

EJL

Ryan O'Connor
c/o The Lounge Bar
Unit 4
Fleming Road
Chafford Hundred
RM16 6EW

5 April 2016

Dear Mr O'Connor

Application for a Minor Variation: Lounge Bar (licence number 05/01298/LAPRE)

Further to your recent application for a minor variation to the licence for the above premises, we would like to see the following conditions added to your licence:

1. All doors and windows at the premises must be kept closed after 23:00 except to allow access and egress.
2. Regular checks of the toilets must be undertaken throughout the period the premises is open.
3. An incident book must be kept at the premises. This book must be made available to authorised officers of Essex Police and the Licensing Authority and contain the following information:
 - a. Times of all toilet checks, details of who has completed them and any issues found.
 - b. Details of all incidents that occur inside the premises along with descriptions of persons involved and the action taken
4. A Challenge 25 policy must be adopted at the premises and all staff will be trained in its operation. Any person who appears to be under the age of 25 will be asked for ID and the sale must be refused if they are unable to provide valid identification. Signage must be prominently displayed within the premises to advertise the fact that a Challenge 25 policy is in operation.
5. The area to the rear of the premises must be kept clear of customers at all times.

In addition, the existing CCTV condition to be replaced with:

1. CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition.
2. Cameras shall encompass all ingress and egress to the premises, fire exits and all areas where the sale/supply of alcohol occurs.
3. Equipment must be maintained in good working order. Recordings must be correctly time and date stamped, kept in good working order, numbered sequentially, kept for a period of 31 days and handed to the Police or Licensing Authority upon reasonable request.
4. The Premises Licence Holder must ensure that at all times, the DPS or appointed member of staff is capable of and competent at downloading CCTV footage in a recordable format (either disc or VHS).
5. The recording equipment and tapes/discs must be kept in a secure environment under the control of the DPS or other responsible named individual.
6. In the event of a technical failure of the CCTV equipment, the Premises Licence Holder/DPS must report the failure to the Licensing Authority by email within 2 hours of discovering the fault. Any email is to be sent to licensing@thurrock.gov.uk or to an alternative email if notified by the authority.

The Licensing Department believe these conditions will address concerns regarding the Prevention of Public Nuisance and the Prevention of Crime and Disorder.

I have attempted to call you to discuss this matter but have been unable to speak with you. If you are happy to accept the conditions, or would like to discuss this matter further please contact me on 01375 652 807 or licensing@thurrock.gov.uk

Yours sincerely

Elizabeth Cox
Licensing Officer