

Annex 2

I can confirm that Hampshire Constabulary are in receipt of the licence application for the above address. May I take the opportunity now to thank you for such a comprehensive and well thought out application.

In line with the measures outlined in the application to demonstrate your support of the licensing objectives I would like to suggest the utilisation of some standard wordings. As I am sure you will be aware, it is important that conditions of a licence are specific and also enforceable. The Home Office have recently issued guidance to this effect.

The wording suggested are as follows:

Staff Training

Staff will be trained regarding appropriate precautions to prevent the sale of alcohol to persons under the age of 18, the signs and symptoms of drunk persons and the refusal of sale due to intoxication. Records will be kept of such training which must be signed and dated by the member of staff who has received that training.

All staff will receive refresher training every six months as a minimum and that records are to be kept of this refresher training which should be signed and dated by the member of staff who received that training.

All training records will be made immediately available for inspection by Hampshire Constabulary and the licensing Authority upon request. Training records will be kept for a minimum period of two years. Training records will be kept on the licensed premises to which they relate to.

Challenge 25

There will be a Challenge 25 policy operating at the premises. Challenge 25 means that the holder of the premises licence shall ensure that every individual, who visually appears to be under 25 years of age and is seeking to purchase or be supplied with alcohol at the premises or from the premises, shall produce identification proving that individual to be 18 years of age or older.

Acceptable identification for the purposes of age verification will include a driving licence, passport or photographic identification bearing the "PASS" logo and the person's date of birth.

If the person seeking alcohol is unable to produce acceptable means of identification, no sale or supply of alcohol will be made to or for that person.

Incident Book

An incident book will be provided and maintained at the premises. It will remain on the premises at all times and will be available to police for inspection upon request. Any incidents that include physical altercation or disorder, physical ejection, injury, id seizure or drug misuse will be recorded in the incident book. The entry is to include an account of the incident and the identity of all person(s) involved (or descriptions of those involved if identity is not known). Should there be any physical interaction by members of staff and the public the entry will include what physical action occurred between each party. The entry shall be timed, dated and signed by the author.

If the member of staff creating the entry has difficulties reading or writing then the entry may be written by another staff member. This should however be read back to the person creating the entry and counter signed by the person who wrote the entry. At the close of business on each day the incident book will be checked by the manager on duty where any entries will be reviewed and signed. If incidents have occurred the duty manager will de-brief door staff at the close of business. Should there be no incidents then this will also be recorded at the close of business in the incident book.

Refusals Book

A refusals book will be kept and maintained at the premises and will be available for police inspection upon request. All refusals for the sale of alcohol and the reasons for refusal should be recorded. Any age challenge or identification seizures should also be recorded.

Pub Watch

The Designated Premises Supervisor must be an 'active' member of the local Pubwatch Scheme, for sake of clarity this will entail regular attendance at meetings by the Designated Premises Supervisor or nominated deputy. The management will fully support and enforce any banning orders of similar arrangements agreed by the Pubwatch Scheme.

As you will see above, I have suggested Challenge 25, rather than the 21 stated within the application. Challenge 25 is now the policy of choice and is again recommended by the Home Office as it gives a greater margin for error than Challenge 21. Frequent test purchase failures have also shown this to be a really useful tool.