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APPENDIX G

Public Protection Partnership | Bracknell Forest
West Berkshire
Wokingham

Our ref: 16/12059/LPRE10

25 October 2018

Mr Preet Singh Lamba
[Redacted]

Dear Mr Lamba

**Bracknell Wines, Market Street, Bracknell, RG12 1JG
Licensing Act 2003, section 136(1)(a)**

I am writing to you in your capacity as premises licence holder for the above mentioned premises and further to a report from Thames Valley Police. The report relates to an incident which took place in July of this year. Police officers attended Bracknell Wines to obtain CCTV footage in relation to potential offences which had taken place.

I shall remind you of three conditions which are attached to your premises licence:

- (15) A digital CCTV system shall be installed, in accordance with current Home Office Guidelines relating to UK Police Requirements for Digital CCTV Systems. The system shall be maintained and operated correctly to the satisfaction of Thames Valley Police (TVP), ensuring all licensed areas of the premises (except toilet facilities) are monitored, including all entry and exit points enabling frontal identification of every person entering and in any light condition.
- (16) All cameras shall continually record whilst the premises are open to the public and the recordings shall be kept and available for a minimum of 31 days with time and date stamping. Except for mechanical breakdown beyond the control of the licence holder recordings shall be made available upon request to TVP and authorised officers of Bracknell Forest Council (BFC). Recordings shall be made available to these officers together with facilities for viewing with immediate access by a person qualified to operate the system.
- (17) Any breakdown or system failure will be notified to the Police immediately and remedied as soon as practicable. Any request from TVP or BFC for a recording to be made for evidential purposes must be carried out within forty eight hours.

Police Officers attended Bracknell Wines initially on 03/07/2018 to view and request copies of footage. The member of staff present was not able to operate the CCTV system. This appears to be a breach of condition 16 mentioned above, which requires recordings to be made immediately available for viewing by Police or Council officers. The notes made by the officers state that the member of staff working at the store contacted his manager in their presence to seek advice, and was told that the footage would be available by the following Monday (09/07/2018). This would appear to be a breach of condition 17 mentioned above which requires recordings to be made available within 48 hours.

Officers returned after 48 hours, but the requested recordings were not available, with only part of the footage being provided. The full requested recordings were never provided despite further time being given by the Police Officers involved.

I will advise you that it is an offence under section 136(1)(a) to carry on or attempt to carry on licensable activities otherwise than in accordance with an authorisation. By failing to comply with a condition attached to a licence, the activities are being carried out otherwise than in accordance with an authorisation.

I would suggest that you take this opportunity to review the conditions which are attached to your licence to ensure that you understand what is required in order to be compliant. In the future, should any licence condition breaches be identified, you risk not only a potential prosecution under the above mentioned section of the Licensing Act 2003, but also a potential review of the premises licence should it be deemed that the business is failing to support any of the licensing objectives (the prevention of crime and disorder, public safety, the protection of children from harm, and the prevention of public nuisance).

Should you have any queries with respect to the above, any of the requirements of the Act, or of the conditions which are attached to your licence, you are encouraged to contact me via the customer service centre on 01344 352000 or using the email address below.

Yours sincerely,

Charlie Fletcher
Licensing Officer

charlie.fletcher@bracknell-forest.gov.uk