

Town Hall
The Crofts
Moorgate Street
Rotherham S60 2TH
E-mail: Michael.Sylvester@rotherham.gov.uk
Email the Council for free @ your local library!

Our Ref:
CllrMBS-RMBC

Please Contact:
Cllr Michael Bennett-Sylvester

Telephone Number:



Date June 27th 2022

To: RMBC Licensing

Dear Sirs,

Licensing Application East Herringthorpe Pub

I'm writing to make representation regards concerns with the Premises Licence application for the above premises and the promotion of the four licensing objectives.

I have received representations from several local residents with concerns around potential public nuisance, public safety and protection of children. Most of these are based around the proposed operating hours and extent of the licensed area.

For members who are not familiar the site has residential properties backing onto it from Bradstone Road and Coupland Road, sits opposite from a residential development on Laudsdales Road and due to being on a hillside significantly overlooks properties on Fretwell Road.

Residents concerns relate to past experience from the premises relating to noise, public disorder and a widely held belief in allegations of criminal activity within the site. They have relayed instances of regular fights, items such as glasses and bottles thrown into gardens, issues with parking and motoring offences from patrons, late night even early morning noise and abuse along with threatening behaviour towards residents from those under the influence using the premises.

The residents have expressed a lack of confidence with which I agree that the Premises License as applied for will adequately address their concerns and give them confidence to use the premises. I would suggest to the applicant the following to try and win that confidence and would suggest to the licensing committee that without the following that the application should be rejected.

Operating Hours.

APPENDIX 3

As stated above this site both adjoins and overlooks a number of residential properties while being in the middle of a residential estate. As such end of service times of midnight Sunday to Thursday and 1am Friday and Saturday with an additional thirty minutes closing is causing concern that with taxi pick ups will cause noise for residents until the early hours and is inappropriate for such a location.

Looking at other local closing times the latest advertised is Silverwood Miners Welfare with a weekend closing of 11.30pm. There is a concern that if put into practice the proposed opening hours will create a destination venue with drinkers from other premises heading to East Herringthorpe arriving after 11pm and adding to the noise local residents will experience.

With the exception of New Years Eve I would suggest an 11pm end of service and activity for all licensable activities with twenty minutes drinking up time on all days including bank holidays, national saints days and other public holidays.

Commercially the premises will still have the TENs system for special events and holidays while residents would have the confidence that normal activity on the site will reasonably be concluded by midnight.

There is also concern that a 10pm limit for under 18s does not promote the licensing objective of protecting children from harm and would suggest a 9pm limit especially Sunday to Thursday would be more advantageous in boosting confidence in the venue.

Internal Licensed Area

The application is looking to internally license the downstairs cellar, store room and garage. Members will need to note that though downstairs each of these areas open onto land overlooking Fretwell Road. Licensing these would potentially add to the entrances and exits to the internal premises that need to be monitored and thinking commercially allow for service in this area to any external licensed area overlooking Fretwell Road and as such would be counter to the licensing aim to prevent public nuisance. I have had casework regards this area of the premises for anti-social behaviour due to stones and bottles being thrown across Fretwell Road from the higher elevated premises grounds into gardens.

External Licensed Area

Licensing the full grounds of the premises would create significant problems for monitoring activity on the site and I believe would create difficulties in promoting all four licensing objectives. The licensed area would directly border residential properties on Bradstone Road, Coupland Road and Fretwell Road, would directly overlook properties on Fretwell Road and on Laudsdales Road extend to the public highway with currently no separation between patrons and pedestrians on Laudsdales Road.

The pub currently has an outside seating and smoking area on its South East side facing Bradstone Road. I would argue that to build local residents confidence

APPENDIX 3

licensing objectives are being promoted that this should be the only external licensed area and that TENs applications would provide an adequate commercial route for occasional outdoor activity in parts of the site such as for example Bonfire night.

In summary the application in its present form does not give a good number of local residents and myself the confidence that the four licensing objectives will be promoted especially regards potential public nuisance potentially into the early hours of the morning, potential use of downstairs areas adjoining Fretwell Road and public safety in terms of the size of the external proposed licensed area.

I would be happy to speak at any hearing into this application.

Yours sincerely

Michael Bennett-Sylvester

Councillor Michael Bennett-Sylvester
Elected Member (Dalton & Thrybergh)

APPENDIX 3

APPENDIX 3

From: [REDACTED]
Sent: 25 June 2022 18:53
To: Licensing <Licensing@rotherham.gov.uk>
Cc: Diane Kraus <Diane.Kraus@rotherham.gov.uk>
Subject: Website enquiry re

Objection to
Premises Licence application by
Mr Roy Kwiatkowski

East Herringthorpe Pub
Laudsdale Road
East Herringthorpe
Rotherham
S65 3LG

On the grounds of
The Prevention of crime and disorder
The Prevention of public nuisance,
Public Safety, and
The Protection of children from harm.

Since this man claimed ownership of the above premises we have had to endure, Shouting, Swearing, Fighting, loud music, car doors banging, engines revving up and tyres screeching from the car park, all within close proximity of our home, and this is at any time from opening until the early hours of morning. Men leaving the club can frequently be seen urinating in peoples hedges, gate ways and parked cars.

Bottles and broken glasses are left discarded anywhere without a care for children who live in the area and pass this way to go to the local primary school. I would not consider this a fitting or safe place for children to be at any time.

The Police have been called out multiple times to deal with trouble, public nuisances and disturbance on the premises, the car park and the streets around it leaving us to feel unsafe in our home and for our property.

This is why the original licence was revoked and we are of the opinion it will soon revert back to this anti social behaviour if a new premises licence is granted.

I request that this and our personal details are withheld and kept anonymous for fear of retribution.

Regards.

Mr & Mrs [REDACTED]
[REDACTED]
[REDACTED]

APPENDIX 3

-----Original Message-----

From [REDACTED]

Sent: 22 June 2022 00:06

To: Licensing <Licensing@rotherham.gov.uk>

Subject: Website enquiry-representation against east herringthorpe pub (club license)

I am wanting to comment against the application of the East Herringthorpe pub becoming a club, we live just a street down from East Herringthorpe pub, we have 2 young children and both work ourselves with my partner getting up at 5.30-6am for work, I feel the pub becoming a club would cause a lot of disruption to ourselves and would be a nuisance to the rest of the public too. We already hear loud music and people walking away from the club arguing/drunk and swearing so I imagine this would be a lot worse and a lot later on if this was to become a club. My children would be very scared if they heard shouting, noisy drunk people in the middle of the night, it would completely disturb their sleep and sense of safety aswell as our sleep too.

I think having this turned into a club would just cause more crime to happen, people would be out later, drinking alot more and would cause more crowds to turn up there, which in turn is just asking for arguments and anti social behaviour to happen, the crime rate in east herringthorpe already seems to be a problem so why add to this? Surely this is just going to make crime and disorder a lot more common than it already is.

