

6th October 2010

Mr Meikie  
Elleven  
11 The Bridge  
Chippenham  
Wiltshire

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

DX 34208 CHIPPENHAM

Our ref: LN03627/LME

Dear Mr Meikie

**Re: Licensing Inspection: Elleven Nightclub, 11 The Bridge, Chippenham, Wiltshire**

Further to my licensing visit to the premises on 22<sup>nd</sup> September 2010 at 11:30am I am writing to confirm our discussion and the actions required.

**Record Keeping**

1. Door steward log must be completed for each shift worked. Stewards must be reminded to sign in and out.
2. All incidents must be recorded and signed off by person completing the log.
3. Written staff authorization to be available and up to date.
4. Training records – staff to receive training on the Licensing Act 2003 and all other relevant legislation training to be refreshed on a regular basis. Details to be noted and kept up to date.

If you have any queries please contact me.

Yours sincerely

**Linda Holland**  
**Senior Licensing Officer**  
Tel. 01249 706410  
Fax. 01249 444650  
Email: linda.holland@wiltshire.gov.uk



3 January 2013

Mr C Viveiros  
Ellven  
11 The Bridge  
Chippenham  
Wiltshire  
SN15 1HA

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

DX 34208 CHIPPENHAM

Our ref: LVH/LN003627/NL

Dear Mr Viveiros

**Re: Licensing Act 2003  
Premises Licence Post Inspection Report  
Ellven, 11 The Bridge, Chippenham, Wiltshire**

Further to our licensing inspection visit on 18th December 2013 to the above premises, I have set out below the items discussed and the agreed actions.

1. The CCTV camera located in the ladies toilets to be removed. A camera to be positioned / located to cover the new alcove area created by the removal of the toilets.
2. Staff authorisations. It is recommended that all staff that do not hold a Personal Licence are authorised to sell alcohol, this authorisation should be in writing, drawing their attention to their responsibilities in relation to the sale of alcohol. A copy of the authorisation should be retained by you on the premises.
3. A bar tariff to be displayed at a suitable visible location at all bars.
4. The measures of alcohol as set out in the mandatory conditions on your premises licence to be made available on the premises.
5. Incident Log Book. The door supervisors to be advised to add more detailed descriptions of individuals refused / ejected.

As I advised it is important that the terms of your licence are strictly complied with, enforcement activities are carried out on a risk assessment basis.

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

Should you have any questions, please do not hesitate to contact me.

Yours sincerely

**Linda Holland**  
**Senior Licensing Officer**  
Tel. 01249 706410  
Email: linda.holland@wiltshire.gov.uk

cc. Jacqui Gallimore Wiltshire Police Polebarn Road Trowbridge Wiltshire



Mr C Viveiros  
Bar 11  
The Bridge  
Chippenham  
Wiltshire  
SN15 1HA

**Divisional Licensing Officer**  
Trowbridge Police Station  
Polebam Road  
Trowbridge  
Wiltshire BA14 7EP  
Telephone: 0845 408 7000  
Mobile:  
Ext: 725522  
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DX: 146500, Trowbridge 5.

Date 22<sup>nd</sup> July 2014

Your ref

Our ref

Reply contact name is **Jacqui Gallimore**

Dear Claudio,

Thank you for meeting with PC Brixey and myself on the 17<sup>th</sup> of July 2014 to discuss a number of concerns in relation to the management of the premises.

The purpose of this letter is to briefly outline the areas of discussion and formalise the agreements reached.

In relation to the sexual entertainment provided by the club on the 11<sup>th</sup> of July 2014, I advised that there were additional licensing implications for this type of entertainment. Police received a complaint about the event and I explained that there was also the possibility of criminal matters arising when individuals are engaged in this type of activity in a public place. You advised that there will be no repeat of this entertainment offer.

We discussed the results of a licensed premise check carried out on the 28<sup>th</sup> of June 2014, during which the CCTV system was found not to comply with the relevant condition on the premises licence. This matter has now been resolved, and further improvements will be made during the building of the new extension.

You confirmed that an application to vary the Designated Premises Supervisor (DPS) is being submitted to name Wesley Commons as the DPS.

We discussed the premises drugs policy with reference to in particular the activity seen around Drum and Base promotion nights, PC Brixey requested advance notification of forthcoming events with a view to requesting support from the passive drugs dog and to give further consideration to the Police resourcing on such night. I have received your revised code of practice which I have forwarded to PC Brixey for his observations.

At the conclusion of our meeting I outlined the number of violent offences recorded by Wiltshire Police since the 1<sup>st</sup> of January 2014 which record the alleged offender to be a member of door staff from the premises. It is accepted that door staff working in the night time economy will face conflict with members of the public and that from time to time allegations will be made. However I am concerned that the number of allegations

recorded is disproportionate to the violent crime recorded overall at the premises, and is significantly higher when compared to a similar venue in terms of trading style and capacity. You advised that one member of door staff has been dismissed in recent weeks and that you will review the current team and their practices. Advice was given in relation to contacting victims and or witnesses when a matter is being investigated by Police.

During our meeting you outlined your future plans for the club including the extension to the building and an application to extend the licensable activity until 04.00 hours, I look forward to receiving the application in due course.

If you have any further queries please do not hesitate to contact me

Yours sincerely,

Jacqui Gallimore

Licensing Officer

Cc – Mrs L Holland Wiltshire Council Licensing Officer, Inspector Hobman