

Reference: 2011/02054/01SPRN

Hearing:

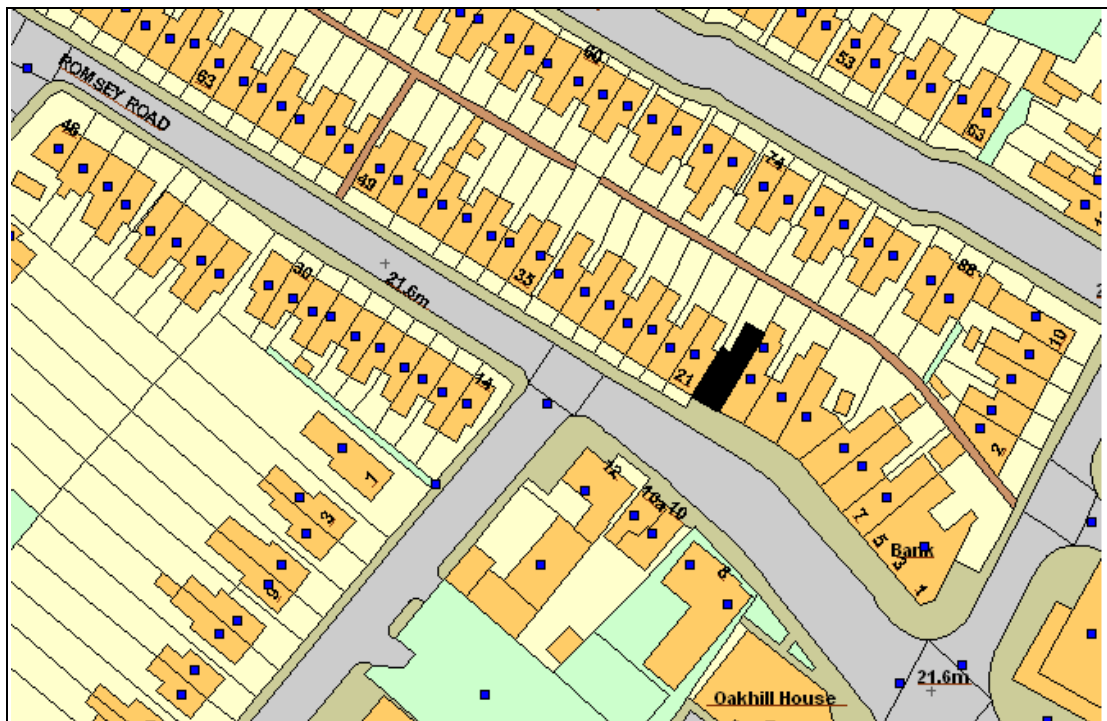
6th October 2011

### Application for Premises Licence

Premises Name: Raj Of Shirley  
Premises Address: 19 Romsey Road  
Southampton  
Hampshire  
SO16 4BY

Application Date: 19th August 2011  
Application Received Date: 19th August 2011

Application Valid Date: 19th August 2011



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## ***Representation From Responsible Authorities***

<b>Responsible Authority</b>	<b>Satisfactory?</b>	<b>Comments</b>
Child Protection Services - Licensing	No response received	
Hampshire Fire And Rescue - Licensing	Yes	
Environmental Health - Licensing	No response received	
Planning & Sustainability - Building Control - Licensing	No response received	
Planning & Sustainability - Development Control - Licensing	No response received	
Police - Licensing	No	See attached representation
Trading Standards - Licensing	Yes	