I think the safety of the public would be at risk, it is a built up area, loads of houses around and cars passing by, alot of factors that just make it sound like a health and safety nightmare. Drunk loud people thinking it's a good idea to smash a window or egg someone's house, or generally cause arguments/fights with other people, police will never be away. There will be more litter, smashed beer bottles/glass in the streets. Let's keep the clubs in main town where they belong, away from built up areas where the elderly want to feel safe in their own home, children want to sleep peacefully without being woken up hearing awful words or being scared from hearing fights, and where people need a good nights sleep ready for their 12 hour shift early the next day.

Please, let's not make east herringthorpe any worse, we should be looking at ways to prevent crime and disruption in this area not a way to encourage it.

Thank you,

[REDACTED]

I would also like to ask that my name and address stays anonymous please, we got burgled in January and so I am very wary about my name and address being on this for a person who I don't know to see it, however for this reason as well I would love to see crime rate go down and see East Herringthorpe become a lovely place again.

From: [REDACTED]
Sent: 29 June 2022 10:44
To: Diane Kraus <Diane.Kraus@rotherham.gov.uk>
Subject: Licence objection

APPENDIX 3

I would like to object to the granting of a licence for Mr Roy Kwiatkowski for the premises to be known as East Herringthorpe pub S65 3LG on the following grounds.

Public Nuisance, Crime and Disorder and Protection of children to harm.

Crime and Disorder,

I don't believe Mr Kwiatkowski's character is suitable to hold a licence because since he bought the property in an underhand and I believe fraudulent manner in May 2020 there's been more trouble than in previous years, with the police being called out for many different crimes.

I have reported the alleged fraudulent sale of the property to Action Fraud on 23/04/2022, it was reviewed by them and passed on to The National Fraud Intelligence Bureau who also reviewed and asked a couple more questions before passing the information gathered on to South Yorkshire Police on 11/05/2022 who are still reviewing the case.

Public Nuisance,

While owned by Mr Kwiatkowski, customers were allowed to drink in and outside the premises until the early hours of the day, which resulted in patrons being drunk and Disorderly, shouting, singing, swearing and more often than not fighting, which as a nearby resident I was awoken on a many night sometimes until 3am.

Protection of Children from harm,

There has been Children allowed in the premises on a regular basis, not just on the days when children's activities were on. The owner/management have not done anything to prevent any harm coming to these children.

Also Mr Kwiatkowski has applied for a late night refreshment indoors and outdoors from 23:00 to 00:00 hours or 23:00 to 01:00 hours. Why is this such a late start to commence refreshments and Mr Kwiatkowski hasn't specified whereabouts outside this would be, as a nearby resident I would like to object to this due to fear that it would allowed to be close to nearby properties and we would have to live with any noise and disorder that occurred.

Thank you

APPENDIX 3

memorandum

Community Safety & Street Scene

To:
Licensing Services

Date:
16 June 2022

For the attention of

Licensing Application:

Premises licence

East Herringthorpe Sports & Social Club East Herringthorpe Sports & Social Club Laudsdaie
Road East Herringthorpe Rotherham S65 3LG

Contact:
Nathan Marshall

Ref:
054279

Extension:
822956

I write with reference to the above application to which I received consultation papers on 14 June 2022 and would report as follows:

i) Consideration

After considering the application, and reviewing the previous history, evidence suggests that previously from this establishment being open to the public, has raised the number of ASB complaints considerably by local residents. This has previously stretched local policing and local authority resources this raises concern that they are unable to sustain the resources required to maintain public order, due to previous management and cliental.

ii) Conclusions

The proposed application would cause concern on the local amenity on the grounds of Anti-Social Behaviour. It is viewed that it is not possible to prevent this loss by the imposition of conditions.

iii) Recommendations

I would recommend that in the light of the above, the application be refused.

Suggested reason(s) for refusal as per above.

It is my view that the ground(s) for refusal can be substantiated if an appeal is lodged against a refusal for this application.

Should you require any further information regarding this application, please do not hesitate to contact me.

APPENDIX 3

From: Rotherham_Licensing <rotherham_licensing@southyorks.gov.uk>
Sent: 11 July 2022 14:55
Subject: Objection to the proposed application for a new premise licence for East Herringthorpe Pub, Laudsedale Road, East Herringthorpe, Rotherham, S65 3LG

Rotherham Metropolitan Borough Council
Riverside House,
Main Street,
Rotherham,
S60 1AE

Date: 11th July 2022

Licensing Act 2003

Objection to the application for a new premise licence for East Herringthorpe Pub, Laudsedale Road, East Herringthorpe, Rotherham, S65 3LG

On behalf of the Chief Constable of South Yorkshire Police, an objection is being made in relation to the above application.

The grounds of objection are based on the potential impact on the promotion of the licensing Objectives - **Crime and Disorder & Public Nuisance.**

The premise previously operated under a Club certificate, which was revoked by Rotherham Council due to the premise not following Club guidelines. Following submission of an application for a new premise licence, South Yorkshire Police have submitted to the applicant a list of conditions and a reduction in hours to allow the premise to operate and adhere to the four licensing objectives.

I initially emailed the Solicitor on 5th July and again on 8th July, the Solicitor responded on the 8th July saying she was waiting instruction from her Client. As I've not had a response, I have no alternative other than to place an objection to the application.

If the applicant confirms agreement to the conditions and changes to trading times, South Yorkshire Police would withdraw our objection.

Reduce opening times to

11:00hrs – 23:00hrs Monday – Sunday

Performance of plays, Films, Indoor sporting events, Live & recorded music, performance of dance

11:00hrs – 22:30hrs Monday – Sunday

Removal of Late Night Refreshment

Add the following conditions

APPENDIX 3

- Polycarbonate drinking vessels (or other appropriate to the risk assessed basis and through negotiation upon police advice. This is most likely to mean for example, use of polycarbonates perhaps at busy weekend times or periods, or when risk assessed by management due to the customers profile or likely demeanour.
- Registered SIA door supervisor must be employed at the premises from 19:00 on every Friday and Saturday evening and in addition every Sunday preceding a Bank Holiday. The requirement for such security at any other time to be risk assessed by the Designated Premises Supervisor or member of the management team.
- Any person exercising a security activity (as defined by paragraph 2 (1) (a) of schedule 2 of the Private Security Industry Act 2001) shall be licensed by the Security Industry Authority. Such a person will be employed at the premises at the discretion of the designated premises supervisor/holder of the premises licence. Any person defined in this condition will clearly display their name badge at all times whilst on duty.
- Customers entering the premises will be subjected to random searches in accordance with the premises assessment of risk.
- There shall be a zero tolerance policy in relation to drugs at the premises and there shall be regular checks by management to prevent the use of drugs by patrons. Drugs seized shall be stored securely and handed to the Police. A record of the checks to be kept for 6 months
- Staff will receive training on matters concerning underage sales, drugs policies, and operating procedures. Records of such will be kept and made available for inspection of the authorities.
- The Challenge 25 scheme must operate including a refusals log, signage and the maintenance of staff training records.
- The Premise shall be an active member of the local pub watch scheme if available.
- No person shall be allowed to leave the premises whilst in the possession of any drinking vessel or open glass bottle, whether empty or containing any beverage.
- No customers apparently carrying open bottles upon entry shall be admitted to the premises at any time the premises are open to the public.
- A colour CCTV system to the specification of South Yorkshire Police will be fitted, maintained and in use at all times whilst the premises are open. The CCTV images will be stored for 31 days and police and authorised officers of the council will be given access to images for purposes in connection with the prevention and detection of crime and disorder. CCTV footage shall be downloaded and provided to South Yorkshire Police on request. Members of

the management team will be trained in the use of the system. A copy of the specification dated January 2010 will be available at all times for inspection of the police and authorised officers. (see attachment)

