



# Internal Memorandum

<b>FROM</b>	Esther READ Police Licensing Officer	<b>TO</b>	Licensing Dept. LBC
<b>Extn</b>			
<b>Date</b>	04/08/15		
<b>SUBJECT</b>	Ruby's Application 9 Chapel Street Luton		

Dear Sir / Madam

I am writing to give the Police representation for Ruby's application.

In Section 18 of the application the applicant is prompted to describe the steps they intend to take to promote the four licensing objectives.

While I appreciate the applicant has prepared their operating schedule in this section of the application form, I have concerns that I would like to raise in relation to the prevention of crime and disorder.

CCTV is on the form but there is no clarification as to how long the CCTV will be kept. This is a concern should a serious incident happen and the CCTV is not available to support an investigation to bring the offenders to justice.

There is also reference to keeping a log book for any incident. While I am pleased to see this has been considered there is no indication of what information will be recorded in the log book.

With an age variation policy in place this needs to be evidenced that the policy is being followed, which a log of refusals would satisfy.

Night Time Economy in recent months has seen an increase in Violence against the Person, CCTV has assisted in bringing these offenders to justice along with the members of Luton Safe voting to ban offenders from town centre venues.

I would propose that the following conditions be added to Ruby's application to add clarification to prevent crime and disorder and promote the Licensing objectives:

## **CCTV System – the police request the following conditions:**

1. 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 conditions. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers are on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available immediately upon the request of the Police or authorised officer throughout the preceding 31 day period.

2. A member of staff from the premises who is 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 recent data or footage with the absolute minimum of delay when requested. The member of staff must be able to download CCTV onto a DVD format or Memory Stick when Police request a copy
3. The equipment shall be maintained in good working order.
4. Appropriate signs shall be displayed at the premises to inform customers and staff that CCTV surveillance is in operation and that recorded images are liable to be provided to the Police, Fire Service and Licensing Authority.
5. In event of technical failures this matter must be reported to the Licensing Team at Luton Police Station within 24 hours on 01582 394465.

**Door Supervisors – the Police request the following conditions:**

1. A minimum of 2 SIA licensed door supervisors shall be on duty at the entrance of the premises after 21:00 hours when 'dance nights' are on at the Premises and every Thursday, Friday and Saturday until close, ensuring all customers have safely left the premises and the front of the premise is clear.
2. The wearing of High visibility jackets will be worn by all door supervisors. All staff engaged outside the premises shall wear high visibility jackets or vests.
3. All Door Supervisors whilst on duty to have their SIA badge on their arm band, where it can be visible and seen. To produce for inspection on the request of any Bedfordshire Police Officer
4. Door Staff are to complete a log book at the premises when they start and finish duty with their SIA badge number and contact details.

**Proof of Age Scheme – the Police Request the following conditions:**

1. Challenge 25 shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence or a passport.
2. Signage/posters will be displayed in prominent positions promoting Challenge 25.
3. A log shall be kept detailing all refused sales of alcohol. The log should include date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the Police or an authorised officer of Luton Borough Council at all times when the premises are open.

**Crime Prevention – the Police request the following conditions:**

1. The premises must become an active member of the LUTON SAFE SCHEME and abide by the reasonable requirements of the scheme.
2. The DPS will email Risk Assessments to the Licensing Officer for Bedfordshire Police for all dance events 21 days prior to the event.
3. An incident log shall be kept on the premises and made available on request to an authorised officer of Luton Borough Council or the Police at all times whilst the premises are open. It will include the date, time and name of member of staff making the entry, which will record the following:
  - a. All crimes reported to the venue
  - b. All ejections of customers
  - c. Any incident of disorder
  - d. Seizure of drugs or offensive weapons
  - e. Any refusal of sale of alcohol
  - f. Any visit by a relevant authority or emergency service