## ***Other Representations***

<b>Name</b>	<b>Address</b>	<b>Contributor Type</b>
None		

## ***Legal Implications***

1. The Licensing Act 2003 specifically restricts the grounds on which the Council, as Licensing Authority (LA), may refuse an application for a new Premises Licence, or impose conditions. Where relevant representations are made, the LA may refuse on the grounds that the licensing objectives are not met or the operating schedule is inadequate. Equally, conditions may be imposed where relevant and necessary. The LA may also refuse an application in part and thereby only permit some of the licensable activities sought.
2. The decision making committee, in considering an application, must have regard to the adopted Statement of Licensing Policy and any relevant representations made by those directly affected.
3. An applicant for a new Premises Licence whose application has been refused, or who is aggrieved by conditions imposed, may appeal against the decision to the Magistrates' Court.
4. In considering this application the committee will sit in a quasi-judicial capacity and is thus obliged to consider applications in accordance with both the Licensing Act 2003 (Hearings) Regulations 2005, and amending secondary legislation and the rules of natural justice. The practical effect of this is that the committee must make its decision based on evidence submitted in accordance with the legislation and give adequate reasons for reaching its decision.

The committee must also have regard to:-

5. *Crime and Disorder Act 1998*  
Section 17 of the Crime and Disorder Act 1998 places the Council under a duty to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.
6. *Human Rights Act 1998*  
The Act requires UK legislation to be interpreted in a manner consistent with the European Convention on Human Rights. It is unlawful for the Council to act in a way that is incompatible (or fail to act in a way that is compatible) with the rights protected by the Act. Any action undertaken by the Council that could have an effect upon another person's Human Rights must be taken having regard to the principle of Proportionality - the need to balance the rights of the individual with the rights of the community as a whole. Any action taken by the Council which affects another's rights must be no more onerous than is necessary in a democratic society. The matter set out in this report must be considered in light of the above obligations.

**Application for a premises licence to be granted  
under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form  
If you are completing this form by hand please write legibly in block capitals. In all cases ensure that  
your answers are inside the boxes and written in black ink. Use additional sheets if necessary.  
You may wish to keep a copy of the completed form for your records.

**I/We** Mr MONSURUR RAHMAN ( RAJ OF SHIRLEY)  
**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises  
described in Part 1 below (the premises) and I/we are making this application to you as  
the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.**

Online reference

**Part 1 – Premises details**

<b>Postal address of premises or, if none, ordnance survey map reference or description</b>	
19 Romsey Road  Hampshire	
<b>Post town</b>	<b>Post code</b>
Southampton	SO16 4BY

Telephone number at premises (if any)

Non-domestic rateable value of premises

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as

Please tick  yes

- a) an individual or individuals\*  please complete section (A)
- b) a person other than an individual\*
  - i. as a limited company  please complete section (B)
  - ii. as a partnership  please complete section (B)
  - iii. as an unincorporated association or  please complete section (B)
  - iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)

- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\*If you are applying as a person described in (a) or (b) please confirm:

Please tick  yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
  - statutory function or
  - a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr  Mrs  Miss  Ms  Other

Surname  First names

Please tick  yes

I am 18 years old or over

Current address if different from premises address

Post Town  Postcode

Daytime contact telephone number

E-mail address (optional)

SECOND INDIVIDUAL APPLICANT\_(IF APPLICABLE)

Mr  Mrs  Miss  Ms  Other

Surname  First names

Please tick  yes

I am 18 years old or over

Current address if different from premises address

Post Town  Postcode

Daytime contact telephone number

E-mail address (optional)

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned

Name
Address
Registered number (where applicable)
Description of applicant (for example partnership, company, unincorporated association etc)
Telephone number (if any)
E-mail address (optional)

**Part 3 Operating Schedule**

When do you want the premises licence to start?

If you wish the licence to be valid only for a limited period, when do you want it to end?

