



## RESPONSIBLE AUTHORITY RESPONSE TO LICENSING APPLICATIONS

### RESPONSIBLE AUTHORITY – Gwent Police

<b>Name of Applicant</b>	Sunset Lodge Weddings ltd
<b>Premises</b>	Ty Cae Brith Farm , Troed y rhiw road. Mynyddislwyn , Blackwood NP117BB

<b>Your Name</b>	Jon Taylor
<b>Job Title</b>	Police Constable 1141
<b>email Address</b>	LicensingWest@ gwent.police.uk
<b>Contact Telephone Number</b>	
<b>Date</b>	30/8/2023

<b>Which of the four Licensing Objectives does your representation relate to?</b>	
<b>The Prevention of Crime and Disorder</b>	X
<b>Public Safety</b>	
<b>The Prevention of Public Nuisance</b>	X
<b>The Protection of Children from Harm</b>	

<b>Please outline the reasons for your Representations</b>
<p>The applicant Sunset Lodge Weddings ltd are applying for an ON /OFF premises license in the name of 'SUNSET LODGE WEDDINGS LTD' at Ty Cae Brith Farm , Troed Y Rhiw Road , Mynyddislwyn NP11 7BB</p> <p>The venue is a rural farm set down from a public access road and some distance from the nearest dwelling.</p> <p>The applicant has requested standard alcohol supply times as  Sunday to Thursday 12.00 to 23.00 hrs  Friday and Saturday 12.00 to 00.00 hrs</p> <p>Non-standard timings requested are  Boxing Day and New Years Eve 12:00 to 02.00  Sundays preceding a bank holiday 12:00 to 00.00</p> <p>Opening hours to the Public requested are :</p>

Sunday to Thursday 11.30 to 23.30 hrs  
Friday and Saturday 11.30 to 00.30 hrs

Sundays preceding a bank holiday 11.30 to 00.30

Boxing Day and New Years Eve 11:30 to 02.30 hrs

On Wednesday 16<sup>th</sup> August , officers from Gwent Police licensing met with the applicant at the premises along with South Wales Fire and Rescue service , Caerphilly council licensing officer Annette Dicks and Abbie Brown from Caerphilly council environmental health to discuss the application. During the meeting with Mr and Mrs Hobbs of Sunset lodge weddings ltd the application was discussed in detail.

The seasonal Marquee would operate between the months of 1<sup>st</sup> May through to the end of Sept with a maximum number of guests being 150 . The smaller lodge some distance away on the same site holding a maximum of 45 guests. These numbers are subject to fire regulations and risk assessments.

Discussions were made around SIA door staff being present on site with a minimum number of 2 being in attendance and proposed by the applicant.

The applicant has provided several conditions at the application stage to promote the 4 licensing objectives. Having discussed the application with the applicant at the site visit on the 16<sup>th</sup> August Gwent Police do not object to the application and would advocate the re-wording of some of these conditions and a small number of additional conditions that would support the applicant in the promotion of the licensing objectives.

**What conditions could be added to the licence to remedy your representation that the Licensing Sub-Committee could take into account**

**The applicant has proposed:**

- 1.The premise license holder shall ensure that CCTV cameras and recorders are installed at the premises and are of a suitable HD quality.
2. The system shall be maintained in good working order and at all times the premise is open to the public, be fully operational covering both internal and external areas of the premises

**Gwent Police would like this reworded to**

- . CCTV shall be in use at the premises.
- (i) Where a CCTV system is to be installed, extended or replaced, it shall be to an appropriate standard as agreed with the Licensing Authority in consultation with the Police. Where a CCTV system is to be installed, it shall be fully operational by the day the licence is granted.

**N.B.** If you make a representation you will be expected to attend the Licensing Sub-Committee and any subsequent appeal proceeding.

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- (ii) The CCTV equipment shall be maintained in good working order and continually record when licensable activity takes place and for a period of two hours afterwards.
- (iii) The premises licence holder shall ensure images from the CCTV are retained for a period of 30 days. This image retention period may be reviewed as appropriate by the Licensing Authority.
- (iv) The correct time and date will be generated onto both the recording and the real time image screen.
- (v) If the CCTV equipment (including any mobile units in use at the premises) breaks down the Premises Licence Holder shall ensure the designated premises supervisor, or in his/her absence other responsible person, verbally informs the Licensing Authority and the Police as soon as is reasonably practicable. This information shall be contemporaneously recorded in the incident report register and shall include the time, date and means this was done and to whom the information was reported. Equipment failures shall be repaired or replaced as soon as is reasonably practicable and without undue delay. The Licensing Authority and the Police shall be informed when faults are rectified.
- (vi) The premise licence holder shall ensure that there are trained members of staff available during licensable hours to be able to reproduce and download CCTV images into a removable format at the request of any authorised officer of the Licensing Authority or a constable.
- (vii) The system shall also record clear images permitting the identification of individuals and be of evidential quality.
- (viii) There shall be clear signage indicating that CCTV equipment is in use and recording at the premises during operating hours.

CCTV shall cover all areas the Public have access

The applicant has proposed.

There is a maximum number of 150 guests and there will be a minimum of two SIA door staff from 19:00 to help prevent any disorder (the venue may agree an earlier start time for the door staff depending on the number of day guests

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There will be a minimum of two SIA registered door staff from 19:00 hrs .The premises license holder/ DPS will risk assess the need for an earlier start time of door staff depending on the number of day guests .

If door supervisors are present then the premises licence holder shall ensure that the following details for each door supervisor, are contemporaneously entered into a bound register kept for that purpose:

- (i) Full name;
- (ii) SIA Certificate number and or badge number, or registration number of any accreditation scheme recognised by the Licensing Authority (including expiry date of that registration or accreditation);
- (i) The time they began their duty;
- (iv) The time they completed their duty.

This register is to be kept at the premises at all times and shall be so maintained as to enable an authorised officer of the Licensing Authority or a constable to establish the particulars of all door stewards engaged at the premises during the period of not less than 31 days prior to the request and shall be open to inspection by authorised officers of the Licensing Authority or a constable upon request.

The applicant has proposed

1. A challenge 25 policy will be in force, where any person looking under the age of 25 they shall be asked to prove their age when attempting to purchase alcohol and signs to this effect will be displayed at the premises. Challenge 25 posters displayed where alcohol is sold.
2. The only acceptable ID will be those with photographic identification documents; including passport, photo-card, driving license or proof of age card bearing the PASS hologram.

Gwent Police would like it reworded to

A Challenge 25 scheme will be adopted in compliance with the age verification condition: Customers who appear be under 25 years of age will be required to prove their age when purchasing alcohol. Suitable forms of identification

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will be a passport, 'Pass' card or other identification recognized by the licensing authority in its statement of licensing policy

(b)Publicity materials notifying customers of the operation of the Challenge 25 scheme shall be displayed at the premises, including a Challenge 25 sign of at least A5 size at the entrance to the premises / marquee and where practicable at each point of sale.

The applicant has proposed.

4. The licensee will ensure that staff are trained regularly as appropriate in respect to the Licensing Act 2003 legislation, staff to be advised regularly in underage sales prevention.

Gwent police would like this reworded to

All staff to be trained in the prevention of underage sales to a level commensurate with their duties. All such training to be updated as necessary, for instances when legislation changes, and should include training on how to deal with difficult customers. The training should be clearly documented and signed and dated by both the trainer and the member of staff receiving it. The documentation shall be available for inspection on request by an authorised officer of the Licensing Authority or a constable. All records shall be kept for a period of 12 months.

The applicant has proposed.

3. An incident/refusal log shall be kept at the premises, and made available for inspection on request to an authorized officer of the council of the police which will record the following;  
a) All crimes reported at the venue b) Any complaints received, any faults in the CCTV system c) Any refusal of the sale of alcohol, any visit by a relevant authority d) CAD reference number where police are called

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	<p>Gwent police would like this reworded to</p> <p>The premises licence holder shall keep an ‘incident / refusals’ logbook in a bound book in which full details of all incidents are recorded. This shall include details of any refused sales and shall give details of the persons involved, incident description, time and date, actions taken and final outcome of the situation. This shall be completed as soon as possible and, in any case, no later than the close of business on the day of the incident. The time and date when the report was completed, and by whom, is to form part of the entry. The logbook is to be kept on the premises at all times and shall be produced to an authorised officer of the Licensing Authority or a constable when required. These records shall be kept for a minimum of 12 months</p> <p><b>In addition, Gwent Police would like to add the below conditions which would assist the applicant in promoting the licensing objectives</b></p> <p>All children to be supervised by a responsible adult during any licensable activity.</p>
<p><b>Are you prepared to discuss these representations with the applicant by way of mediation?</b></p>	<p>Yes. The representations made are reasonable and appropriate. If the applicant agrees to the conditions as proposed, Gwent Police will withdraw their representations</p>

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