

3<sup>rd</sup> June 2011

Mr D Poole  
Jax Landing  
1 Bath Road  
Chippenham  
Wiltshire  
SN14 0AD

Public Protection Services  
Licensing Team  
Wiltshire Council  
Monkton Park  
Chippenham  
Wiltshire  
SN15 1ER

DX 34208 CHIPPENHAM

Our Ref: LN/003307/LVH /KLS

Dear Mr Poole

**Re: Licensing Act 2003 - Premises Licence LN/0007  
Formal Warning**

I am writing further to the meeting held at Jax Landing on 26<sup>th</sup> May 2011. Present at the meeting were the following:

David Poole, Designated Premises Supervisor  
Jackie Gallimore, Police Licensing Officer  
Paul Reid, Manager  
Linda Holland, Senior Licensing Officer, Wiltshire Council.

The meeting was called to discuss the progress made by yourself in regard to your record keeping and management systems (policies and procedures) since our last meeting on 5<sup>th</sup> April 2011, and for Wiltshire Police to outline their concerns regarding capacity limits for the premises and the potential problems linked to overcrowding.

I was disappointed to note that there had been little if no improvement in most of the basic requirements.

1. No staff training records and no training programme for staff on alcohol licensing requirements were in place.
2. No Age Verification Policy (a mandatory condition on your Premises Licence) was in place.
3. A Refusal Book was in place, but records were incomplete with no signature, date or time.
4. An Incident Book was in place, but records were incomplete with more details required. The signature of the person completing the record must be completed after each entry.
5. A drugs box was in place, but no procedure or policy regarding this was provided.
6. No Risk Assessments were available for inspection, including a Fire Risk Assessment.
7. No Management Plan was in place. This is to include a chain of command and responsibilities.
8. Written authorisation is to be available and up to date.

Continued over ....!

As discussed at the meeting, it is for the Licence Holder to demonstrate that they are meeting their obligations under the four Licensing Objectives and these matters must be addressed as a matter of urgency.

I plan to re-visit the premises on Wednesday 14<sup>th</sup> June 2011, at 2pm to inspect the documentation.

**The penalty for conviction for offences under the Licensing Act 2003 is up to £20,000, up to 6 months imprisonment or both.**

Yours sincerely

**Linda Holland**  
**Senior Licensing Officer**  
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