

TEIGNBRIDGE DISTRICT COUNCIL

LICENSING AND REGULATORY SUB-COMMITTEE

CHAIRMAN: Cllr John Nutley

DATE: Monday 19 July 2021

REPORT OF: Licensing Manager

SUBJECT: **Application for a New Premises Licence – Haldon Forest Holiday Park, Clapham, Exeter, EX6 7YG**

PART I

RECOMMENDATION

That the Licensing and Regulatory Sub-Committee is requested to consider this application.

PART I

1. THE APPLICATION

Applicant: Ovation Catering Solutions Limited

Premises: Haldon Forest Holiday Park, Clapham, Exeter, EX6 7YG

The application is for a Premises Licence to be granted under the Licensing Act 2003 is to allow the supply of alcohol. Attached is a copy of the location plan and plan of premises (Appendix A).

The operating schedule shows:-

Hours Premises Open to the Public:
Monday to Sunday – 8am to 11pm

Relevant licensable activities:

- Supply of alcohol.

Hours of licensable activities:

Zone A - Supply of Alcohol (off the premises) Monday to Sunday 8am to 11pm
Zone B – Supply of Alcohol (on and off the premises) Monday to Sunday 8am to 10.30pm

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Seasonal variation on all licensable activities

The opening times cover both zone A & zone B. Due to the nature of the site these opening times will vary depending on the demand of guests staying on site.

Designated premises supervisor: Amy Furlong

Supply of alcohol is for consumption Zone A off the premises and Zone B on and off the premises.

Steps to promote licensing objectives:

- General
The licence will ensure at all times that there are competent staff on duty to fulfil the licensing objectives as outlined as well as following any and all criteria as set out in the granted premise licence. All staff will undergo training and be aware of their responsibility in relation to the sale of alcohol. Records of training and refresher training will be kept.
- The prevention of crime and disorder
Any incidents of a criminal nature will be reported directly to the police with all incidents logged. CCTV will be in place and will cover the bar service area. Copies of footage will be made available to the police if requested.
- Public safety
Full fire safety procedures will be in place. All exits will be clearly visible and unobstructed. Zone B is in an outdoor space. Relevant and appropriate training will be given to staff. Appropriate fire extinguishers/blankets will also be in place and training given with records kept.
- The prevention of public nuisance
All guests will be asked to leave in a quiet manner with signage also highlighting this. As well as residential neighbours in the area there will be onsite guests staying in tents and touring caravans so this will be a high priority.
- The protection of children from harm
The licensee and all staff will follow the challenge 25 guidelines, whereby any person attempting to buy alcohol who looks to be under the age of 25 will be stopped and asked for proof of ID. Only accredited and recognised forms of ID will be accepted (photo driving licence, passport, proof of age card carrying the PASS symbol). All staff will be trained in this procedure along with ensuring no adult is attempting to buy alcohol for any one under the age of 18. A refusal log for all refused sales will be kept.

Mediated Amendments – Police

a) General – all four licensing objectives

REMOVE

“All staff will undergo training and be aware of their responsibility in relation to the sale of alcohol. Records of training and refresher training will be kept.”

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REPLACE WITH

STAFF TRAINING

All staff engaged in licensable activity at the premises will receive training and information in relation to the following:

- i. The Challenge 25 scheme in operation at the premises, including the forms of identification that are acceptable.
- ii. The hours and activities permitted by the premises licence issued under the Licensing Act 2003 and conditions attached to the licence.
- iii. How to complete and maintain the refusal register in operation at the premises (in relation to the sale of alcohol).
- iv. Recognising the signs of drunkenness.
- v. The operating procedures for refusing service to any person who is drunk, under-age or appears to be under-age, or appears to be making a proxy purchase.
- vi. Action to be taken in the event of an emergency, including reporting an incident to the emergency services.

Training shall be recorded in documentary form and shall be regularly refreshed at no greater than 12 month intervals. Training records shall be made available for inspection and copying at reasonable times upon request of an authorised officer of a responsible authority.

Training records will be retained for at least 12 months.

b) The prevention of crime and disorder

REMOVE

“CCTV will be in place and will cover the bar service area. Copies of footage will be made available to the police if requested.”

REPLACE WITH

CCTV

The premises shall install operate and maintain a comprehensive digital colour CCTV

All public areas of the licensed premises including entry and exit points will be covered, including any outside areas under the control of the premises licence holder.

The system must record clear images permitting the identification of individuals, and in particular enable facial recognition images (a clear head and shoulder image) of every person entering and leaving in any light condition.

The CCTV system will continually record whilst the premises are open for licensable activities and during all times when customers remain on the premises.

All equipment must have a constant and accurate time and date generation.

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All recordings will be stored for a minimum period of 14 days with date and time stamping.

Viewable copies of recordings will be provided, on request to the Police or local authority officers as soon as is reasonably practicable and in accordance with the Data Protection Act 2018 (or any replacement legislation). 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 are open. This staff member must be able to provide an authorised officer of a responsible authority, copies of recent CCTV images or data with absolute minimum of delay when requested in accordance with the Data Protection Act 2018 (or any replacement legislation).

The CCTV system will be capable of downloading images to a recognisable viewable format.

There will be security measures in place to ensure the integrity of the system to prevent the tampering with, and deletion of, images.

e) The protection of children from harm

REMOVE

A refusal log for all refused sales will be kept.

REPLACE WITH REFUSALS REGISTER

An alcohol sales refusal register shall be kept at the premises and be maintained to include details of all alcohol sales refused. The register will include:

- i. the date and time of refusal
- ii. the reason for refusal
- iii. details of the person refusing the sale
- iv. description of the customer
- v. any other relevant observations.

The refusals register will be made available for inspection and copying on request of an authorised officer of a responsible authority.

All entries must be made within 24 hours of the refusal.

2. RELEVANT REPRESENTATIONS

Responsible authorities:

Police – no objection as conditions agreed.

Environmental Health Officer – no representation received.

Fire Officer – no objection.

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Planning Officer – no objection

Food and Safety - no representation received.

Child Protection Agency - no representation received.

Weights & Measures – no representation received.

Health Authority - no representation received.

Interested parties:

Eight representations were received on the grounds of Prevention of Crime and Disorder, Prevention of Public Nuisance and Public Safety.

Note: Relevant extracts from D.C.M.S. Guidance and the Council's own Licensing Policy are attached at the end of the report to assist members consider these representations.

Mrs Andrea Furness
Licensing Manager

Wards affected	<i>Kenn Valley</i>
Contact for any more information	<i>Mrs Andrea Furness</i>
Background Papers (For Part I reports only)	<i>Licensing Act 2003 Section 182 Guidance for Police and Licensing Authorities; and Statement of Licensing Policy</i>
Key Decision	<i>No</i>
In Forward Plan	<i>No</i>
Community Impact Assessment attached:	<i>No</i>
Appendices attached:	<i>Appendix A – Location plan and plan of premises Appendix B – Representations Appendix C – National guidance Appendix D – Policy 2021</i>