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

Please give a general description of the premises (please read guidance note1)

INDIAN TAKE AWAY SELLING HOT FOOD ONLY

What licensable activities do you intend to carry on from the premises?  
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

<u>Provision of regulated entertainment</u>	Please tick <input type="checkbox"/> yes
a) plays (if ticking yes, fill in box A)	<input type="checkbox"/>
b) films (if ticking yes, fill in box B)	<input type="checkbox"/>
c) indoor sporting events (if ticking yes, fill in box C)	<input type="checkbox"/>
d) boxing or wrestling entertainment (if ticking yes, fill in box D)	<input type="checkbox"/>
e) live music (if ticking yes, fill in box E)	<input type="checkbox"/>
f) recorded music (if ticking yes, fill in box F)	<input type="checkbox"/>
g) performances of dance (if ticking yes, fill in box G)	<input type="checkbox"/>
h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	<input type="checkbox"/>
 <u>Provision of entertainment facilities for:</u>	
i) making music (if ticking yes, fill in box I)	<input type="checkbox"/>
j) dancing (if ticking yes, fill in box J)	<input type="checkbox"/>
k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)	<input type="checkbox"/>
<u>Provision of late night refreshment</u> (if ticking yes, fill in box L)	<input checked="" type="checkbox"/>
<u>Supply of alcohol</u> (if ticking yes, fill in box M)	<input type="checkbox"/>
<b>In all cases complete boxes N, O and P</b>	



**A**

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of a play take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)</b>	Indoors	
Day	Start	Finish		Outdoors	
Mon			<b>Please give further details here</b> (please read guidance note 3)	Both	
Tue					
Wed			<b>State any seasonal variations for performing plays</b> (please read guidance note 4)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat					
Sun					

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)</b>	Indoors	
Day	Start	Finish		Outdoors	
Mon			<b>Please give further details here</b> (please read guidance note 3)	Both	
Tue					
Wed			<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 4)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat					
Sun					

**C**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<b>State any seasonal variations for indoor sporting events</b> (please read guidance note 4)
Wed			
Thur			<b>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</b> (please read guidance note 5)
Fri			
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2).	Indoors	
Day	Start	Finish		Outdoors	
Mon			Both		Please give further details here (please read guidance note 3)
Tue					<b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 4)
Wed					
Thur					<b>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</b> (please read guidance note 5)
Fri					
Sat					
Sun					

**E**

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)</b>	Indoors	
Day	Start	Finish		Outdoors	
Mon			<b>Please give further details here</b> (please read guidance note 3)	Both	
Tue					
Wed			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat					
Sun					

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)</b>	Indoors	
Day	Start	Finish		Outdoors	
Mon			<b>Please give further details here</b> (please read guidance note 3)	Both	
Tue					
Wed			<b>State any seasonal variations for playing recorded music</b> (please read guidance note 4)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat					
Sun					

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of dance take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)</b>	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 3)		
Tue					
Wed			<b>State any seasonal variations for the performance of dance</b> (please read guidance note 4)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat					
Sun					

**H**

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			<b>Please give a description of the type of entertainment you will be providing</b>		
Day	Start	Finish	<b>Will this entertainment take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)</b>	Indoor	
				Outdoor	
				Both	
Mon			<b>Please give further details here</b> (please read guidance note 3)		
Tue					
Wed			<b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 4)		
Thur					
Fri					

Sat			<b>Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5)</b>
Sun			

<b>Provision of facilities for making music</b> Standard days and timings (please read guidance note 6)			<b>Please give a description of the facilities for making music you will be providing</b>			
			<b>Will the facilities for making music be indoors or outdoors or both – please tick [✓] (please read guidance note 2)</b>			
			Indoors			
			Outdoors			
			Both			
Day	Start	Finish	<b>Please give further details here (please read guidance note 3)</b>			
Mon						
Tue						
Wed					<b>State any seasonal variations for the provision of facilities for making music (please read guidance note 4)</b>	
Thur						
Fri					<b>Non standard timings. Where you intend to use the premises for provision of facilities for making music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)</b>	
Sat						
Sun						

<b>Provision of facilities for dancing</b> Standard days and timings (please read guidance note 6)			<b>Will the facilities for dancing be indoors or outdoors or both – please tick [✓] (see guidance note 2)</b>	
			Indoors	
			Outdoors	
			Both	
Day	Start	Finish	<b>Please give a description of the facilities for dancing you will be providing</b>	

