

Your Ref:  
Our Ref:

When telephoning please use  
(01642) 302360 to contact  
Stockton Licensing Unit

23<sup>rd</sup> October 2020

Dear Mr Robinson

**Re: Licensing Act 2003**  
**Variation to Premises Licence**  
**The Hardwick, 2 High Newham Road, Stockton**

I am in receipt of a completed copy of your application for a variation to the premise licence under the Licensing Act 2003 and as a designated 'Responsible Authority' I have considered the contents carefully.

I would like you to consider the below conditions to be included in your premise licence. These conditions are similar to those agreed with other bars of a similar size and opening times in the area which would be considered best practice and should be things the bar would be doing as a matter of course.

1. An incident book will be kept on the premises at all times. The book will detail in brief, incidents of injury/ejection/refusals/drug misuse/seizure/age challenge. Such matters will be timed, dated and signed by the author and produced to Police and other Responsible Authorities immediately upon request.
2. The outside area will be vacated at 8pm each day, patrons will not be allowed to congregate and will be encouraged to leave the area. This will be on a 12 month trial basis and if significant problems occur within this time period further conditions can be added.

3. All staff will be fully trained and retrained on a 6 monthly basis in relation to the laws relating to the sale of alcohol to underage persons, persons buying on behalf of under 18's (proxy sales), persons appearing to be under the influence of alcohol and also the operation of the associated "Challenge 25" policy. Staff will receive refresher training at least every 6 months.
4. Polycarbonate/plastic or toughened glasses will be used for alcohol.
5. The business will maintain a refusals book to record all instances where the sale of alcohol has been refused. This shall include the date and time of the attempted sale, together with a description of the incident. The Designated Premise Supervisor/Premises Manager/Business Owner will check and sign each page and the refusals book will be made available to the Licensing Authority and/or Responsible Authorities upon request.
6. Training records, signed by both the staff member and the Designated Premise Supervisor/Premises Manager/Business Owner will be retained for future reference and shall be updated at least every 6 months. All staff training records will be made available to the Licensing Authority and/or Responsible Authorities upon request.
7. The business will maintain an incident book to record all instances where the staff deal with people who have been unruly, drunk, abusive, aggressive or have committed criminal acts or have had to call police for such incidents. This shall include the date and time of the incident, together with a description of the incident and whether the police were called/attended. The Designated Premise Supervisor/Store Manager/Business Owner will check and sign each page and the incident book will be made available to the Licensing Authority and/or Responsible Authorities upon request.
8. A digital Closed Circuit Television System (CCTV) will be installed and maintained in good working order and be correctly time and date stamped. The system will incorporate sufficient built-in hard-drive capacity to suit the number of cameras installed, whilst complying with the Data Protection legislation. CCTV will be capable of providing pictures of evidential quality in all lighting conditions, particularly facial recognition. Cameras will encompass all ingress and egress to the premises, outside areas and all areas where the sale/supply of alcohol occurs. There will be a minimum of 30 days recording. The system will record for 24 hours a day. The system will incorporate a means of transferring images from the hard-drive to a format that can be played back on any desktop computer. The digital recorder will have the facility to be password protected to prevent unauthorised access, tampering, or deletion of images. There will be at all times a member of staff on duty who is trained in the use of the equipment and upon receipt of a request for footage from a governing body, such as Cleveland Police or any other Responsible Authority, be able to produce the footage within a reasonable time, e.g. 24hrs routine or immediately if urgently required for investigation of serious crime.
9. All persons under the age of 18 must be escorted by an appropriate adult or legal guardian and must be entering the premises for food and soft drinks only and will have vacated the premises by 21.00 hours.
10. A "Challenge 25" policy will be implemented with all staff insisting on evidence of age from any person appearing to be under 25 years of age and who is attempting to buy alcohol. There shall be notices displayed at all points of sale and at all entrances and exits to inform customers and remind staff that the premises is operating a "Challenge 25" policy.


11. Only valid passports, UK "photo card style" driving licence, PASS approved proof-of-age cards or Ministry of Defence "Form 90" identification cards shall be accepted as proof of age.
12. There will be a minimum of two notices displayed on the premise indicating that the sale of alcohol to those under the age of 18 is illegal and that those adults who buy alcohol for immediate disposal to those under age the age of 18 are committing an offence.
13. There will be a minimum of two notices displayed in the premise, with one being easily visible on the way out of the premise, asking customers to leave the premise quietly and respect the nearby residents.

If you are willing for the above conditions to be attached to your licence I would ask that you sign below and return it to the address overleaf or via e-mail.

If you are unwilling to accept the attached conditions, it is likely that the matter will need to be resolved by the Council's Licensing Committee, by way of a hearing.

Yours faithfully,

**Emma Westmoreland**  
**Licensing unit**

Signature:   
Print Name: C.G. ROBINSON  
Position: DIRECTOR  
Date: 13-11-20