- *A copy of the SYP Violent Incident Protocol to be displayed within the premises in sight of staff. This protocol should also form part of staff training and training records to reflect such input. (see attachment).*
- *Children under the age of 16 are prohibited after 20:00 hours unless accompanied by a responsible adult and attending a private pre-booked family type function.*
- *The Premises Supervisor or appointed staff member shall ensure that when children are admitted to the premises, their presence is not inconsistent with the style of operation of the premises at that time and the licensable activities that are being carried out.*
- *The Designated Premises Supervisor, or other such responsible person, should be assigned to act as the Co-ordinator for safeguarding systems at the premises. This person must act in compliance with the guidance and training provided by the Rotherham Children's Safeguarding Partnership.*
- *Where appropriate, prominent, clear and legible notices shall be displayed at all exits requesting the public respect the needs of local residents and to leave the premises and area quietly*
- *Events will only be held at the licensed premises following a booking procedure, whereby the Premises Licence Holder / DPS will ensure that if a function is to be booked then full details of the name, address and telephone number of the person to hold the event will be obtained and made available to the Police upon request.*

Yours faithfully,

For and on behalf of

Chief Constable, South Yorkshire Police

Tracey Klein

Licensing Assistant

South Yorkshire Police

Liquor Licensing Department, Moss Way Police Station, Moss Way, Sheffield S20 7XX

Tracey Klein:

E-mail: Rotherham_Licensing@southyorks.pnn.police.uk

Website address - southyorks.police.uk



Please be advised that the content of emails may be submitted as evidence to a Licensing hearing should issues arising not be resolved. The Local Council may post them as part of the process on their Website which has public access.

CCTV Systems **APPENDIX 3**

Installed within Licensed Premises in South Yorkshire

Operational Requirement Analysis

Name of Premises:	
Address of Premises:	
Location and Nature of Premises:	
Agreed on Behalf of South Yorkshire Police	
Signed:	Position held:
Print:	Date:
Agreed on Behalf of Sheffield Licensing	
Signed:	Position held: Licensing and CCTV Officer
Print:	Date:

CCTV Systems within Licensed Premises

This document is intended to provide a **minimum** performance specification for the installation of a CCTV system, or the upgrade of an existing system, installed within licensed premises operating under Premises Licenses issued by Sheffield City council Licensing up to the year 2020.

It is advised that in anticipation of a new minimum specification which will be introduced prior to 2020 that any upgrades or new installs should be a fully digital with High Definition wide dynamic range cameras.

It is intended that an effectively installed and managed system will help to prevent criminal and anti-social behaviour.

It is intended that an effectively installed and managed system will help to safeguard the safety and protection of customers and staff.

This document provides the criteria for the specification of an effective CCTV system and is in part, based upon advice published by the Defence Science and Technology Laboratory (DSTL), The Data Protection Act and the Office of The Information Commissioner.

APPENDIX 3

Operational Requirement Analysis

An Operational Requirement is defined as:

“A statement of needs based on a thorough and systematic assessment of the problems to be solved and the hoped-for solutions.”

The Operational Requirement (O.R.) of the CCTV system sets out to answer a series of simple questions such as:

- Why am I installing a CCTV system?
- What do I want the CCTV system to do?
- Where should I install cameras?
- How should I record the images?

By utilizing the O.R. approach we reduce the opportunities for confusion between licence holders and the responsible authorities which may lead to a non-compliant CCTV installation.

By adhering to the O.R. document operators will comply with the requirements placed upon operators under the Data Protection Act.

Let's look at the reasons behind the O.R. in a little more detail

Why am I installing a CCTV system?

It is a requirement that you set out the objectives of the CCTV system installed within your premises. Typical examples of the objectives of CCTV systems installed within licensed premises are:

- Protect my Staff / Patrons / Business
- Deter adverse, criminal and Anti-Social Behaviour

What do I want the CCTV system to do?

Having established why you need a CCTV system all subsequent actions and requirements must be relevant to that purpose. Those requirements may include:

- To Recognise and identify offenders
- To provide evidence in the event of, criminal or anti-social behaviour

Where should I install cameras?

To assist in this, follow the process detailed below

APPENDIX 3

Step 1: Site plan

Your first task when compiling the Operational Requirement (OR) is to draw a site plan on which to mark the areas of concern. The more detail you can include in this plan the better as this will help in the placing of lights and cameras especially with regard to fields of view and potential environmental problems.

Step 2: Define the Issues

This is the problem that you are experiencing. It is this initial assessment that will help establish if a CCTV system is the most appropriate, efficacious and proportional response to the specific concerns marked on the site plan. It is this work that will identify if there are alternative options you should consider.

Step 3: Risk assess the results of steps 1 and 2

At this stage you need to ask the questions:

- i. What is the realistic likelihood of the activity highlighted happening? This can be referenced as: Low – Medium – High
- ii. What would be the consequences if the activity was not monitored and/or recorded? This can be referenced as: Minimal – Moderate – Severe

Risk Likelihood	High	3	5	6
	Medium	2	4	5
	Low	1 No CCTV Intervention	2	3
		Minimal	Moderate	Severe
		Consequence Rating		

Step 4: Success Criteria

Ask the question:

‘If CCTV cameras were used what would constitute a successful outcome?’

APPENDIX 3

Defining this will help outline the best way to operate / monitor the CCTV data and identify any supporting measures that may need to be implemented.

Step 5: What is the purpose of the CCTV images?

Steps 1 to 4 completed and it has been demonstrated that there is a need for a CCTV system in your premises.

From this position we now need you to consider the level of detail we need from the CCTV images to achieve this purpose.

One of the common failings in most CCTV system is they produce images that are too small or lack sufficient detail to enable identification and recognition.

Different CCTV purposes will need specific standards of recognition from the cameras. These are the 4 recognition standards:

-
- **Detection** – presence of a person / object
- **Observation** – General observation to establish the activity of persons within the area of observation
- **Recognition** – example: to recognise somebody known to you or to determine that you do not know the person
- **Identification** – example: evidential quality that could be used in court to prove a person's identity beyond reasonable a doubt

Recognition and Identification

We require images, from your CCTV system, that meet the **Recognition** and **Identification** criteria.

