

**From:** [Young, Tricia](#)  
**To:** [Idox DMS Licensing](#)  
**Subject:** FW: City News 8 Park Street SO16 4RJ - 2023/03081/01SPRN - Lucas agreed  
**Date:** 21 September 2023 15:29:12

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**From:** Marshall, Lucas [REDACTED]  
**Sent:** Thursday, September 21, 2023 3:20 PM  
**To:** Young, Tricia [REDACTED]; paul.dimmer [REDACTED]  
**Cc:** McGuinness, Ian [REDACTED]  
**Subject:** RE: City News 8 Park Street SO16 4RJ - 2023/03081/01SPRN

Thanks Tricia – looks good to me!

Kind regards

Lucas

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**From:** Young, Tricia <[REDACTED]>  
**Sent:** Thursday, September 21, 2023 3:04 PM  
**To:** [paul.dimmer](#) [REDACTED]; Marshall, Lucas [REDACTED]  
**Cc:** McGuinness, Ian <[REDACTED]>  
**Subject:** City News 8 Park Street SO16 4RJ - 2023/03081/01SPRN  
**Importance:** High

Paul/Lucas

You have both agreed conditions with Miss Patel for the above application but a few of them would be the same. I have therefore taken the following bits from both your representations. Can you let me know if you are both happy with these and if you are this will be what appears on the licence when issued.

#### **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 photo card driving licence, passport or photographic identification bearing the “PASS” logo and the persons 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.**

**‘Challenge 25’ posters shall be displayed in prominent positions at the premises.**

#### **REFUSALS BOOK**

**A written log shall be kept of all refusals including refusals to sell alcohol. Details recorded must include date (day/month/year), time, product refused, reason for refusal, and the full**

name of the person who made the refusal. The Premises Licence Holder shall ensure that the refusals log is checked, signed and dated on a weekly basis by the venue manager/manageress.

The refusals log will be kept and maintained at the premises and will be available for inspection immediately upon request by Responsible Authorities.

The record of refusals will be retained for 12 months.

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### **CCTV**

A colour recording CCTV system that captures images from the main public areas must be fully operational whilst licensable activities are taking place.

The system shall be able to cope with all levels of illumination.

The recording equipment shall be stored and operated in a secure environment with limited access, to avoid damage, theft, unauthorised viewing and maintain the integrity of the system. i.e. Password protected.

The system shall be serviced at twelve monthly intervals and maintained to a standard that is acceptable to the police licensing department responsible for the area.

The system clock shall be checked regularly for accuracy taking account of GMT and BST.

Digital systems shall have sufficient storage capacity for 28 days evidential quality recordings (minimum 4 frames per second).

The images produced shall be date and time stamped.

A notice shall be displayed at the entrance to the premises advising that CCTV is in operation.

An additional recording CCTV camera shall be installed and fully operational whilst the venue is open to the public to cover the area immediately outside the front of the premises.

It is important that Responsible Authorities are able to access data from the systems quickly and easily and therefore provision shall be made that at all times a person is in attendance who is nominated by the data controller who has access to the secure area who is able to operate the equipment

Ensure all operators receive training from the installer when equipment is installed and that this is cascaded down to new members of nominated staff.

Have a simple operator's manual available to assist in replaying and exporting data (particularly important with digital systems) and to produce images to the police responsible authority for the purpose of the prevention and detection of crime as long as the request is lawful and complies with the data protection Act.

In the event of a technical failure of the CCTV equipment, the premises licence holder or DPS shall notify the police licensing department responsible for the area within 24 hours.

### **Work Hours**

That a log of work hours is kept for every member of staff that works at the premises, full time, part time, and temporary, including those who provide cover at any point when the shop is trading, or conducting activities in relation to trade. The record will consist of the staff member's name, the date (day/month/year), the times when the staff member commenced and finished work (expressed in the 24 hour clock). This must be completed at the time when the staff member commences and finishes work, by either the member of staff or his supervisor/manager. The record must be kept at the premises and be available to Responsible Authorities on request.

### **Incident Book**

An incident book shall be maintained to record any activity of a violent, criminal or anti-social

nature.

The record 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. This record shall be produced to a police officer or an authorised officer of the local authority on reasonable request. This record shall be retained for a period of 12 months.

### 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 records are to be kept of this refresher training which should be signed and dated by the member of staff who received that training.

In addition to their training a written test related to the training given will be conducted before the staff member is permitted to sell or authorise alcohol. The test will consist of a minimum of ten questions of which the pass rate is 80%. Anyone who fails to reach the prescribed pass rate will be retrained and re-tested. Anyone not attaining the pass rate will not be permitted to sell or authorise the sale of alcohol until the pass rate is attained. There will be a minimum of two sets of questions to be used in the training which will be rotated upon each subsequent six month training session.

All training records will be made immediately available for inspection by Hampshire Constabulary and any responsible 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.

### Single Can Condition

No single cans of beers ciders or lager shall be sold to customers. Unless other non-alcoholic product purchases (excluding tobacco and tobacco sundries) are made totalling £5.00 or more in the same transaction.

### High Strength Alcohol

No beers, ciders or lager of 6.5% ABV or over shall be sold by retail unless they in a pack of 4 or more as supplied by the manufacturer.

Tricia Young  
Licensing Officer

Please note I am only in the office on Monday, Tuesday and Thursday at the present time

**Southampton and Eastleigh Licensing Partnership**  
**Southampton City Council**



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