



Mr Mike King
Licensing Officer
Reading & Bracknell LPA
The Police Station
Castle Street
Reading
RG1 7TH

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11 May 2015

Mr C Fletcher
Licewnsing Officer
Bracknell Borough Council
Market Street
Bracknell
Berkshire

Dear Mr Fletcher

Licensing Act 2003
Pizza Hut, Market Street, Bracknell

Thames Valley Police (TVP) wish to make a representation against the application for a premises licence for the above mentioned premises.

However, if the applicant fully accepts the attached two conditions then TVP will withdraw its representation.

If you require any further information or assistance then please do not hesitate to contact me where every assistance will be given.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Mike King'.

Mike King
| Licensing Officer | Thames Valley Police | Reading & Bracknell Local Police Area |
Telephone 101 | Internal 7516353 | Fax 01189 536353 |
Reading Police Station, Castle Street, Reading, RG12 7TH

Neighbourhood Policing and Partnerships (NP&P)

Incident Book

An incident book shall be used to record details of incidents that occur in and around the venue. The incident book shall truly reflect what has occurred and shall be specific in detail. If incidents involve members of staff, including any door supervisors their names shall be entered onto the log book. All incidents shall be signed off either by the Designated Premise Supervisor (DPS) or the nominated individual when the DPS is not on site.

All visits by an enforcement authority, all refusals of service, entry and capacity numbers whilst door supervisors are on duty shall be recorded and weekly review of the incident book shall be carried out and signed off by DPS. The incident book shall be retained for a period of six months and shall be made available on request to any authorised officer of Thames Valley Police (TVP) or an authorised officer of Bracknell Forest Council (BFC).

CCTV

A CCTV system shall be installed, in accordance with current or amended 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, 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.

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 and except for mechanical breakdown beyond the control of the proprietor. Any breakdown or system failure will be notified TVP 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.

Recordings shall be made available to an authorised officer of TVP or an authorised officer of BFC together with facilities for viewing **with immediate access by a person qualified to operate the system.**

A sign advising customers that CCTV is in use shall be positioned in a prominent position at all access points.

It is the duty of the licence holder to register with the Information Commissioners Office as a data controller.