To enable accurate identification from recorded images, the Defence Science and Technology Laboratory (DSTL) recommends that the CCTV system should produce a **minimum** image quality at the monitor of 450TVL or a comparable equivalent.

The images below will explain the 4 identification standards



Monitor: From this level of detail we

APPENDIX 3



Detect 10%: A more detailed view but note we now have a smaller



Recognise 50%: At this level of magnification, someone who



Identification 100%: We've now sacrificed field of view completely

The quality of the exported images is of paramount importance

They should therefore:

- Give evidence of identity of offenders (Identification)
- Clearly show the actions of persons involved in an incident (Recognition)
- Be accurately time and date stamped

- Be kept secure ready for use when required
- # APPENDIX 3

Remember: We want Quality of images over Quantity

Where should I install cameras?

- Cameras should only be positioned to observe areas for the purpose stated in the Operational Requirement
- Data from these cameras should be adequate and relevant to the stated purpose. The system **must** fulfil its stated purpose and nothing more
- **Identification** quality image must be recorded of everyone entering the premises. This camera must be mounted at a suitable height - looking towards the persons face rather than down at the tops of their heads! Where practicable, this camera should be mounted internally and images **must** be colour.
- Cameras mounted at entry / exit doorways must be capable of producing DSTL **Identification** standard images at the monitor
- Particular attention must be given to lighting in the area of public access doors. The lighting must produce 'white light' to enable clear images and accurate colour rendition
- All cameras must provide a minimum standard of a High Definition 1920 x 1080 pixels (2 Megapixels) or better
- Cameras must be of sufficient sensitivity to enable them to operate as required under their normal working conditions and lighting levels. We are happy to accept both colour and black and white CCTV cameras when cameras are required to work under low lighting levels and should have built-in Infra-Red lighting
- External cameras should be capable of giving useable images under a variety of weather and lighting conditions. Integral Infra-Red lighting must be included. Careful consideration should be given to the type of cameras utilised in these locations as they may require additional housings and regular maintenance to ensure that the image quality is not degraded

All the components that make up the CCTV system must be up to the task stated in your O.R.

CCTV Monitor

- A monitor must be provided with the system to view live or recorded images

- The monitor must be capable of producing a High Definition 1080p resolution or better
- Premises may be advised to install an additional 'comfort' monitor. This monitor should **only** display images produced by the camera covering the area in which the monitor is located. It must not display images produced by any other camera located within the premises
- Any publicly viewable monitor must NOT display recorded images, on play back, ie the recorded images MUST NOT be visible to unauthorised persons and members of the public

Recording of CCTV Images

A CCTV user must not confuse the quality of the 'live' image as seen on the monitor with the image that is being recorded by the CCTV system.
The two could be very different in terms of quality and suitability for purpose.

One of the main reasons for installing a CCTV system is to produce evidence which may be used in Court

The images must therefore be recorded at all times relevant to the O.R analysis.

- Images must be recorded **digitally**. Systems recording onto VHS tape are **NOT acceptable**.
- **Images must be time and date stamped**
- The Digital recording system must have the facility to be **password protected** to ensure the integrity of captured images.
- The CCTV system should be capable of recording and retaining **30 days** of images before over-recording. The system must be set to automatically write over old image data.
- The system must record at a frame rate set to ensure the capture of all relevant images.

- The system must have duplex multiplexing facility or greater, enabling simultaneous image recording and playback.

There must be no interruption in recording during the playback process

- The system must incorporate a means of transferring images from the hard-drive to a format that can be played back on any compatible computer, complete with a 'player' automatically added to the export medium .

Security of CCTV Equipment

A CCTV camera recording the passage of people through a doorway will need to have its images recorded at a higher 'frame rate' per second than a camera recording activity within a large open space. This is because the camera recording passage of a person through a doorway will need to capture the images of a person who may only be in the camera's field of view for only a very limited period of time.

- The monitor and recording equipment should be located in a secure room to prevent unauthorised access, tampering, or removal of images. Where this is not practicable the recording equipment must be stored in a secure cabinet and be securely fixed so as to prevent easy removal from the premises.
- Where CCTV cameras are located at a height or in an area where they could be easily tampered with then vandal resistant dome cameras must be fitted.
- Power supplies to the CCTV equipment should not be such that they could be easily interrupted by unauthorized persons. The mains supply for the CCTV cameras and all other equipment in the system MUST be from a fused spur (NOT a switched fused spur). Ideally there should be an Uninterruptible Power (UPS) supply to keep the whole system fully operational for at least 10 minutes in the event of the mains supply being lost for any reason.

Training / System Management

- All persons required to operate the system and associated equipment must be given suitable training to enable them to do so effectively.
- The client must appoint a Data Controller who will be responsible for the general administration, operation, maintenance and supervision of the system.
- All users must be fully trained in the operation of the system and be made aware of their general legal responsibilities (including the Data Protection Act –

subject access), as well as being able to **download evidence material immediately on request from Police or other agency enforcement officers**

APPENDIX 3

Service / Maintenance Support

The system must be serviced to maintain the quality of images recorded.

The maintenance schedule should include:

- Periodic full system tests to measure performance against purpose.
- Confirmation of correct operation of equipment
- Inspection and cleansing of cameras
- Test and checking of the record process and data storage integrity

You should maintain a record of service visits and be able to demonstrate the date of the last service on request of an authorised officer.

CCTV and the Data Protection Act

All aspects of the CCTV system must comply with the Data Protection Act.

The Office of the Information commissioner has produced guidance in relation to how the Act should be interpreted. That guidance can be found and downloaded here:

http://www.ico.gov.uk/for_the_public/topic_specific_guides/cctv.aspx

You must register your CCTV system with the Information commissioner. The CCTV owner known as the Data Controller is responsible for registration and compliance. For a step by step guide to registration see:

http://www.ico.gov.uk/what_we_cover/data_protection/notification.aspx

Alternatively telephone the Information commissioner on 01625 545740 between the hours of 9.00am and 5.00pm, Monday to Friday.

The CCTV system installed **must** include appropriate signage and a data protection agreement.

CCTV signs that you use **must** contain data relevant to **YOUR CCTV** system for it to be legal.

APPENDIX 3

Signs must state purpose of scheme, and must give details of Data Controller (i.e. the person's name or company's name) together with a contact telephone number or address.

