

From: GATEHOUSE Kirsty 6084 [REDACTED]
Sent: 17 September 2025 12:03
To: Licensing [REDACTED]
Subject: FW: Premises Licence Application - Crown Square Gallery

Good afternoon

Please see the below email chain in relation to the Premises Licence Application for Crown Square Gallery, Poundbury. I can confirm we have no objection from a Police perspective. I would be grateful if the conditions agreed below could please be added to the Licence when granted.

Many thanks
Kirsty



**DORSET
POLICE**

Kirsty Gatehouse 6084

Licensing Officer – County LPA

Tel: [REDACTED]

Email: [REDACTED]

Drug and Alcohol Harm Reduction Team

Weymouth Police Station, Radipole Lane, DT4 9WW

From: Angelo Fichera [REDACTED]
Sent: 16 September 2025 20:50
To: GATEHOUSE Kirsty 6084 [REDACTED]
Subject: Re: Premises Licence Application - Crown Square Gallery

Good evening Kirsty,

Thank you for your email and for meeting earlier. I confirm I've received the information and I'm happy to accept the proposed conditions and follow your advice.

Thanks also for the staff training link, I'll go ahead and purchase it.

Best regards,

Angelo Fichera

On Tue, 16 Sept 2025 at 16:04, GATEHOUSE Kirsty 6084
[REDACTED] wrote:

Good afternoon, Angelo

Thank you again for your time earlier today, it was great to meet you both and really helpful to see the premises and hear about your plans. As discussed, please see below the conditions I would like to propose are added to your Premises Licence when granted:

- The premises shall install and maintain a CCTV system. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 28 days with correct date and time stamping. Recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 28 day period.
- A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open. This staff member must be able to show a Police or authorised council officer recent data or footage with the absolute minimum of delay when requested.
- CCTV shall be downloaded on request of the Police or authorised officer of the council.
- Appropriate signage advising customers of CCTV being in operation, shall be prominently displayed in the premises.
- A documented check of the CCTV shall be completed weekly to ensure all cameras remain operational and the 28 days storage for recordings is being maintained.
- 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 be prominently displayed in the premises.
- All staff involved in the sale of alcohol shall receive training on the law relating to prohibited sales, the age verification policy adopted by the premises and the conditions attaching to the premises licence. Refresher training shall be provided at least once every 6 months. A record shall be maintained of all staff training and that record shall be signed 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.
- A Personal Licence Holder shall be on site at all times when alcohol sales are taking place.
- An incident log shall be kept at the premises. The log should include the date and time of the incident and the name of the member of staff involved. The log to be made available immediately on request to an authorised officer of the Council or the Police, which will record the following:
 - All crimes reported to the venue
 - All ejections of patrons
 - Any complaints received
 - Any incidents of disorder
 - All seizures of drugs or offensive weapons
 - Any faults in the CCTV system or searching equipment or scanning equipment
 - Any refusal of the sale of alcohol
 - Any visit by a relevant authority or emergency service
- The holder of the licence shall undertake a risk assessment with regard to the deployment of SIA Door Supervisors at different times of the day and on different days of the week to determine whether it is appropriate to deploy door staff on those days and/or at any other time(s) and to then implement the outcome of the risk assessment. A copy of the risk assessment should be made available to an authorised officer of the Licensing Authority or Dorset Police upon request and for a period of up to 6 months.

- Only Door Supervisors who are accredited by the Security Industry Authority (SIA) shall be employed to undertake door supervision activities. When deployed, a record shall be maintained on the premises by the Door Staff.
- The record will contain consecutively numbered pages, the full name and full 16-digit registration number of each person on duty, the employer of that person and the date and time he/she commenced duty and finished duty (verified by the individual's signature).
- The record will be retained on the premises for a period of twelve months from the date of the last entry and made available to an authorised officer from the Licensing Authority or Police on request.

I hope these are all agreeable to you. I would be grateful if you could reply to this email accepting these conditions if they are so that I can forward that we have no objection to the Council. Should there be anything you wish to discuss further, please let me know and I would be happy to look into this.

Finally, the link I was talking about for the staff training in relation to age restricted sales can be found [here](#). If there is anything else I can help with at all, please do not hesitate to get in touch. I look forward to hearing from you.

Many thanks

Kirsty

Kirsty Gatehouse 6084



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