Mon			Please give further details here (please read guidance note 3)
Tue			
Wed			State any seasonal variations for providing dancing facilities (please read guidance note 4)
Thur			
Fri			Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)
Sat			
Sun			

**K**

Provision of facilities for entertainment of a similar description to that falling within J or K Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment facility you will be providing	
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoor
Mon				Outdoor
				Both
Tue			Please give further details here (please read guidance note 3)	
Wed				
Thur			State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within j or k (please read guidance note 4)	
Fri				
Sat			Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within j or k at different times to those listed in the column on the left, please list (please read guidance note 5)	
Sun				

**L**

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2).	Indoors	<input checked="" type="checkbox"/>		
Day	Start	Finish		Outdoors			
Mon	17:00	0:00	<b>Please give further details here</b> (please read guidance note 3) AT PRESENT WE ARE OPEN FROM 5PM TO 11PM. I AM APPLYING FOR PERMISSION TO EXTEND THESE HOURS BY A FURTHER 1 1/2 HOURS ON WEEKDAYS AND 2 1/2 HOURS ON WEEKENDS. WE SELL HOT FOOD ONLY WHICH IS TO BE TAKEN AWAY AND CONSUMED OFF THE PREMISES. NO ALCOHOL IS SERVED OR KEPT ON PREMISES.	Both			
		0:00		0:30			
Tue	17:00	0:00					
		0:00		0:30			
Wed	17:00	0:00		<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 4)			
		0:00			0:30		
Thur	17:00	0:00					
		0:00			0:30		
Fri	17:00	0:00			<b>Non standard timings. Where you intend to use the premises for the provision of late night entertainment at different times, to those listed in the column on the left, please list</b> (please read guidance note 5)		
		0:00				1:30	
Sat	17:00	0:00					
		0:00				1:30	
Sun	17:00	0:00					
		0:00				0:30	

**M**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			Will the sale of alcohol be for consumption (Please tick box <input checked="" type="checkbox"/> ) (please read guidance note 7)	On the premises		
Day	Start	Finish		Off the premises		
Mon			<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)	Both		
Tue						
Wed				<b>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Thur						
Fri						
Sat						

Sun			
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**State the name and details of the individual whom you wish to specify on the licence as premises supervisor**

Name.....

Address .....

Postcode.....

Personal Licence number(if known) .....

Issuing licensing authority ..... Southampton City Council .....

**N**

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)**

NO SUCH ACTIVITIES OR MATTERS TO CAUSE CONCERN IN RESPECT OF CHILDREN

**O**

<b>Hours premises are open to the public</b> Standard timings (please read guidance note 6)			<b>State any seasonal variation (please read guidance note 4)</b>
Day	Start	Finish	<p><b>Non standard timings. Where you intend to use the premises to be open to the public at different times from those listed in the column on the left, please list. (please read guidance note 5)</b></p>
Mon	17:00	0:00	
	0:00	0:30	
Tue	17:00	0:00	
	0:00	0:30	
Wed	17:00	0:00	
	0:00	0:30	
Thur	17:00	0:00	
	0:00	0:30	
Fri	17:00	0:00	
	0:00	1:30	
Sat	17:00	0:00	
	0:00	1:30	
Sun	17:00	0:00	
	0:00	1:30	



**P**

Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)**

THE NATURE OF THE BUSINESS DOES NOT PROVOKE PROBLEMS IN ANY OF THESE AREAS. WE ARE ALREADY ABIDING RELEVANT HEALTH AND SAFETY REGULATIONS.

**b) The prevention of crime and disorder**

**c) Public safety**

NOTHING BEYOND EXISTING HEALTH AND SAFETY, FIRE SAFETY REQUIREMENTS,

**d) The prevention of public nuisance**

NO MUSIC, ENTERTAINMENT OR ACTIVITIES INVOLVED TO CAUSE ANY SORT OF NUISANCE TO THE PUBLIC.

