

From: Thurman-Newell, Susan [REDACTED]
Sent: 22 December 2015 12:19
To: matthew.phipps [REDACTED]
Cc: Bahadoor, Roy; Holland, Linda
Subject: SN15, Chippenham - Variation

Hello Matthew,

Further to our telephone conversation and your online Variation application, dated 2nd December 2015, please find attached Wiltshire Police Licensing's proposed wording for the Door Supervisor and the Polycarbonate Conditions on the Premises Licence of SN15., Chippenham.

The two conditions to be amended under your Variation application are the Door Supervisor & Polycarbonate Conditions, and you have indicated that all other Conditions, permitted hours and licensable activities will remain unchanged by this application. However, I must clarify that Wiltshire Police do seek that the conditions will apply during all periods of trading, whether or not Regulated Entertainment is taking place.

These comprehensive new conditions are intended to allow SN15 to demonstrate adherence to the Licensing Objectives and to also allow the new management team to demonstrate effective management practices.

There is an additional requirement from a police perspective that the SN15 management team will be required to review and upgrade the Management Plan, to include Risk Assessments – within 1 calendar month. Written risk assessments will be required

Regards

Susan

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SN15, 17 Station Hill, Chippenham SN15 1EQ

Current Door Supervisor Conditions

- a) Minimum of 10 SIA registered door supervisors on every trading session after 21:00. Outside of these areas the number of SIA Door Supervisors to be determined by a Risk Assessment subject to d) below.
- b) All security staff to wear clothing that clearly identifies them at all times (including outerwear).
- c) Door supervisors to sign in and out with their names/badge numbers at the start and end of each shift.
- d) At least two door supervisors will be placed at the main entrance during trading hours.
- e) Door supervisors are to remain on duty outside the venue for not less than 30 minutes after the last customer has left the venue, to provide a visible presence and deter anti-social and/or criminal behaviour. This also includes clearing the street of any litter left behind by patrons.

Police Proposed Variation of Door Supervisor Condition

- a) Entrance* = Two door supervisors will be on duty at the main entrance from 21:00hrs
- b) Ground Floor/Cocktail Bar = 1 Mobile Door Supervisor
- c) First Floor Mezzanine (Cocktail Bar) = 2 Door Supervisors / 1 when in conjunction with Ground Floor
- d) First Floor Club Room/Night club = 2 Door Supervisors
- e) Upper Patio/Smoking Area & Patio & Lower Patio areas = 1 Door Supervisor, when only one sector open/2 Door Supervisors, when whole terrace open or Club Room/Night club operating from 21:00hrs
- f) Entrance & Terrace/Smoking area Door Supervisors from 21:00hrs in all other areas Door Supervisors to commence duties 30 minutes prior to the section opening.
- g) When Premises operating as a whole premise 10 Door Supervisors will be required – commencement times as previously stated.
- h) Should the Cocktail/Mezzanine Bar's be used for dancing or in a Night Club capacity, 10 Door Supervisors will be required – commencement times as previously stated.

Entrance Security* = dress code to be agreed in consultation with Wiltshire Police, SIA Licence to be on the operative at all times.

All other areas = Door Supervisors to be in traditional Security dress with SIA licences on display.

Security Incident Register to be maintained, with Security Operatives signing on & off duty with full 16 digit SIA licence number.

All refusals & incidents to be recorded in the security incident book & to be signed off by the Duty Manager at the end of each day's trading.

The above Condition to apply whenever trading, whether or not Regulated Entertainment taking place.

Current Polycarbonate Condition

Only polycarbonate glasses are to be in use at all times throughout the venue, the venue is to operate a bottle decanting policy; no glass bottles are to be present in the public areas.

Police Proposed Variation of Polycarbonate Condition

Beer in polycarbonates at all times

Glass in Cocktail Bar

Wine & Champagne 'glass' bottles, only to be allowed in the Ground Floor Cocktail Bar, & 1st Floor mezzanine. Door Supervisors to ensure that no Glasses and Bottles are allowed outside of these areas.

When the premises operating as a whole premise polycarbonates to be on a risk assessment basis.

When Polycarbonates are used, the Venue will operate a bottle decanting policy.

The above Condition to apply whenever trading, whether or not Regulated Entertainment taking place.

All other current conditions to remain unchanged.

Additional Requirements;

Review & upgrade the Management Plan, to include Risk Assessments – *within 1 calendar month.*

Written risk assessments.