

Dear Sir,

Further to my below representation regarding the grant of a new premises licence for Banwen RFC I would like to outline further developments that have occurred following the Review hearing.

As previously explained a new premises licence application was submitted at a contentious time for the club as there was a pending Review application (submitted by South Wales Police) that was yet to be determined.

This Review application has now been considered and resulted in the exclusion of alcohol from the club for 6 weeks and a number of conditions being imposed on to the club premises certificate.

The licensing committee considered the evidence before them and thought that this was appropriate for the promotion of the licensing objectives.

This outcome of the Review impacts on my original representation as the licensing committee have now set out what they believe is a proportionate set of conditions that promotes licensing objectives.

Following the decision made by the committee myself and the police licensing officer Nick Bailey went through some of the conditions imposed on the club certificate and related them to the new premises licence application.

On the 3rd of February 2022 we arranged a meeting with Leighton Thomas (Chairman) and Norman Thomas (Secretary) to discuss these conditions so all parties fully understand what is required and expected.

This meeting was very beneficially and I am satisfied that they have already put in place control measures that will help them operate to a higher standard.

I have attached the set of conditions that we went through at the meeting and request that the committee members of Banwen RFC formally approve to these being attached to the premises licence. As previously stated I believe these are appropriate to promote the licensing objectives.

These conditions should replace the control measures put forward under Section M in the operating schedule of the application.

Following agreement of these conditions I would be happy for this application to be approved by the licensing committee at any subsequent hearing.

Regards

Peter Malough

Uwchswyddog Rheoleiddio Cyfreithiol - Senior Legal Regulatory Officer

Gwasanaethau Rheoleiddio Cyfreithiol - Legal Regulatory Services

Cyfarwyddiaeth Gwasanaethau Corfforaethol & Cyllid / Finance & Corporate Services

Directorate

## Conditions for Premises Licence – Banwen RFC

1. In the event of an externally promoted and/or marketed event(s) held at the premises involving persons under the age of 18 the supply or consumption of alcohol shall not be permitted in the premises.
2. In the event of an externally promoted and/or marketed event(s) held at the premises involving persons under the age of 18 a minimum of 2 SIA registered door supervisors will be on duty from 30 minutes before the advertised start time of the event until 30 minutes after the advertised finish time of the event.
3. At all times, the premises licence holder will risk assess the need for SIA door supervisors and provide door supervision between such times and in such numbers as is required by the risk assessment. A written risk assessment document will be retained and provided to Police or Local Authority Officers on request.
4. A daily register of security personnel, if used, will be maintained. The register shall show the name, address and licence number of each door supervisor, and the dates and times that they operate. The register must be kept available for inspection by the Police and authorised officers of the Local Authority.
5. A Digital CCTV system shall be installed, or existing system maintained, at the premises which will be operational at all times when the premises is open to the public & be capable of providing pictures of evidential quality in all lighting conditions particularly facial identification. The CCTV recordings must be correctly timed and date stamped & retained for a period of 31 days and made available for viewing by the Police or an authorised Officer of the Licensing Authority on request.  
  
The system must provide coverage of the following areas:-
  - ☑ The exterior perimeter of the premises
  - ☑ The entrances and exits to the premises;
  - ☑ The interior public areas of the premises;
6. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open to the public. This staff member shall be able to show and provide Police or authorised officer recent data or footage with the absolute minimum of delay following a lawful request.
7. An operational log report must be maintained on every occasion that the premises is open for licensable which must be, endorsed by signature, indicating the system has been checked and is compliant. In the event of any failings the actions taken are to be recorded. In the event of technical failure of the CCTV equipment, the Premises Licence holder/DPS must report the failure to the Police/Local Authority.
8. Provide prominent signs throughout the premises and at all exits requesting patrons to leave in a quiet and orderly manner so as to minimise impact on local residents.

9. A Challenge 25 policy will apply and Proof of age will be required from any person who appears to be under the age of 25 years who attempts to purchase or consume alcohol. The means of verification should be a form of identification which bears their photograph, date of birth and a holographic mark and should be restricted to:-

☒ P.A.S.S Accredited Proof of Age Schemes e.g, Citizen Card,

☒ Proof GB

☒ Photocard driving licence or passport.

10. Signage shall be displayed in a prominent position within the premises informing of the Challenge 25 policy

11. A register of refusals of alcohol will be maintained at the premises. The register shall be examined on a regular basis by the duty manager/ DPS and the date and time of each examination will be endorsed in the register. The register will be made available for inspection by the Police and other authorised officers of the council upon reasonable request.

12. Staff must receive accredited training in age related products before making sales of alcohol. Training will include their responsibilities under the Licensing Act 2003, refresher training will take place at not less than 6 monthly intervals. All training will be recorded in either written or electronic format and made available to Police & Local Authority officers on request.

13. In the event of special occasions i.e. Fetes, Carnivals and Community days the supply of alcohol will only take place between 10.00hrs and 22.00hrs. For events described as 'ad hoc special occasions' which would be events that are likely to, or are planned to attract 500 people or more, the following conditions apply;

- A comprehensive Event Management Plan (EMP) must be produced and this must include an overview of the area of the premises to be used, setting out how the event will be managed, the precautions and risk assessments undertaken to cater for all reasonably foreseeable contingencies, and which will demonstrate the procedure, roles and specific responsibilities of the management team, security and associated personnel.
- All provisions contained in the EMP which relate to the promotion of the four licensing objectives will be regarded as conditions of the premises licence for the duration of the event.
- The premises licence holder shall ensure that an adequate system of counting and recording person in and out of the event site to ensure that customer levels in all areas do not exceed the limit endorsed in the risk assessment and EMP.
- The Premises Licence Holder must consult the Safety Advisory Group and shall take due account of any representations made by any Responsible Authority regarding the content of the Event Management Plan.
- The EMP shall be submitted 2 months before the start of the event and shall be circulated in its final form to the Safety Advisory Group & Licensing Authority.
- The EMP is a live work in progress document and needs to respond to last minute changes. The premises licence holder must keep the EMP up to date at times leading up to each event and in the event of any changes the Safety Advisory Group & Licensing Authority must be informed at the earliest opportunity.