**e) The protection of children from harm**

Please tick ✓ yes

- I will make the payment of the fee £ 190.00
- I have enclosed the plan of the premises
- I have you sent copies of this application and the plan to responsible authorities and others where applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

**IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**Part 5 – Signatures** (please read guidance note 10)

**Signature of applicant or applicant’s solicitor or other duly authorised agent.** (See guidance note 11) **If signing on behalf of the applicant please state in what capacity.**

Signature Mr MONSURUR RAHMAN

Date..... 19/08/2011

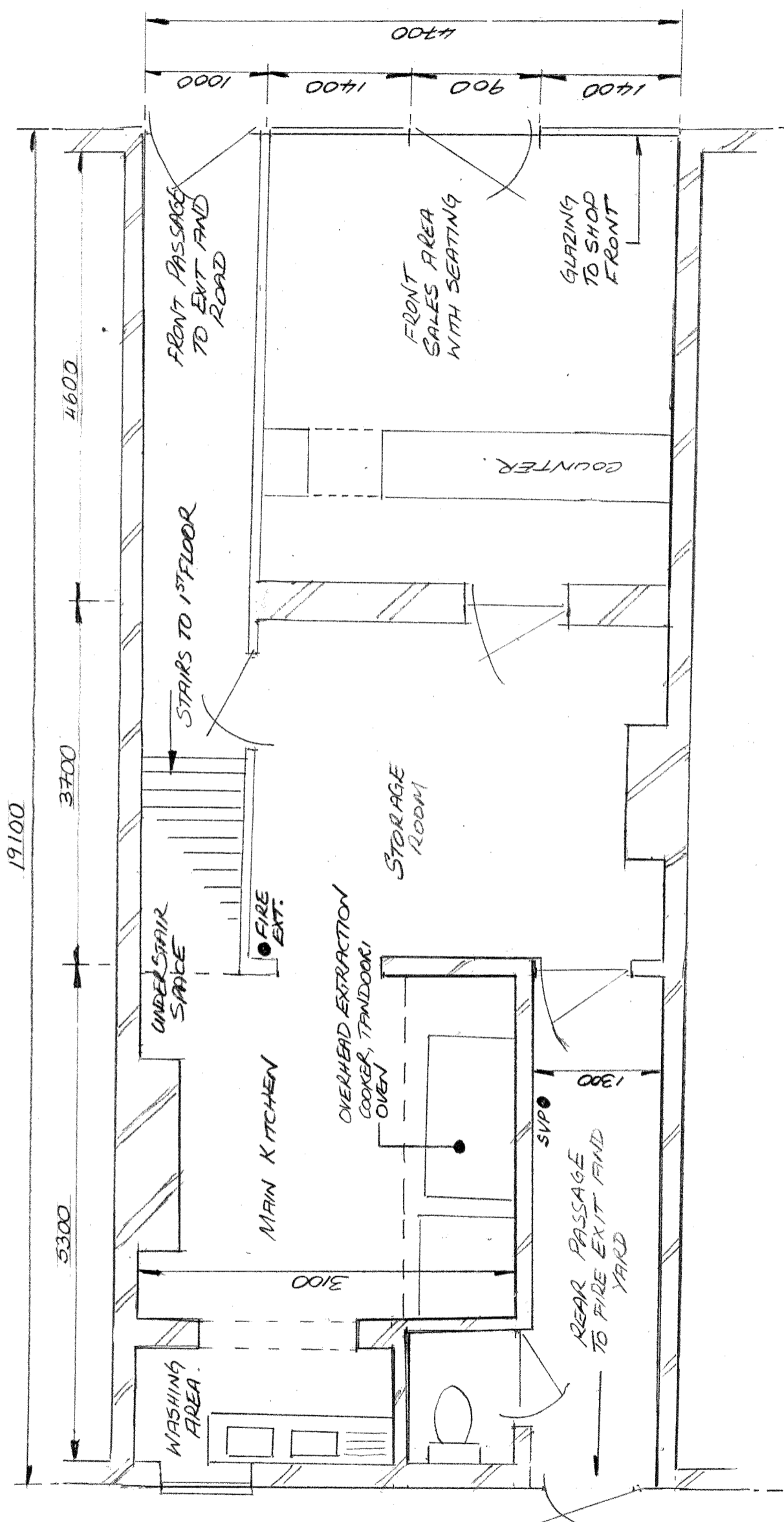
Capacity

**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent.** (please read guidance note 12) **If signing on behalf of the applicant please state in what capacity.**

Signature

Date.....

