

APPENDIX E

HALTON BOROUGH COUNCIL

Representation Form.

Responsible Authority.

POLICE

Your Name	Lesley Halliday
Job Title	Police Licensing Officer
Postal and email address	Warrington Police Station, Charles Stewart House, 55 Museum Street, Warrington, WA1 1NE
Contact telephone number	

Name of the premises you are making a representation about.	The Royal
Address of the premises you are making a representation about.	1 High Street, Runcorn,

Which of the four licensing Objectives does your representation relate to? Please state yes or no.	Yes Or No	Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary
The Prevention of harm to children	Yes	See below
To prevent Public Nuisance		
To prevent crime and disorder	Yes	See below
Public Safety		

Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate	See Below:
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sheets where necessary and refer to checklist.	
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Comments:

The applicant is seeking an increase in hours, [REDACTED]

[REDACTED] As such to give some assurances the constabulary would like to seek to tighten up the conditions on the premises licence:

Replace the existing CCTV condition with the following:

The CCTV system should be designed and installed in accordance with Cheshire Constabulary's CCTV guidance document called "CCTV in Licensed Premises – an Operational Requirement".

The Images recorded by the CCTV system shall be retained in an unedited format for a period of not less than 31 days.

CCTV equipment shall be maintained in good working order in accordance with the manufacturer's instructions and shall be operational at all times when a licensable activity takes place on the premises.

Designated supervisors will need to demonstrate that their CCTV system complies with their Operational requirements. They will need to be able to demonstrate the following: -

- Recordings are fit for their intended purpose,
- Good quality images are presented to the officer in a format that can be replayed on a standard computer
- The supervisor has an understanding of the equipment/training,
- Management records are kept,
- Maintenance agreements and records are maintained,
- Data Protection principles and signage are in place.

Any person who is employed to have operational responsibility for the premises, must be trained in the use of any such CCTV equipment.

That person(s) must, upon reasonable request and as soon as practicable, make CCTV images available to a Police Officer or other Authorised Officer.

When a request for CCTV is made by the Police, any footage should be uploaded using a secure link provided by the officer which will be sent to the appropriate person via an email or text message.

Footage to be uploaded as soon as practicable, usually within 24-48 hours from receipt of the email. Any problems regarding uploading the requested images will be reported to the Police by the licence holder or member of staff as soon as practicable

Door Supervisors

There shall be provided at the premises SIA registered door supervisors, to such a number as the management of the premises consider sufficient to control entry to the premises and keeping order in the premises on nights when the service of alcohol continues after midnight.

To further detail the Door Supervisor's duties in this respect:

A written record shall be kept on the premises by the Designated Premises Supervisor of every person employed on the premises as a door supervisor in a register kept for that purpose. That record shall contain the following details:-

- The door supervisor's name, date of birth and home address;
- His/her Security Industry Authority licence number;

- The time and date he/she starts and finishes duty;
- The time of any breaks taken whilst on duty;
- Each entry shall be signed by the door supervisor.
- Record of all incidents taking place in the venue

That register shall be available for inspection on demand by an Authorised Officer of the Council, the Security Industry Authority or a Police Constable.

Incident Book

An incident book or Electronic Log shall be kept at the premises, and made available to the police or authorised council officers, which will record the following:

- All crimes reported
- Lost property
- All ejections of customers
- Any complaints received
- Any incidents of disorder
- Any seizure of drugs or offensive weapons
- Any faults in the CCTV
- Any visit by a relevant authority or emergency service

Policies

The premises shall operate a search policy for drugs and weapons; signage shall be displayed by the entrance to advise customers that there is a search policy in place and failure to comply will result in their not being permitted entry to the premises.

The premises shall operate a zero tolerance to drugs policy. The policy will detail how staff shall manage any concerns regarding customers or other members of staff who may be involved in drug activity.

Outside Area

Use of the Outside seating area will cease at 01:00 hrs and only customer wishing to access the designated smoking area will be permitted.

Customers using the smoking area after 01:00 will not be permitted to take their drinks outside to reduce the likelihood of causing a noise nuisance to local residents.

Signs will be put up at the rear door to advise customers that no drinks are permitted outside after 01:00hrs.

Last Entry

There shall be no entry or re-entry to the premises 30 minutes before the terminal hour for licensable activities.

Replace any current conditions relating to protection of children from harm with the following:

Protection of Children from Harm

A "Challenge 25" policy shall be operated at the premises at all times.

The only forms of ID that shall be accepted (at the discretion of the Management) as proof of age are a valid passport, a valid photographic driving licence, a PASS approved proof of age card, HM Services Warrant Card or other reliable photo ID (that has been approved for acceptance by the Police or an Officer of the Local Authority)

Publicity materials notifying customers of the operation of the "Challenge 25" scheme shall be displayed at the premises.

The Designated Premises Supervisor or Premises Licence Holder shall operate and maintain an up-to-date Register of Refusals of Sale of Alcohol, indicating the date, time and reason for refusal which shall be made available for inspection by Local Authority Officers and the Police.

The DPS or other responsible person shall check and sign the register once a week.

Alternatively, an electronic point of sale refusals log shall be kept.

A documented training programme shall be introduced for all staff in a position to sell, serve or deliver alcohol. A written record for each member of staff shall be kept of the content of such training and shall be made available for inspection at the request of Local Authority Officers and Police.

No member of staff will be permitted to sell age restricted products until they have completed this training. Details of this training and records of attendance shall be made available for inspection by Local Authority officers and the Police

The DPS or Premises Licence Holder shall conduct six monthly training reviews with all members of staff authorised to sell, serve or deliver alcohol in order to reinforce the training and to promote best practice. A written record for each member of staff shall be kept of the content of such reviews and shall be made available for inspection at the request of Local Authority Officers and Police.

As part of their training all staff are to undertake a short test or quiz as part of their training to test their understanding of the training provided, this test/quiz will be marked and signed off by the DPS and a record of this is to be kept with the employees training records.

A list of persons authorised to sell alcohol shall be kept on site and made available for inspection at the request of Local Authority Officers and Police.

Clearly visible signage is to be displayed at the entrances and at points of sale indicating it is illegal to sell alcohol to people under the age of 18.

Pubwatch

Remove the condition relating to the DPS requirement to be a member of Pubwatch as this condition is un-enforceable.

D Conditions Consistent with the Operating Schedule

The following conditions can be removed from the licence as they are no longer applicable as they relate to the old entertainment's licenses.

Remove Controlled Dancing condition

Special Effects – Including Smoking and naked flames, Lasers, strobes, Pyrotechnics, Bomb Tanks, storage of Explosives, Dry Ice Smoke Effects and smoke machines.

All other steps offered are welcome and acceptable to the Police and will assist in promoting all four objectives of the Act.

Signed:

Date: 13/03/2026