

Response to letter dated 31.10.2023

6. A suitable CCTV system will be maintained and be operational on the premises at all times when licensed activities are being carried out.

**A suitable cctv is installed and is accessible. The time and date of the cctv system has been set correctly**

7. Security footage will be made secure and retained for a period of time to the satisfaction of WYP.

**As per WYP requirements, the cctv system will record for a minimum 31 day footage**

11. The Licensee will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti social behaviour, and ejections from the premises.

**This is now available on site and will be maintained as required**

12. The Incident report Register will contain consecutively numbered pages, the date time and location of the incident, details of the nature of the incident, the names and registration numbers of any door staff involved or to whom the incident was reported, the names and personal licence numbers (if any) of any other staff involved or to whom the incident was reported, the names and numbers of any police officers attending, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.

**A dated diary is available on site and details of any incidents will be recorded**

18. All refusals of sales of alcohol will be recorded in a refusals register. The register will contain the following details: - The time, day and date the refusal was made, - The name of the staff member refusing the sale - The name and address of the person attempting to buy the alcohol (where supplied), - Full description of said person, and - Full details of the alcohol they attempt to purchase. No refusals register on site on the 23rd August or 25th September. My advice was to purchase a page a day diary.

**A dated diary is available on site and details of any refusals will be recorded**

19. The refusals register retained at the licensed premises, must be produced upon request to the Police or an authorised officer of the licensing authority.

**This is now in place and is available for any relevant authority to inspect**

24. Whenever this premises licence has effect: -

Members of the public will be allowed to access the licensed premises for the sale of alcohol, only between the hours of 07:00 to 23:00 on any Monday to Sunday.

At all other times, the licensed premises will remain closed to members of the public for the sale of alcohol.

All sales outside these times, so between 23:00 hours and 07:00 hours each day, will be made through a professionally installed 'hatch' at the front of the premises. Between these times there will be no access to the premises and the shutters will be down.

During our visit on the 23rd August you stated that you did not use the hatch but that the shop was open until 12 midnight.

**The License holder was not aware of this condition and has from immediate effect ceased serving through an open door between the hours of 11.00pm and 7.00am**

When you have read the Premises Licence please ensure that Part B is displayed and Part A is available on site.

The Part A of the Premises Licence was not available on site during any of the 3 visits.

**Part B of the license is displayed at the premises, and part A of the license is available on site.**

The applicant purchased the business and didn't understand some of the conditions imposed under the premises license. In order to rectify this, he has had the conditions explained clearly to him by his solicitor. He has a much better understanding and is willing to comply with these and immediately implement those which fell short. He assures there will be no further issues with the premises or the conditions imposed by the license.