

From: Matthew Phipps < >
Sent: Tuesday, January 30, 2024 4:10 PM
To: Rachel Taylor <Rachel.Taylor2@lbbd.gov.uk>
Cc: Owen.Dunn < >
Subject: Percolate

Rachel,

Good afternoon

We have had very helpful engagement with Owen, on copy here.

In addition to a CCTV condition I understand you are now aware of we propose to add the following conditions to the licence, if granted.

These are set out below:

- All SIA staff will display their badge/identification/appropriate identification whilst on duty at the premises so that it can readily be seen by customers and officers.
- Each bar serving alcohol shall have a dedicated manager, who will be conversant with the requirements responsibilities for the sale of alcohol in compliance with the licensing act.
- The premises licence holder shall require the designated premises supervisor or the bar manager to keep an incident/refusals logbook (in a bound book or electronic register) in which full details of all refusals are recorded. This shall be completed as soon as possible after the incident and in any case no later than the close of business on the day of the incident. 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.
- Emergency vehicle access to the site will be maintained in emergency exits from the site will be kept clear in order to facilitate this, at all times.
- Suitable and sufficient lighting shall be provided to the event site, in particular for egress for visitors to be able to leave the site safely.
- During construction and breakdown periods of the event, structures, an email address and telephone number will be provided to residents to contact the licence holder in the event that these activities cause concern or disturbance.
- Any queue to enter the premises which forms outside the premises is to be supervised by door staff and maintained in orderly fashion.
- Management will be vigilant so as to protect against nuisance or obstruction of the public highway.
- The premises will adopt ask Angela (or similar) scheme. Staff will be trained in the process to be adopted when any customer "Ask for Angela".
- As part of the event safety management plan there will also be the following:
 1. Water safety policy
 2. Anti-drink spiking awareness (to be contained within the bar briefing and training for bar staff)
 3. War memorial to be closed off from access by customers

Matthew Phipps
Partner
Head of Licensing England and Wales

From: Fred Letts <fred@percolatemusic.co.uk>

Sent: 29 January 2024 08:54

To: Lewis Dodd <Lewis.Dodd@lbbd.gov.uk>

Cc: Kitty Bartlett <kitty@percolatemusic.co.uk>; dcmccalmont@gmail.com; paul.uren@tlt.com;
Dunn Owen R - EA-CU <>

Subject: Re: CCTV Conditions

Good morning Lewis,

Thank you again for the call on Friday. I can confirm we accept these conditions.

Best,

On Fri, Jan 26, 2024 at 4:34 PM Lewis Dodd <Lewis.Dodd@lbbd.gov.uk> wrote:

Good Afternoon all,

Thank you for meeting with us earlier, it was most helpful.

Owen and I have drafted the below conditions with regards to CCTV at the venue.

Proposed conditions:

The premises shall have a CCTV system in operation at the premises for the duration of the event.

The CCTV system serving the event shall:

- *Be maintained, fully operational and in good working order at all times.*
- *CCTV recordings shall show an accurate date and time that the recordings were made and all recordings shall be retained for a period of not less than 31 days.*
- *The original, or a copy of the CCTV recording, will be available on request to the Police and Local Authority.*
- *Copies of CCTV recordings shall be provided in a format that can be viewed on readily available equipment without the need for specialist software.*
- *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 to the public.*

Full details of CCTV coverage at the premises for the event to be agreed between Police and Event organisers at least six weeks before the event is due to take place.

Full agreed CCTV coverage and operation to be documented in a written CCTV plan for the event. Copies this CCTV plan to be circulated to relevant Police bodies and SAG members at least four weeks prior to event taking place.

Kind Regards,

Lewis

Lewis Dodd | Senior Licensing Officer | Licensing Team | My Place