the CCTV footage cannot be downloaded for the Police when requested then it must be available within 24 hours of the request

5) All staff shall receive suitable training including refresher training every 6 months in relation to challenge 25 proof of age policy which shall be applied to the premises. All training shall be recorded and then signed by the person completing the training. The DPS or a personal licence holder who is employed at the premises must also countersign the training record.

6) An incident book shall be kept on the premises and all incidents at the premises shall be recorded in the book. The incident book shall be checked by the DPS or a personal licence holder who works at the premises on a weekly basis and then signed and dated after the last entry

7) A minimum of 2 notices stating that CCTV is in operation shall be displayed throughout the premises where the public have access. The notices shall be at least A4 size

Public Safety

1) The staff will not serve alcoholic beverages under any circumstances to any person who appears to be intoxicated or under the influence of drugs

2) . An appropriate first aid kit will be located on the premises and available for customers use.

Prevention of a public nuisance

1) Notices shall be displayed on the premises alerting people to leave the premises in a quiet and orderly manner

2) The management fully understands that it is their duty to prevent their premises causing any nuisance to any local residents or businesses they will monitor the external premises area in relation to any anti-social behaviour or public nuisance

The Protection of children from harm

1) All staff shall receive suitable training including refresher training every 6 months in relation to challenge 25 proof of age policy which shall be applied to the premises

2) A Refusals book shall be kept on the premises and a record must be kept of all persons who are refused the sale of alcohol and this book shall be made available on request to the police or authorised persons

3) The premises will only accept valid forms of identification such as photo driving licence, passport and home office approved id cards displaying the national proof of age standard scheme (PASS hologram). All customers who look under the age of 25 shall be challenged to prove their age and identity when purchasing alcohol