

## Nathan Howson

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**From:** Bryn Hayes <BHayes@trustinns.co.uk>  
**Sent:** 19 October 2022 17:35  
**To:** Nathan Howson  
**Cc:** Connolly, Stephen - 6884  
**Subject:** RE: Review of Premises Licence- The Imperial

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Nathan

I agree that the meeting was very proactive

I can confirm i am in agreement with the below

Bryn Hayes

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**From:** Nathan Howson [mailto:Nathan.Howson@chorley.gov.uk]  
**Sent:** 19 October 2022 12:28  
**To:** Bryn Hayes <BHayes@trustinns.co.uk>; Connolly, Stephen - 6884 <Ste.Connolly@lancashire.police.uk>  
**Subject:** RE: Review of Premises Licence- The Imperial

Dear All,

Thanks for your time today, I think it was a really productive meeting.

As was discussed during the meeting, could you each confirm that we agreed that our position for the Sub Committee is that the following conditions should be imposed on the licence and that no other action be taken:

- } A written risk assessment shall be carried out which considers the provision of door supervisors. Such risk assessment shall be conducted for the normal running of the premises and shall be carried out on a not less than yearly basis. Such risk assessment shall require a minimum of 2 door supervisors to be deployed at the premises from 2000hrs on Saturday until the close of business or until the immediate vicinity of the premises has been cleared of customers, whichever is the later.*
- } Where the premises is proposed to be used otherwise than for the normal running of the premises or over a bank holiday, a further risk assessment shall be carried out which considers the provision of door supervisors. All risk assessments required by condition shall be kept on the premises for 12 months from the date of assessment and shall be produced to Responsible Authority Officer or Police Officer on request.*
- } A CCTV system shall be installed at the premises which shall meet the following criteria:*
  - All recording shall be stamped with the correct time and date;*
  - The system shall be recording at all times the premises is open to the public.*
  - All recordings shall be retained for at least 31 days after they are made and shall be produced to an authorised officer upon lawful request,*
  - As a minimum, the CCTV shall capture a "head and shoulders" image of any person who enters the premises through one of the public entrances and shall be of a quality that would enable their identification.*
  - The DPS shall carry out an inspection of the CCTV system at least once monthly to ensure it complies with the above. Any non-compliance and errors/malfunctions shall be recorded in the incident log and corrected within 3 working days of the problems being identified.*

- Appropriate signage alerting customers to the use of CCTV shall be displayed in a conspicuous position at the premises.


-A competent person, trained in the use and operation of the system, shall be in attendance at the premises at all times licensable activities are being carried on. Said person shall be able to fully operate the CCTV system and be able to download data in a recognised format when requested.

- ⌋ A bound incident log shall be kept on the premises which shall be used to record any notable incidents, such as a report of crime or disorder, evidence or suspicion of drug related activity and any ejections from the premises. All entries in the log shall record the date and time, the nature of the incident and the person recording it, the outcome or action taken and a police log number if appropriate. Entries shall be completed as soon as possible and, in any case, no later than the close of business on the day of the incident.
- ⌋ Any person who is authorised by a personal licence holder to sell alcohol under the premises licence shall be authorised in writing. Such authorisation shall include, as a minimum, the name and signature of the person being authorised, the name and signature of the personal licence holder and the date of the authorisation. The log of persons authorised shall be kept up to date and on the premises and shall be produced to a responsible authority on reasonable request.
- ⌋ Prior to being authorised to sell alcohol at the premises, each person shall be trained in the responsible selling of alcohol, the conditions of the premises licence, the "Challenge" Policy and drug awareness. Refresher training shall be carried out at intervals of not greater than 12 months. All training required by this condition shall be recorded in a written format which shall be kept on the premises for a minimum of 24 months and produced to a responsible authority on reasonable request.
- ⌋ The premises licence holder shall produce a written dispersal policy for the premises and shall ensure the premises is operated in accordance with this policy.

If you could each respond via email, I'll arrange for the thread of emails to be provided to the Sub Committee in advance of the hearing.

Kind regards,

**Nathan Howson**  
Enforcement Team Leader (Licensing)

 01257 515151

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**Chorley**  
Council

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**From:** Nathan Howson  
**Sent:** 12 October 2022 10:47  
**To:** [BHayes@trustinns.co.uk](mailto:BHayes@trustinns.co.uk)  
**Cc:** Connolly, Stephen - 6884 <[Ste.Connolly@lancashire.police.uk](mailto:Ste.Connolly@lancashire.police.uk)>  
**Subject:** Review of Premises Licence- The Imperial

Dear Bryn,

You will have hopefully now received a copy of my representation made in respect of the application for the review of the premises licence for the Imperial.

PC Connolly and I have been discussing how we move forward with the premises and I think it would be useful for us all to have a meeting to discuss the possibility of presenting an agreed position to the Sub Committee. Both PC Connolly and I are content that there is a large amount of evidence available for this premises but we are of the view that this was largely down to poor management at the premises. Now that the existing managers at the premises are no longer "on the scene", we feel appropriate and sensible conditions being imposed on the licence would safeguard the premises becoming the source of crime and disorder again.

I've attached a schedule of conditions to this email for you to consider in advance of a meeting- these are conditions which both the PC Connolly and I agree would be appropriate and we can discuss the specifics in person.

If you would like to progress in this manner, could you let me know your availability to come to Chorley on Wed 19<sup>th</sup> Oct? If that is not convenient, could you look at Thurs 20<sup>th</sup> in the afternoon? I'm happy to host this at the Council Offices on Union Street or, if you'd prefer, we can attend The Imperial.

Kind regards,

**Nathan Howson**  
Enforcement Team Leader (Licensing)

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