

VIA EMAIL

13th June 2012

The Licensing Department
Luton Borough Council
Town Hall
George Street
Luton
Bedfordshire
LU1 2BQ

To whom it may concern:

Re: Biscot Mill, 231 Biscot Road, Luton

I am writing to you with regards to the above mentioned premises.

As you are aware we have recently applied for a variation to the premises licence, the intention of the application is to primarily relieve the on-going needs for TEN's applications, for special community events and functions.

I can confirm that following extensive discussions with the Police Licensing Officer we have mediated on the following amendments to the application:

To reduce the opening hours back from 06:00hrs to 04:00hrs on Friday and Saturday nights with a 'dry' bar for the last 30 minutes, late night refreshment will continue until 03:30hrs.

For the opening hours to be 07:00hrs will no sale of alcohol taking place until 11:00hrs.

To permit all licensable activities from the end of permitted hours on New Years Eve to the beginning of permitted hours on New Year's Day.

To remove the following conditions:

- (1) All house managers to be trained in dealing with illegal activities and aggressive customers
- (3) Increased supervision to be provided in the main trading area
- (8) All staff to be trained on dealing with customers who have become excessively intoxicated with alcohol
- (9) No external regulated entertainment is to be permitted
- (10) External background music to be turned off at 22:00hrs
- (11) All windows and external doors to be kept shut during live music performances
- (14) Audited proof of age scheme to be in place
- (15) All staff to be trained on dealing with customers when service is refused for no proof of ID
- (17) CCTV to be installed to the reasonable satisfaction of the police crime prevention office
- (18) CCTV to be maintained in working order
- (19) CCTV tapes/images to be retained for a minimum of 14 days
- (20) CCTV tapes/images to be made available to the police upon request
- (21) No new admittance after 11:30pm

All standard conditions converted from the Public Entertainment Licences

To add the following conditions:

All staff serving alcohol who are non-Personal Licence holders must have written authority by the Designated Premises Supervisor to sell alcohol on their behalf. They must be trained with regard to their responsibilities in relation to licensing law. All written authority and records of training provided must be available for production to the Police or Licensing authority upon request.

All windows and external doors to be kept shut during live music performances and amplified recorded music.

The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of a Bedfordshire Police Crime Prevention Officer. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. CCTV recordings shall be retained throughout the subsequent 31 day period and copies supplied as soon as practicable and no later than 48 hours after the request of the Police or authorised officer.

A staff member from the premises who conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public. This staff member shall be able to show Police Officers recent data or footage with the absolute minimum of delay when requested

Latest entry time will be 01:00am

All door staff must be SIA registered and wear a yellow jacket with the Lutonsafe Logo. These jackets to be purchased by the premise and be in clean, smart condition. Yellow jackets are to be worn on by **all** SIA door staff working on close to or on the entrance to the venue; internal door staff must wear a fluorescent yellow arm band displaying their SIA badge.

The licensee shall maintain good order in the premises. Whilst the premises are open for any of the purposes of a licence, no drunken or disorderly person or common prostitute shall be permitted to remain therein, no drunkenness or other disorderly conduct or proceeding, no unlawful games or gaming whatsoever, and no obscenity or profanity shall be permitted therein but good rule and order shall be kept and maintained.

The licensee shall ensure that a serious problem relating to the supply or use of controlled drugs at the premises or any place nearby which is controlled by the licensee does not occur.

Notices shall be prominently displayed at any area used for smoking and all exits requesting patrons to respect the needs of local residents and use the area quietly.

A direct telephone number for the manager of the premises shall be displayed at the front the premises, for the information of local residents.

No poster, advertisement, or programme for the performance which is likely to cause public offence shall be displayed, sold or supplied by or on behalf of the licensee either at the premises or elsewhere.

I trust the above is self-explanatory.

In the meantime may I take this opportunity to thank you for your continued co-operation in this matter and if I can be of any further assistance then please do not hesitate to contact me on either of the numbers below.

Yours sincerely

Hannah Loynds
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