

**From:** Casey, Rebeka  
**Sent:** 09 September 2021 17:25  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Place2B Compliance Check 07/09/21

**Appendix A(iii)**

Good afternoon Simon,

Thank you for meeting with us on Tuesday it was very useful to look around the premises.

As you are already aware we were disappointed with the lack of compliance in relation to your premises licence conditions and need to advise you of the importance in rectifying the situation. I'll list the concerns and breaches below. I must remind you that a breach of licence conditions does also constitute a criminal offence for which you can be prosecuted and you certainly should not be selling alcohol whilst these conditions are not being adhered to. Attached is a formal warning letter.

#### **Door staff**

Your licence stipulates that there must be 2 members of door staff on at all times. By your own admission you only have one on when it is quiet and just call in another if you get busy. This is not an acceptable practice and needs to stop. We have agreed that you can be one of the two door staff on duty, however, this must be your only purpose and you should not be serving behind the bar or wandering around inside – you should remain on the door and visible, with the exception of dealing with any incident arising inside the premises.

Door staff should sign in (log book or sheets) at the start of each duty and should complete every box – this has not happened since 24/07/21.

#### **Incident/Refusals log**

There was no incident log or refusals log prior to 28/08/21. Both of these documents should remain on the premises and retained for no less than 12 months.

#### **Polycarbonate drinks vessels**

You confirmed that only polycarbonate drinks vessels were being used as per your licence conditions but state that this is with the exception of bottled drinks which are still served to the customer in the glass bottle. As we discussed you should ensure that all drinks within glass bottles are decanted into polycarbonate cups before passing them to customers. Your licence stipulates that this should be after midnight but you did agree that this would be easier to adopt during all hours open to the public.

#### **Drugs Policy**

There was no drugs policy on site – this should be a written policy specific to your premises. Along with the policy there should be a written record that all staff members have been suitably trained.

#### **Age restricted sales**

Challenge 25 – you did not have any evidence to show that staff have been trained in this area. Staff training records should be written and retained for 24 months following the date of completion.

#### **CCTV**

In relation to your CCTV cameras we found that there was no footage prior to the 25/08/21 but understand that this is because you have recently installed a new system meaning anything prior to this date was lost. In future, should there be a malfunction or change to your CCTV, I would urge that

you record this (perhaps in your incident book.) I must remind you that the CCTV is expected to retain for a minimum of 31 days.

We also discussed the staff you employ and what documentation you have to confirm their identity etc. You stated there was no such paperwork on site as the previous manager had removed it – I would advise you to also resolve this as a matter of urgency.

I will be back again to check compliance but if you require any help in the meantime please let me know.

Kind regards,  
Rebeka

## PC 1299 Rebeka Casey

Licensing Officer

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### ALCOHOL LICENSING TEAM



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