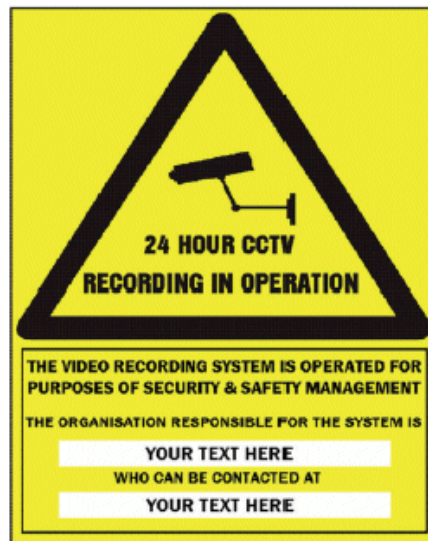
Signage:

A4 size recommended CCTV signage - yellow background with black text.

Must be attached to the exterior of the building at, and adjacent to, all public access doors.

The sign should consist of a camera pictograph and the wording 'CCTV in Operation', the name of the premises, and a contact telephone number.

See Example:



Further A5 'repeater' signs should be located at strategic locations throughout the premises.

The Data Protection Act 2018 requires a 'fair processing statement' regarding the use of the CCTV system to be on public display. Good signage can meet this function if the signage is able to inform persons coming under CCTV surveillance of what and how the CCTV information is going to be processed. **You shouldn't be doing anything with personal information unless the individual to whom the data relates is made aware of the purpose.**

CCTV System Summary

Name and Address of Premises

Premises Licence holder:

Dated:

Is the CCTV system registered with the Office of the Information commissioner?

YES

NO

Is their adequate and correct CCTV signage in place?	YES	APPENDIX 3
Is there at least one member of staff on duty able to operate the CCTV system?	YES	
	NO	

CCTV Camera Summary Sheet

Camera number	Camera location
Camera 1	
Camera 2	
Camera 3	
Camera 4	
Camera 5	
Camera 6	
Camera 7	
Camera 8	
Camera 9	
Camera 10	
Camera 11	
Camera 12	
Camera 13	
Camera 14	
Camera 15	
Camera 16	
Camera 17	
Camera 18	
Camera 19	
Camera 20	

CCTV Hardware Summary (excluding Cameras)

Name and Address of Premises:

Premises Licence Holder:

Date:

APPENDIX 3

CCTV Monitor/s

Location of CCTV Monitor/s:

Could images, on playback, be viewed by unauthorised persons?

YES

NO

If YES steps that need to be taken to prevent unauthorised viewing:

CCTV Recording Hardware

Location of CCTV Recording Hardware: CCTV Images MUST ONLY BE RECORDED AT ONE LOCATION.

How is the hardware to be secured from damage or theft?

Person inspecting system

Position of CCTV Camera and Operational Requirement Summary

N.B a separate sheet should be copied and completed for each camera location

Camera number:	Marked on separate floor plan: (Highlight as appropriate)			Yes	No
Location of camera within premises (Highlight as appropriate)	Doorway	Corridor	Room	Other	
	Additional detail:				

APPENDIX 3

Who / What / Where is being observed?			
Why is this activity being observed? (Success Criteria)			
Picture quality to be achieved at monitor. (Highlight as appropriate)	Recognition	Identification	
White Light Requirement – Entry / Exit door (Highlight as appropriate)	Yes	No	
Lighting condition under which camera will operate (comments):			
Additional Notes:			

Camera number:	Marked on separate floor plan: (Highlight as appropriate)			Yes	No
Location of camera within premises (Highlight as appropriate)	Doorway	Corridor	Room	Other	
	Additional detail:				
Who / What / Where is being observed?					
Why is this activity being observed? (Success Criteria)					
Picture quality to be achieved at monitor. (Highlight as appropriate)	Recognition		Identification		
White Light Requirement – Entry / Exit door (Highlight as appropriate)	Yes		No		
Lighting condition under which camera will operate (comments):					
Additional Notes:					

Position of CCTV Camera and Operational Requirement Summary

N.B a separate sheet should be copied and completed for each camera location

Camera number:	Marked on separate floor plan: (Highlight as appropriate)			Yes	No
Location of camera within premises	Doorway	Corridor	Room	Other	

APPENDIX 3

(Highlight as appropriate)	Additional detail:		
Who / What / Where is being observed?			
Why is this activity being observed? (Success Criteria)			
Picture quality to be achieved at monitor. (Highlight as appropriate)	Recognition	Identification	
White Light Requirement – Entry / Exit door (Highlight as appropriate)	Yes	No	
Lighting condition under which camera will operate (comments):			
Additional Notes:			

Camera number:	Marked on separate floor plan: (Highlight as appropriate)			Yes	No
Location of camera within premises (Highlight as appropriate)	Doorway	Corridor	Room	Other	
	Additional detail:				
Who / What / Where is being observed?					
Why is this activity being observed? (Success Criteria)					
Picture quality to be achieved at monitor. (Highlight as appropriate)	Recognition	Identification			
White Light Requirement – Entry / Exit door (Highlight as appropriate)	Yes	No			
Lighting condition under which camera will operate (comments):					
Additional Notes:					

CCTV Agreement

It is a condition of the Premises Licence attached to:

APPENDIX 3

Premises:

Premises Licence Number:

That a CCTV system be installed, operated and maintained to meet the requirements of the police and local authority.

The CCTV system at the premises will comply with the Operational Requirement and standards set out within this document in doing so it will continue to meet the requirements of the police and local authority.

Should the system develop a fault or for any reason fail to operate in accordance with this CCTV document you **MUST** inform the police and local authority licensing department immediately.

I understand that failing to abide by this CCTV operational document may lead to enforcement action and prejudice the Premise Licence.

I have authority to abide by and implement the above agreement:

Signed:	Date:
Print Name:	Position:

Notes

CCTV Viewing Request Form (Duplicate as required)

[illegible]

CCTV Evidence Continuity Sheet (Duplicate as required)

[illegible]

CCTV Operator Check Log (Duplicate as required)

[illegible]

VIOLENT INCIDENT PROTOCOL APPENDIX 3

For the purpose of this protocol a violent incident is any incident where violence occurs or is threatened with an imminent expectation it would occur.

Each incident will be unique and should be dealt with on its own merits. Clearly use of weapons and serious injuries would require immediacy in contrast to threatening behaviour with the potential of escalation. Staff training should include obligations and expectations of responsibilities if such an incident occurs. This practice is guidance but does allow for the use of common sense.

