

## Helen Farman-McKenna

---

**From:** Mark Dempsey [Mark.Dempsey@staffordshire.pnn.police.uk]  
**Sent:** 26 September 2017 10:39  
**To:** [REDACTED]  
**Subject:** New Premises Licence : Skinnykitten Cafe  
**Attachments:** Skinny Kitten Cafe conditions.docx

Licensing East Staffs and Stephanie Holmshaw,

Please see attached the licence conditions that have been agreed between the applicant Mrs Stephanie Holmshaw and Staffordshire Police Southern Licensing Unit.

If these new conditions replace those on the original application, then Staffordshire Police Licensing have no objections to the licence application.

Should this matter be approved, please could these conditions be included on the new licence.

Thank you and kind regards,

*Mark Dempsey*

Licensing Officer  
Southern Licensing Unit  
Burton Police Station  
Horninglow Street  
Burton-on-Trent  
Staffordshire  
DE14 1PA

01785 234774

<mailto:mark.dempsey@staffordshire.pnn.police.uk>

\*\*\*\*\*  
**"Keeping our Communities Safe and Reassured"**

The information contained in this e-mail and attachments is confidential and is intended only for the named person or organisation to which it is addressed. It is protected by copyright law and may be legally privileged. If you have received it in error please disregard and advise me immediately.

Any unauthorised disclosure or use of such information may be a breach of legislation or confidentiality. Staffordshire Police cannot accept liability for any loss or damage arising from this e-mail or attachments, from incompatible scripts or from any virus transmitted.

E-mails sent and received from and by members of staff and officers of Staffordshire Police may be monitored for purposes including virus scanning, unauthorised e-mail usage and obscene or inappropriate material.

## Skinny Kitten Cafe: Proposed conditions

### **Crime & Disorder:**

CCTV must be installed and operating correctly to manufacturer's instructions internally and externally and must cover all public entrances/exits and public areas where licensable activity takes place whilst the premises is open to the public. This must include all areas that \*smokers are allowed to congregate. \*there is a current No Smoking policy at Skinny Kitten Café.

The time and date must be set to the correct time relating to BST/GMT

The picture must be clear enough to identify people's facial features.

A competent trained person in the use of and operation of the CCTV must be in attendance at the premises at all times that licensable activities take place and be able to fully operate the CCTV system to be able to download at the time of the visit onto a CD/DVD/USB stick any information requested by any Responsible Authority.

All CCTV images must be retained for a period of not less than 31 days.

Clear signage must be displayed at all entrance and exits indicating that CCTV is in operation.

Daily checks must be made of the operation of the CCTV system to confirm that it is working correctly and such checks are to be recorded in a register which is to be signed by the person conducting the check. This record must be kept fully updated at all times and remain on the premises for inspection at the time of the visit by any Responsible Authority.

An incident register of all occurrences and ejections from the premises must be maintained at the premises and any details of any incidents of crime or disorder or misuse of drugs offences must be recorded. The register must be produced and made available at the time of the visit to any responsible authority.

There must be an up to date record maintained on the premises, by the Designated Premises Supervisor, of every person who has been authorised to sell alcohol. That record must be signed and dated by the Designated Premises Supervisor and made available at the time of the visit to any Responsible Authority. These people must be trained in challenge 25 unless they hold a personal licence.

### **Public Safety:**

There must be no opened vessels containing any alcoholic/non-alcoholic drinks taken from the boundaries of the premises.

### **Public Nuisance:**

A notice advising customers to leave the premises quietly and respect the needs of residents must be displayed at each of the exits of the premises.

A notice advising customers to be quiet and respect the needs of residents must be displayed in all outside drinking/smoking areas.

### **Protection of Children:**

A Challenge 25 policy must be adopted and enforced at the premises where all persons who appear to be under the age of 25 must be challenged for acceptable identification to prove they are over the age of 18 prior to the purchase of alcohol.

The only acceptable forms of identification are a valid photo driving licence, valid passport or a valid PASS approved proof of age card.

Challenge 25 posters must be displayed at all entrances to the premises, all areas where alcohol is displayed and at the cash till payment area.

Posters must be displayed prominently and in sight of customers & staff.

A refusals register with details of all refusals must be maintained at the premises. The register may be contained on the till but must contain details of the staff member refusing the sale and must be checked on a fortnightly basis by the Designated Premises Supervisor and signed and dated by the Designated Premises Supervisor.

The refusals register or when on the till a print out of refusals must be produced and made available for inspection at the time of the visit by any Responsible Authority.

Prior to selling alcohol, all persons involved in the sale of alcohol & age restricted products who are not the holder of a Personal Licence must receive initial and regular 12 monthly refresher training by the Designated Premises Supervisor or external training provider with regards to the law in relation to the sale of alcohol & age restricted products. Such training must be recorded and up to date training records of all such persons must be maintained at the premises and produced and made available at the time of the visit to any Responsible Authority. There must be eighteen months records retained.

Both initial and subsequent refresher training in relation to the sale of alcohol & age restricted products must contain a test to be undertaken by the staff member and this test or online certificate must be made available at the time of the visit to any Responsible Authority. There must be eighteen months records retained.

I agree to all the above conditions forming part of the premises licence in respect of:  
Skinny kitten 23-25 Main Street, Barton-under-Needwood, Staffordshire, DE13 8AA

Signed:

Position:

Date: