



RESPONSIBLE AUTHORITY RESPONSE TO LICENSING APPLICATIONS

RESPONSIBLE AUTHORITY– Licensing

Name and Address of Applicant	Tog Farm Ltd
Premises	Tog Farm, Rudry, CF83 3DG

Your Name	Annette Dicks Date: 1 ST April 2022
Job Title	Assistant Licensing Manager
e.mail Address	dicksa@caerphilly.gov.uk
Contact Telephone Number	01443 866750

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

Please outline the reasons for your Representations

Following receipt of the application premises licence, I attended a site visit with a number of other Responsible Authorities to view the site and discuss the application with the applicant. Whilst the applicant has included in her operating schedule a limit of no more than 10 guests at any one time, there is no reference within the application on how they will be transported from one area to another. given the distance between the areas concerned. At the time of inspection it was noted that ground conditions were poor and concerns have been raised by Health and Safety in relation to the safe access of guests from one licensable area to another. The Licensing Authority would therefore support the objections made by Health and Safety in relation to the public safety licensing objective. Concerns are also raised by the applicant's subsequent response to an objection received by an 'other person' that their business plan includes the maximum number of guests at any one time will be 15 guests. Clearly if a premises licence was granted, based on the applicant's operating schedule of 10 guests then this would not coincide with their business plan and could be a breach of conditions of licence. During our site visit the applicant was reminded of the maximum numbers that you she had indicated on the application and, if granted, would become a condition of licence.

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

Should the Licensing & Gambling Sub Committee be of a mind to approve the application the Licensing Authority would support the conditions submitted by Children's Services, Environmental Health and Health & Safety.

In addition the Licensing Authority would advocate the following conditions:-

The use of CCTV shall cover the licensable area where the supply of alcohol takes place, continually record when licensable activity takes place and shall be maintained in good working order.

The premises licence holder shall ensure images from the CCTV are retained for a period of 31 days. This image retention period may be reviewed as appropriate by the Licensing Authority;

The correct time and date will be generated onto both the recording and the real time image screen;

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;

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;

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

Please remember if you intend to make representations to copy this file to all other RA's

	<p>The premises licence holder shall require the designated premises supervisor, or in his / her absence other responsible person, to 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. Records shall be kept for a period of 12 months</p> <p>Finally due to the distance between both licensing areas, the licensing authority would advocate, in addition to the condition advocated by the Environmental Health Pollution Officer in relation to boundary checks, the following condition:</p> <p>Monitoring of the licensable areas will be undertaken at hourly intervals to ensure the promotion of the licensing objections and the avoidance of anti social behaviour etc.,</p>
<p>Are you prepared to discuss these representations with the applicant by way of mediation?</p>	<p>Yes</p>

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