Listed below are the minimum expectations of South Yorkshire Police on such occurrences at or near to licensed premises:

- Safety of members of the public including bar staff is paramount. Ensure your own safety as well as safety of others.
- Each premise should maintain an up to date incident book. At the soonest practicable time entries should be made in the book, detailing the incident and descriptions of persons involved. If possible names should be included. Also a brief account of what occurred. Details of any witnesses included would assist police investigations.
- If your premises have cctv, secure the footage. This will assist a police investigation.
- Telephone for assistance where required. Telephone the police/ambulance. It is appreciated that it may not be practicable to be seen to telephoning the police in the presence of aggrieved parties. This can however be managed by directing another staff member to leave the room to make the call. You may consider devising a coded message system or specific gestures with your staff. You should always telephone for assistance if persons have sustained visible injuries or appear hurt; let the police decide if further action is required.
- Consider preservation of potential evidence to assist a police investigation. Close off the area where the incident took place. If a weapon was used, leave this where left. Try to avoid touching anything. If there is blood left at the premises do not clean this up, leave it in place in the closed off area.
- The prevention of crime and disorder is one of the four licensing objectives. Staff should be vigilant and observant. It is appreciated that every violent incident cannot be prevented but your co-operation is required. The actions you take when dealing with an incident will support your due diligence.
- Please consider that injuries may be much more serious than they appear and what appears minor, may result in serious or a worst case, fatal injury.
- If CCRAC radio is utilised then circulate descriptions to cctv and other premises so that offenders can be traced and spoken to by police officers
- Review incident, identify any aggravating factors and implement any preventative measures, eg. the use of Pubwatch bans, regular clearance of empty bottles/glasses, improved lighting in that area, effective placing of overt cctv cameras.
- Wherever possible a member of staff should identify and retain any drinking vessel that has been used by the suspect for police recovery.

APPENDIX 3

REPRESENTATION AGAINST THE APPLICATION FOR A PREMISES LICENCE **APPENDIX 3**

EAST HERRINGTHORPE PUB, LAUSDALE ROAD, ROTHERHAM, S65 3LG.

I am a Principal Licensing Officer employed by Rotherham Metropolitan Borough Council.

On behalf of Rotherham Council carrying out its functions as a Responsible Authority I wish to make representation in respect of an application for a premises licence for a premises located at Laudsdales Road, East Herringthorpe, Rotherham, S65 3LG.

The grounds of the representation are based on the four licensing objectives namely, the prevention of crime and disorder, the prevention of public nuisance, public safety and the protection of children from harm.

The applicant Mr. Roy Kwiatkowski submitted an application for a premises licence for a building which previously had the permissions of a Club Premises Certificate. The premises which formerly operated as East Herringthorpe Sports and Social Club had its certificate withdrawn by the Licensing Authority in April 2022 due to failing to operate as a qualifying club.

The applicant has stated the premises will be open daily as a local pub with food and drink offerings, television screens for news, music and sporting events with live and recorded music on weekend evenings.

The applicant has additionally stated the premises will be used as a venue for associated sporting teams.

The premises is large with two main bar and function areas capable of holding a significant number of people with the addition of a large customer car park and vast land at the rear of the premises containing benches and an additional mezzanine outdoor seating area.

The applicant has requested the sale of alcohol for consumption on and off the premises Sunday to Thursday 11.00am until midnight, Friday and Saturday 11.00am until 01.00.

The applicant has requested regulated entertainment between the hours Sunday to Thursday 11.00am until midnight, Friday and Saturday 11.00am until 01.00.

The applicant has further requested late night refreshment Sunday to Thursday until midnight, Friday and Saturday until 01.00.

The proposed opening hours of the premises are Sunday to Thursday 11.00am until 00.30, Friday and Saturday 11.00am until 01.30am.

APPENDIX 3

The applicant has requested non-standard timings to permit the sale of alcohol and regulated entertainment until 01.00 on Friday, Saturday, Sunday and Monday during Bank Holiday weekends, Christmas Eve, Boxing Day, New Years Day and All Saints Days,

The licensing service have previously received complaints relating to the premises whilst it was operating under the Club Premises Certificate.

The complaints have been made by residents living in the immediate locality and Police Officers. In October 2020 Licensing Officers visited the premises following a glassing inside the premises. Officers were made aware by Police Officers who further stated that upon their arrival at 01.15hrs approximately 100 people were outside, spilling into the car park and main road. It was additionally stated the car park was littered with bottles of alcohol and people were consuming alcohol in the surrounding streets.

The Police Officer stated she had spoken with a male who purported to oversee the premises. It was explained that he had stated unknown persons had forced their way into the premises and had proceeded to attack people inside and smash things.

In July 2021 following the reopening of the premises after a Coronavirus nationwide lock down the licensing service received a complaint from a resident. The resident stated Police Officers had attended the premises following a disturbance which had spilled out onto the surrounding streets. The complainant stated these persons were shouting, fighting and urinating in residents' gardens and hedges. The complainant described the premises at the time as a sports bar.

Whilst Licensing Officers were looking into the incident the Council's Community Protection unit spoke with officers relating to a complaint they had received of customers leaving the premises with pint glasses which were then discarded on the street and customers vomiting on the pavement.

On 1st March 2022 Licensing Officers became aware of a fight which took place at the premises on 12th February 2022. Officers visited the premises and spoke with one of the persons in charge. During the meeting it was stated that a person well known within the community had died on 11th February. The deceased's family had visited the scene of his death before going into the premises. The number of persons going into the premises was estimated at between 100 and 150. A couple of hours after they had entered the premises another male entered, and a fight broke out inside of the premises between this individual and many the deceased's relatives. The fighting continued within the car park and on the street with Police attending.

Licensing Officers were advised that staff members were frightened to work at the premises and were often in fear of violence. It was further stated that staff members had been advised to pull the shutters down on the bar when fighting breaks out and to lock themselves behind the bar for their own safety.

APPENDIX 3

Officers have viewed CCTV footage relating to the incident which took place at approximately 23.07hrs and have great concerns regarding both the seriousness of the incident and young children which were on the premises at the time. During the incident a child aged approximately 4 years old runs away from the immediate area whilst other children witness it and a female not involved is pushed to the floor.

It was accepted by the premises that children were present during this incident and had been inside of the premises on 12th March 2022 when a male had dropped a lock knife on the carpet inside. It was further stated by the premises that the children present in the premises are often the children of persons carrying weapons and who are involved in disorder.

Licensing Officers were further contacted on 11th March 2022 regarding a complaint that customers from the premises were shouting, arguing, fighting, and causing Anti-Social Behaviour within the immediate vicinity of the premises. The complainant did not wish to provide details through fear of repercussions.

This premises is cited in an area in which residential properties are negatively affect Should the premises licence application be granted this will have a negative impact on the licensing objectives and further contribute to existing issues already prevalent within the area including those of serious disorder.

The outside area of the premises becomes very busy with customers drinking outside on all days of the week – this area contributes to high levels of noise nuisance, anti-social behaviour and has had incidents of disorder. Should the applicant be granted a licence and the outside area be used this increase the adverse impact on residents within the locality and the likelihood for incidents of disorder.

During the consultation process the applicant put forward several conditions to be attached to the licence should it be granted, one of the proposed conditions related specifically to door supervision.

The applicant proposed the use of door staff be determined by the premises assessment of risk. This is not sufficient to ensure the licensing objectives are upheld and prevent a recurrence of disorder at this premises, particularly when considering the size of the premises and customers it attracts.

