

**Kathryn Miller**

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**From:** Beth Harrison [REDACTED]  
**Sent:** 22 November 2023 13:03  
**To:** Gatehouse, Kirsty [REDACTED]  
**Subject:** Re: Premises Licence Application - Purbeck Plaza

Hi Kirsty,  
Thanks for the email, sorry its all got a bit confusing.  
Yes I'm happy with those conditions.  
When I apply for the sitting out license I'm sure we can set similar conditions on that instead.  
Many thanks,  
Bethany Harrison

Sent from my iPhone

On 22 Nov 2023, at 12:53, Gatehouse, Kirsty [REDACTED] wrote:

Good afternoon, Beth

Further to an additional conversation I've had this morning with the Licensing Team at the Council, they've asked that I just clarify some of the conditions I proposed with you. As the outside area will be covered by a sitting out licence rather than this premises licence, the conditions I proposed to cover the outside area alone are not relevant to this PL application so therefore need to be removed. When you apply for your sitting out licence, I will then suggest that they are applied to that instead. I hope this makes sense!

Therefore, the conditions solely relating to your Premises Licence Application that I would like to see applied are:

1. Challenge 25, shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence or passport, or holographically marked PASS scheme identification cards. Appropriate signage advising customers of the policy shall prominently displayed in the premises.
2. A Closed-Circuit Television (CCTV) system will be operational at the premises at all times when licensable activities are being carried out and at any other times when members of the public are present on the premises. The CCTV system will contain the correct time and date stamp information and will have sufficient storage retention capacity for a minimum of 28 days of continuous footage. Weekly checks will be made and documented to ensure the system is functioning as required and all details are correct, including the time and date shown. CCTV shall be downloaded on request of the Police or authorised officer of the council. A staff member who is conversant with the operation of the CCTV system will be on the premises at all times when the premises is open to the public. Appropriate signage advising customers of CCTV being in operation, shall be prominently displayed in the premises.
3. All staff involved in the sale of alcohol shall receive training on the Licensing Objectives, the law relating to prohibited sales, the age verification policy adopted by the premises and the conditions attached to the Premises Licence. Refresher training shall be provided at least once every six months. A record shall be maintained of all staff training and that record shall

be signed and dated by the person receiving the training and the trainer. The records shall be kept for a minimum of 12 months and made available for inspection by Police, Licensing or other authorised officers.

4. A log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised officer of the Council at all times whilst the premises is open.
5. The DPS will ensure that an incident report register is maintained on the premises to record incidents such as anti-social behaviour. The incident report register will be kept on the premises and produced for inspection immediately on the request of an authorised officer or Police. The register will be checked and signed on a weekly basis by management.
6. Staff will encourage customers to leave quietly and have regard for residents. Signs shall also be in place at all exit points requesting customers to please leave the area quietly and respect nearby neighbours.
7. Any patrons leaving the premises solely to smoke will not take any drinks outside with them at any time.
8. Any persons under the age of 18 must be accompanied by an adult over the age of 18 after 2000hrs.
9. A risk assessment will be carried out in relation to the requirement of SIA trained staff for special events and anticipated busy periods. A copy of the risk assessment should be made available to an authorised officer of the Licensing Authority or Dorset Police upon request and be retained for a period of at least 6 months.
10. All off sales to be decanted into plastic containers.

I would be grateful if you could please confirm you are happy with these amendments so that I can update the Council accordingly. On my previous email below, I have highlighted in red the conditions that would go on your sitting out licence for your reference. You will also notice I have slightly reworded the one relating to the use of plastic containers for clarity.

Many thanks  
Kirsty

**Kirsty Gatehouse 6084**

Licensing Officer

<image001.png>

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**Drug and Alcohol Harm Reduction Team**

Weymouth Police Station, Radipole Lane, DT4 9WW

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**From:** Gatehouse, Kirsty  
**Sent:** 10 November 2023 11:00  
**To:** Beth Harrison [REDACTED]  
**Cc:** Karen Poole [REDACTED]  
**Subject:** Re: Premises Licence Application - Purbeck Plaza

Good morning, Beth

As promised, please see below the conditions I would like to see applied to your Premises Licence when granted. I have spoken with the Council and unfortunately we can't generalise "Swanage

Special Events”, however as your timings requested relate to Carnival Week and NYE, we can make some little amendments as seen below:

11. Challenge 25, shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence or passport, or holographically marked PASS scheme identification cards. Appropriate signage advising customers of the policy shall prominently displayed in the premises.
12. A Closed-Circuit Television (CCTV) system will be operational at the premises at all times when licensable activities are being carried out and at any other times when members of the public are present on the premises. The CCTV system will contain the correct time and date stamp information and will have sufficient storage retention capacity for a minimum of 28 days of continuous footage. Weekly checks will be made and documented to ensure the system is functioning as required and all details are correct, including the time and date shown. CCTV shall be downloaded on request of the Police or authorised officer of the council. A staff member who is conversant with the operation of the CCTV system will be on the premises at all times when the premises is open to the public. Appropriate signage advising customers of CCTV being in operation, shall be prominently displayed in the premises.
13. All staff involved in the sale of alcohol shall receive training on the Licensing Objectives, the law relating to prohibited sales, the age verification policy adopted by the premises and the conditions attached to the Premises Licence. Refresher training shall be provided at least once every six months. A record shall be maintained of all staff training and that record shall be signed and dated by the person receiving the training and the trainer. The records shall be kept for a minimum of 12 months and made available for inspection by Police, Licensing or other authorised officers.
14. A log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised officer of the Council at all times whilst the premises is open.
15. The DPS will ensure that an incident report register is maintained on the premises to record incidents such as anti-social behaviour. The incident report register will be kept on the premises and produced for inspection immediately on the request of an authorised officer or Police. The register will be checked and signed on a weekly basis by management.
16. Staff will encourage customers to leave quietly and have regard for residents. Signs shall also be in place at all exit points requesting customers to please leave the area quietly and respect nearby neighbours.
17. The outside area will not be used after 2300hrs for dining or drinking, except during Swanage Carnival Week and New Year’s Eve when they may still be used until the end of licensable activities.
18. Any outside areas of the premises will be regularly monitored by staff and CCTV to ensure that the licensing objectives are being upheld and no customers are loitering outside the premises after 2300hrs, except during Swanage Carnival Week and New Year’s Eve when they may remain outside until the end of licensable activities.
19. Any movable furniture will be removed inside at 2300hrs, except during Swanage Carnival Week and New Year’s Eve when they may remain outside until the end of licensable activities.
20. Any patrons leaving the premises solely to smoke will not take any drinks outside with them at any time.
21. Any drinks sold to be taken away from the premises will be in plastic containers.
22. Any persons under the age of 18 must be accompanied by an adult over the age of 18 after 2000hrs.
23. A risk assessment will be carried out in relation to the requirement of SIA trained staff for special events and anticipated busy periods. A copy of the risk assessment should be made available to an authorised officer of the Licensing Authority or Dorset Police upon request and be retained for a period of at least 6 months.

I hope these are all ok with you, I would be grateful if you could reply to this email confirming your acceptance or with any questions you may have about the above. You will see I have also copied in Karen Poole from Dorset Council Licensing for her awareness of what we are proposing. I look forward to hearing from you soon.

Many thanks  
Kirsty

**Kirsty Gatehouse 6084**

Licensing Officer

<image001.png>



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**Drug and Alcohol Harm Reduction Team**

Weymouth Police Station, Radipole Lane, DT4 9WW

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