

Thomas, Robert

From: ROBERT JORDAN [REDACTED]
Sent: 14 July 2017 11:59
To: Licensing
Subject: Re: FW: TJ Food Hall

Follow Up Flag: Follow up
Flag Status: Completed

Applicant can agree all conditions
Many thanks
Robert Jordan
PR Retail Consultants Ltd
[REDACTED]

-----Original message-----

From : licensing@spelthorne.gov.uk
Date : 03/07/2017 - 09:18 (GMTST)
To : [REDACTED]
Cc : licensing@spelthorne.gov.uk, [REDACTED]
Subject : FW: TJ Food Hall

Robert

Please could you confirm that your client would be agreeable to the wording below, suggested by Surrey Police?

Kind regards,

Katie

From: Clark, Jacquie 9143 [REDACTED]
Sent: 29 June 2017 14:13
To: Licensing <licensing@spelthorne.gov.uk>
Subject: TJ Food Hall

Good afternoon,

Re the new premises licence application to ensure that there is no ambiguity about the conditions that will be attached to the Premises Licence Surrey Police request the following amendments to the operating schedule. Please would you let me know whether the applicant is in agreement.

Refusal register the time period of inspection by the DPS to be amended from regular to at least fortnightly. The refusals register to consist of a bound book with sequential numbered pages.
Staff training in i.d procedure to be carried out at least every six months in line with the other training.

We also request that the condition related to CCTV is amended to as follows

CCTV system to consist of a colour digital recording and retrieval system and footage shall be kept for a minimum of 14 days and be capable of being downloaded onto a portable storage device, such as memory stick or DVD at no cost. The CCTV cameras shall cover the general public area and provide an image of all persons entering the premises through the public doors, to identification standard, that is frontal, rather than a profile, view of the face, with the person filling no less than 20% of the monitor screen and adequate lighting to ensure images are clear.


The premises licence holder shall ensure that the Information Commissioner's office is notified of the CCTV system, and that the data controller is aware of the information Commissioner's advice in relation to the storage and handling of personal data, including when it can be provided to third parties.

A staff member shall be on duty during the licensable hours who is able to retrieve and display images from the CCTV system upon a request by a police officer to do so. A downloaded copy of CCTV footage required in the investigation of a crime shall be provided to a police officer on request within any agreed timescale.

The CCTV system shall be checked weekly to ensure it is working in line with the requirements of the licence and an audit trail of these checks to be kept at the premises and shall be immediately available upon request of an authorised officer.

Kind Regards

Jacquie Clark 9143
Licensing Enforcement Officer
Community Safety Team Northern
Surrey Police


Surrey Police
PO Box 101
Guildford GU1 9PE

www.surrey.police.uk

Surrey Police - With You, Making Surrey Safer.

Spelthorne Means Business

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**, an innovator in Software as a Service (SaaS) for business. Providing a **safer** and **more useful** place for your human generated data. Specializing in; Security, archiving and compliance. To find out more [Click Here](#).