The Licensing Authority proposed conditions during the consultation period which have not been agreed by the applicant. The conditions proposed were deemed proportionate to the number of incidents, level of disorder and the effect the premises has on the quality of life for residents within the locality. The Licensing Authority further requested the applicant amend the operating schedule to the following opening hours 11.00 – 23.00 Monday to Sunday. Sale of alcohol and

APPENDIX 3

regulated entertainment 11.00 – 22.30 Monday – Sunday and late-night refreshment to be removed. This has not been agreed by the applicant.

The applicant has not contacted the Licensing Authority during the consultation period to discuss the conditions proposed or to clarify how he will ensure the licensing objectives are upheld.

I have no confidence that the licensing objectives will be upheld and am of the view that should the premises be granted a licence it will have a detrimental impact on local residents and contribute to serious disorder.

I will be able to deliver evidence at a Licensing Hearing if required.

A black rectangular redaction box covering the signature of Keeley Ladlow.

Keeley Ladlow

Principal Licensing Officer

Rotherham MBC



APPENDIX 3

From: GEMMA CARLTON-KEY

Sent: 19 July 2020 21:59

To: HELEN E COOPER <HelenE.Cooper@southyorks.pnn.police.uk>

Subject: Incident 74 19/07/20 - 14/107586/20 - GBH

Good evening Helen,

Please can I make you aware of the above incident. Reports of a glassing at East Herringthorpe Sports & Social Club, Laudsale Road, East Herringthorpe, Rotherham, S65 3LG.

Upon Officers arrival there were approximately 100+ people seen outside this location, spilling into the car park and onto the main road. There were bottles of alcohol everywhere on tables outside and people were continuing to drink alcohol in the street.

Clearly this was in breach of social distancing guidelines and was causing quite a nuisance to local residents at 01:15 hours in the morning.

I spoke with a male who identified himself as being in charge of the Club – [REDACTED] appeared to be under the influence of drink/drugs. [REDACTED] stated that he had had a "party" with no more than 30 people inside and that a large group of "unknown" persons had forced their way into the Club and started "attacking people inside" and "smashing suff up." [REDACTED] was adamant that there were no more than 30 people inside and that he had not been serving alcohol in glass bottles, even though this is the only items that were present inside and around the Club.

The concern is that [REDACTED] is not adhering to Government guidelines and that there will be further issues at this location.

PC 2078 STEAD is the OIC for the GBH – 14/107586/20

Kind regards

SYP Alerts offers information about local policing issues by text, email or voice message. Sign-up now at www.sypalerts.co.uk #SignMeUp

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APPENDIX 3

From: no-reply@rotherhamgov.uk <no-reply@rotherhamgov.uk>

Sent: 12 July 2021 16:25

To: CPU-Admin <CPU-Admin@rotherham.gov.uk>

Subject: Community Protection Unit eform - 2559269

A customer has completed the Report Anti-Social Behaviour form.

Jadu system form reference number: 2559269.

Page: Your Details

- Title: [REDACTED]
- Full Name: [REDACTED]
- Address Line 1: [REDACTED]
- Address Line 2: East Herringthorpe
- Address Line 3: Rotherham
- Postcode [REDACTED]
- Telephone Number: [REDACTED]
- E-mail Address: [REDACTED]

- Tell us about the issue: Police attended a disturbance again at East Herringthorpe Club last night that spilled out onto the surrounding streets with shouting ,fighting and urinating in residents gates and hedges . The club management seem to have no control over membership and allow anyone in It used to be a social club for the estate but since the Concert room has been filled with snooker tables it has become a Sports Bar of sorts
- What is the address/location of the issue? LAUDSDALE ROAD EAST HERRINGTHORPE S653LG

From: [REDACTED]
Sent: 25 February 2022 15:05
To: Rachael Winstanley Subject

Re: East Herringthorpe Club

[REDACTED]. Basically a 30 year old local lad died in a car crash on Friday 11th of February and all his mates and some family member met up the next day at [REDACTED] for a drink for him. They all ended up coming to club when I say all I'm talking 40 to 50 people. The lad that died had trouble with someone two weeks before he died and that lad walked into club that night laughing so a lot of [REDACTED]s started throwing punches at him. Then another lad said something and he got punched to the ground. Sent from my iPhone

On 21 Dec 2021, at 11:43, Rachael Winstanley wrote:

APPENDIX 3

Thank you all for meeting with me at the Club last Wednesday 15th December. Just wanted to email to follow up on the meeting. Here are the points that were raised.

- Tens applications for events that fall outside you operating as a club. Please find attached relevant forms and guidance around TENS should you want to submit any.
- Pub watch – you advised that [REDACTED] was going the following day – did he attend
- Challenge 25. You operate a challenge 25 policy – I have attached a form to be completed. It is just so that your staff are aware of the policy that you operate. (You can ignore the DPS part as you are a club rather than a licenced premises). Keep this behind the bar and make sure the staff know where it is so that they can produce it if requested. I also recommend that you put some more Challenge 25 posters up around the bar.
- The last meeting was held on the 3rd December and minutes were made.
 - You produced the club rule book – please ensure that you are familiar with this and that you are following your own club rules.
 - You informed me that you do not have a bank account. You keep the float on site and everything is paid for by cash. You provided your records showing the weekly takings and spendings on wages.
- Weekly takings are recorded.
 - The refusals book was available and had been completed.
 - You are going to get a financial statement prior to your general meeting in March 2021 and will make this available.

I also wanted to make you aware of a complaint that has been received which states that 'patrons are leaving the establishment with pint glasses in their hands and leaving them dotted around the streets' and 'patrons are throwing up on the pavements'. Please can you make sure that this is monitored – maybe a sign up saying no drinks to be taken outside/out of the seating area and just make sure that the bar staff are watching out for people leaving with them.

Also make sure that people are being refused if they are drunk and this is recorded in the refusals book.

[REDACTED]

Rachael Winstanley Senior Licensing Enforcement Officer Community Safety and Street Scene Regeneration and Environment Services Rotherham Metropolitan Borough Council Tel: 01709 255015 Fax: 01709 371149 Internal: 55015 Email: rachael.winstanley@rotherham.gov.uk Visit our website: <http://www.rotherham.gov.uk> Before printing, think about the environment

Licensing Authority proposed conditions.