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)	
Post town	Post code
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail your e-mail address (optional)	



SCALE 1:50

0788 912 65 08

PLAN OF RAT OF SHIRLEY  
 19 ROMSEY ROAD  
 SHIRLEY  
 SOUTHAMPTON  
 SO16 4BY  
 TELE: 02380 511505

RECEIVED  
 22 AUG 2011  
 SOUTHAMPTON CITY COUNCIL  
 Legal Services



# HAMPSHIRE CONSTABULARY

## **NEW GRANT OR VARIATION OF PREMISES LICENCE OR CLUB PREMISES CERTIFICATE FORM FOR REPRESENTATIONS FROM HAMPSHIRE CONSTABULARY**

Before completing this form please read the guidance notes on page 3.  
Once completed please send your representation form to your local Licensing Authority.  
You must keep a copy of the completed form for police records.

**Hampshire Constabulary wish to make a representation(s) regarding the grant or variation of a Premises Licence or Club Premises Certificate issued under the Licensing Act 2003.  
These representations must be made within 28 days**

<b>Postal address of premises or club premises:</b>			
The Raj of Shirley, 19 Romsey Road, Hampshire			
<b>Post town:</b>	Southampton	<b>Postcode:</b>	SO16 4BY

<b>Name of premises licence holder or club holding club premises certificate (if known)</b>
Raj of Shirley

### Police Details

**Hampshire Constabulary is a responsible authority.**

<b>Name and address:</b>
Police Sergeant 3555 Marshman Southampton Police Violent Crime & Licensing Unit Haverlock Road, Southampton. SO14 7LG

**This application to object relates to the following licensing objective(s)**

- 1) The prevention of crime and disorder
- 2) Public safety
- 3) The prevention of public nuisance
- 4) The protection of children from harm

*Please select one or more boxes*



## HAMPSHIRE CONSTABULARY

### NEW GRANT OR VARIATION OF PREMISES LICENCE OR CLUB PREMISES CERTIFICATE FORM FOR REPRESENTATIONS FROM HAMPSHIRE CONSTABULARY

**State the ground(s) for representation** *(please read guidance notes 1 & 2)*

On behalf of the Chief Officer of Police, I am writing to lodge a representation to the above application on the following grounds:

- 1) The prevention of crime and disorder.

The Police have concerns over the application, these concerns are outlined below:

The applicant has not provided any steps they intend to take to promote the licensing objectives on page 14 of their application. They have simply put that "the business does not provoke problems in any of the areas".

However, since 2005 there have been twelve reported crimes. Six of these crimes have been reported in the last fourteen months which is a substantial increase. The most recent report was on the 10/6/11 when a female was arrested for being drunk in charge of two young children whilst in the premises, which resulted in a Police officer being assaulted. There was a theft of a wallet in the premises and the remaining four offences were criminal damage to the shops window.

There have been calls to the premises in connection with drunken groups fighting inside the shop and even an allegation that staff had locked a customer in the rear of the shop over a dispute over payment.

All of these issues have not been considered by the applicant and clearly highlight a need for certain conditions to be added to the licence to ensure the licensing objectives are promoted.

On 20/08/10 Southampton City Council licensing team witnessed the premises open at 2358 hrs. Thus open without a premises licence. They sent a warning letter to the owners of the shop advising them that this was an offence. However, on the 1/10/10 (less than two months later) the premises were found to open at 2320 hrs. As a result of this offence Mr and Mrs Rahman were spoken with by the councils licensing enforcement team and issued with a written warning.