1. There shall be no change to the operating style of the premises without proper written notice to the Licensing Authority, which shall include details of the operating style proposed. The Licensing Authority shall advise within 21 days whether a formal application for a full or minor variation or a new licence is required, and the holder shall comply with that direction.
2. The management of the premises will liaise with the Police and Local Authority on issues of local concern or disorder.
3. The Premises Licence Holder shall ensure that a personal licence holder is on duty at the premises at all times when licensable activity is being undertaken.
4. Customers shall not be permitted to take vessels containing alcoholic products outside of the interior of the premises after 22.00hrs.
5. Customers shall not be permitted to take vessels containing alcoholic products into the premises, and vessels containing alcoholic products shall not be allowed to be taken from the premises save for consumption in an area provided for that purpose.
6. Customers shall not be permitted to take vessels containing alcoholic products into the car park of the premises.
7. The licence holder shall ensure that consumption of alcohol is contained to the premises as defined on the plan.
8. The licence holder shall ensure regular glass collecting is undertaken within both the internal and external areas of the premises.
9. The use of glass alternative drinking vessels shall be utilised in accordance with the premises assessment of risk. The risk assessment must be documented, retained at the premises, and made immediately available for inspection by any Responsible Authority.
10. The licence holder shall ensure that regular checks are carried out outside of the premises to ensure that the area is free from litter, discarded items and nuisance behaviour associated with the operation of the business. Should nuisance behaviour be identified the licence holder shall notify the Police.
11. External speakers shall not be fixed to the exterior of the premises or used within the external area.
12. All external windows and doors must be kept closed whilst the premises are carrying out licensable activity save for access and egress.
13. An automatic door closer must be installed on all external doors to which the public have access.

14. Noise, vibration, or odours shall not emanate from the premises so as to cause nuisance to nearby sensitive properties.

15. The premises licence holder, DPS or suitably trained nominated staff member shall undertake regular monitoring of noise outside of the premises in the vicinity of the nearest residential property to ensure that noise associated with the premises is not at a level to cause nuisance.

16. Customers shall be reminded by way of clear and prominent notices at the entrance/exit door to please leave the premises quietly and have consideration for any neighbouring residential or business properties.

17. No glass, materials or bottles shall be deposited in any skip, bin, or container of a like nature, located in the open air outside the premises between the hours of 21:00 and 08:00 and any such skip, bin or container shall not be removed from the premises between those hours.

18. Persons under the age of 18 years must always be accompanied and supervised by a responsible adult whilst they are on the premises.

19. Persons under the age of 18 years must not be permitted entry to the premises (including all external areas and customer car park) or permitted to remain on the premises after 20.00hrs.

20. All staff working at the premises in either a paid or voluntary capacity shall receive training in underage sales, serving to persons in drink, drug awareness, how to deal with abusive and aggressive customers, violent incident protocols, searching protocols, and how to safely seize an item.

21. Staff refresher training shall take place on an annual basis and be recorded.

22. New staff (either paid or voluntary) shall receive induction training at the commencement of their employment at the premises, including drug awareness, underage sales training, serving to persons in drink, how to deal with abusive and aggressive customers, violent incident protocols, searching protocols, and how to safely seize an item. This training shall be recorded.

23. All staff training records shall be retained on the premises, maintained by the DPS or Premises Licence Holder, and made available immediately for inspection upon the request of any Responsible Authority.

24. An incident register shall be maintained and kept on site at all times to record all incidents involving anti-social behaviour, injury and ejections from the premises. The register shall include consecutively numbered pages in a bound format and include the time, date and location of the incident, details of the nature of the incident and names of any other staff involved or to whom the incident was reported.

25. This register shall be checked by the premises licence holder or DPS on a weekly basis, signed and made available immediately for inspection upon the request of any Responsible Authority.

26. The Premises Licence holder shall ensure that all incidents which may constitute a public nuisance are reported to an officer of the Police.
27. A refusal register shall be maintained and kept on site at all times to record all challenges and refusals to serve alcohol at the premises. The register shall include consecutively numbered pages in a bound format and include the time, date and location of the refusal, staff member challenging the sale and identification checked.
28. This register shall be checked by the premises licence holder or DPS on a weekly basis, signed and made available immediately upon the request of any Responsible Authority.
29. The Premises Licence Holder shall ensure the premises operate a Challenge 25 age verification policy. Anyone who appears to be under the age of 25 must be required to produce photographic ID in the form of a driving licence, passport or identification with 'PASS' emblem on upon entry to the premises and at the bar.
30. A CCTV system shall be installed at the premises which has a 31-day recording capacity and be capable of downloading onto a portable storage device such as DVD or memory stick. The Premises Licence Holder shall ensure the system is always in operation.
31. The CCTV cameras shall cover the entirety of the premises, including the till area and all areas in which the public have access, this shall include all public external areas.
32. The location of the monitor to allow playback and retrieval of data shall be located in an area which is easily and safely accessible to Police Officers and Local Authority Officers.
33. At least one current staff member and all members of management shall be trained in the use of the system to ensure rapid data retrieval and download is retrieved should it be required by a Police Officer or Council Officer. Any footage requested shall be made available in any event within 24 hours.
34. The Premises Licence Holder shall ensure that a minimum of 4 door supervisors are on duty at the premises Friday and Saturday from 18.30hrs until the close of the business.
35. The Premises Licence Holder shall undertake a risk assessment for the use of door supervisors at all other times. Should it be determined that door supervisors are not required the licence holder shall detail the reasons for this decision within the assessment of risk.
36. The risk assessment shall be documented, retained at the premises, and made immediately available for inspection by any Responsible Authority. The risk assessment shall comply with any advice given by South Yorkshire Police or Council licensing officers in respect of door supervisors.
37. The Premises Licence Holder shall ensure that a documented search policy is implemented at the premises. The policy shall require a routine search at random of a customer entering the premises, this must include the use of a knife wand. The

Premises Licence Holder shall regularly monitor the premises to ensure that if the premises following a search should they re-enter a short time later. Any searches will be conducted by a person of the same sex.

38. Staff training is to be given in the correct procedure and search records to be retained in a bound book. All documentation shall be made available to any Responsible Authority on request.

39. The Premises Licence Holder shall ensure a minimum of 2 knife detection wands are readily available for the use of staff members.

40. In addition to random searching where there is reasonable suspicion that drugs (defined as Class A, B or C under the Misuse of Drugs Act), or weapons are being carried the Premises Licence Holder shall ensure that the outer clothing, pockets, and bags of these persons are searched, and a knife detection wand has been used.

41. Where controlled substances or weapons are found, the DPS or nominated person in their absence shall immediately be notified and inform the Police.

42. A clearly visible notice must be on display at the premises advising customers that the Police will be informed should anyone be found in possession of a controlled substance or weapon.

43. Controlled substances and weapons seized will be placed in a locked receptacle set aside for this purpose. The means of securing or accessing the receptacle will be retained by the DPS or another nominated responsible person. The DPS shall make suitable arrangements with the Police for the collection of any seized items.

44. A record shall be made of any seizure consisting of the time, date, item seized, by whom, and to whom the items were given to. This record shall be checked weekly and signed by the DPS or suitable trained nominated person and made available for inspection by any Responsible Authority on request.

45. The Premises Licence Holder shall ensure that regular checks are carried out in toilet areas of the premises to ensure the areas are free from nuisance behaviour and controlled substances. This check shall be documented and made available for inspection by any Responsible Authority.

46. The Premises Licence Holder shall ensure attendance at the local Pub Watch scheme meeting on a regular basis by either the DPS or nominated representative