Although there have not been any further incidents regarding operating without a licence this is an area of concern.

Hampshire constabulary have tried to contact the applicant via e mail and by leaving messages on the applicants answer machine in order to ask that conditions are included on the application to support



## HAMPSHIRE CONSTABULARY

### NEW GRANT OR VARIATION OF PREMISES LICENCE OR CLUB PREMISES CERTIFICATE FORM FOR REPRESENTATIONS FROM HAMPSHIRE CONSTABULARY

the licensing objectives. Unfortunately, they have not responded. On the 15/9/11 PC Harris attended the premises and spoke to Mr & Mrs Rahman leaving a copy of the e-mail I had sent and explaining the conditions. He expressed the importance for them to contact me and once more they have failed to do so.

Therefore, Hampshire Constabulary submit our objection to this application for a Premises Licence.

#### **State any conditions that the Police seek to negate the need for a hearing**

##### **CCTV**

The premises shall have sufficient cameras located within the premises to cover all public areas including outside of the premises covering the entrance and exit. The system should be able to cope with strobe lighting and all levels of illumination throughout the premises as well as outside areas.

The CCTV system must be operating at all times whilst the premises are open for licensable activity.

All equipment shall have a constant and accurate time and date generation.

There shall be sufficient members of trained staff available during operating hours to be able to provide viewable copies on request of the Police or local authority. Any images recovered must be in a viewable format on either disc or VHS.

The recording system will be able to capture a minimum of 4 frames per second.

Records must be made on a weekly basis and kept for inspection to show that the system is functioning correctly and that data is being securely retained.

CCTV warning signs to be fitted in public places.

Recordings to be kept for a minimum of 28 days.

The DPS or premises manager must be able to demonstrate that the CCTV system has measures to prevent recordings being tampered with, i.e. password protected.

In the event of technical failure of the CCTV equipment the Premises Licence holder/DPS MUST report the failure to the Police on contact number 02380 674768 immediately.



**HAMPSHIRE CONSTABULARY**

**NEW GRANT OR VARIATION OF PREMISES LICENCE  
OR CLUB PREMISES CERTIFICATE  
FORM FOR REPRESENTATIONS FROM HAMPSHIRE CONSTABULARY**

Incident book

An incident book will be provided and maintained at the premises and there will be a daily debrief of door staff (where used) at the close of business which will be evidenced in writing by the Manager on duty. Should there be no incidents then this will also be recorded at the end of the shift in the incident book.

The incident book will remain on the premises at all times and will be available to police upon request.

The book shall detail in brief, incident of injury/ejection/refusals/drug misuse/ i.d seizure/age challenge. Where there is an injury, ejection of physical altercation the entry shall be timed, dated and signed by the author. If the member of staff involved has difficulties reading or writing then the entry may be written by another party. This should however be read back to the person involved and counter signed. Should there be any physical interaction by members of staff and public the entry will include what physical action occurred between each party.

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS REPRESENTATION**

**Part 3 – Signatures** (please read guidance note 3)

**Recommendation of Police Officer**

Object

**Signature of Police Officer Completing**

Signature:

PS3555 MARSHMAN

Date:

16/09/2011

**Recommendation of Police Sergeant**



# HAMPSHIRE CONSTABULARY

## NEW GRANT OR VARIATION OF PREMISES LICENCE OR CLUB PREMISES CERTIFICATE FORM FOR REPRESENTATIONS FROM HAMPSHIRE CONSTABULARY

Object

### Signature of Police Sergeant

Signature:

Date:

16/09/2011

*PS3555 MARSHMAN*

### Decision of Police Licensing Inspector

Object

### Signature of Police Licensing Inspector

Signature:

Date:

16/09/2011

*A/INSR 3288*

### NOTES FOR GUIDANCE

1. The ground(s) for representation must be based on one of the licensing objectives.
2. Please list any additional information or details, for example dates of problems which are included in the grounds for representation if available.
3. The representation form must be signed.