

Paragraph	Received From	Comment Made	Response to Comment	Recommendation
Appendix C – Pool of conditions CCTV condition (D45)	Police	<p>Suggested that the CCTV condition reflect the following:</p> <p><i>The licensee shall install and operate a CCTV system that meets the following requirements:-</i></p> <ol style="list-style-type: none"> 1) <i>All public areas of the licensed premises including entry and exit points will be covered including any outside areas under the control of the premises licence holder.</i> 2) <i>The system must record clear images permitting the identification of individuals, and in particular enable facial recognition images (a clear head and shoulder image) of every person entering and leaving in any light condition.</i> 3) <i>The CCTV system will continually record whilst the premises are open for licensable activities and during all times when customers remain on the premises.</i> 4) <i>All equipment must have a constant and accurate time and date generation.</i> 5) <i>All recordings will be stored for a minimum</i> 	<p>Any clarification on conditions is to be welcomed and this specific CCTV condition needs to be considered with 2 things in mind. Firstly, a number of premises have a condition which states words to the effect of:</p> <p><i>CCTV will be installed, maintained and operated to the satisfaction of the Chief Officer of Police and Local Authority.</i></p> <p>It is important to ensure that there is no uncertainty within this and setting out the specifics of what either the Police or Local Authority would be satisfied with is considered necessary.</p> <p>Secondly, it must be remembered that these conditions can (and must) be tailored for each individual premises. As a result, conditions will differ between premises but the general wording at least provides a framework for consideration.</p> <p>A combination of the initial condition (D45) and the Police response is therefore suggested. This would read as follows:</p> <p>The premises shall install, operate and maintain a digital colour CCTV system to the satisfaction of the Police and Local Authority. As a minimum, the system</p>	Update the relevant parts of the Policy to reflect the CCTV conditions suggested in the ‘response to comment’ column.

		<p><i>period of 14 days with date and time stamping. (Offers on applications in excess of 14 days are acceptable)</i></p> <p>6) <i>Viewable copies of recordings will be provided on request to the police and local authority officers as soon as is reasonably practicable and in accordance with the Data Protection Act 1998 (or any replacement legislation) OR a staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open. This staff member must be able to provide an authorised officer of a responsible authority copies of recent CCTV images or data with the absolute minimum of delay when requested in accordance with the Data Protection Act 1998 (or any replacement legislation).</i></p> <p>7) <i>The CCTV system will be capable of downloading images to a recognisable viewable format.</i></p> <p>8) <i>There will be security measures in place to ensure the integrity of the system to prevent the tampering with and deletion of images.</i></p> <p>9) <i>The CCTV system will be fully compliant with the guidance contained in the Information Commissioner's Office (ICO) guidance document www.informationcommissioner.gov.uk (or</i></p>	<p><i>must: (delete / amend as appropriate):</i></p> <ol style="list-style-type: none"> 1. Cover all public areas of the licensed premises, including entry and exit points. This also includes any outside areas under the control of the premises licence holder. <i>(The location of cameras can also be specified on the plan attached to the premises licence).</i> 2. Record clear images permitting the identification of individuals and in particular enable facial recognition images (a clear head and shoulder image) of every person entering and leaving in any light condition. 3. Continually record whilst the premises are open for licensable activities and during all times when customers remain on the premises. 4. Have a constant and accurate time and date generation. 5. Store recordings for a minimum period of 14 days with date and time stamping. 6. Viewable copies of recordings will be provided on request to the police and local authority officers as soon as is reasonably practicable and in accordance with the Data Protection Act 1998 (or any replacement legislation) 7. The CCTV system will be capable of downloading images to a recognisable viewable format. 	
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			<p>of images</p> <p>b) Images should be in real time and stored on hard drive with the ability to copy disks for other agencies, such as the police (in accordance with the Data Protection Act 1998 or any replacement legislation)</p> <p>c) Images should be stored and accessible for a minimum period of 14 days</p> <p>d) Relevant staff should be trained in the maintenance and operation of such systems with a record of kept of the date and name of the person trained. Records should be made available for inspection by the police or licensing authority</p> <p>e) A trained member of staff should be on duty to operate the system whenever the premises are open</p>	
<p>Appendix C – Pool of conditions</p> <p>CCTV conditions (D45)</p>	<p>The Crediton Inn, Mill Street, Crediton</p>	<p><i>Makes no allowance for number of cameras impact on storage. E.g. 1 camera for 31 days as opposed to 20 cameras for 31 days.</i></p>	<p>If CCTV is considered appropriate and necessary then the additional storage requirements would need to be addressed by the licence holder.</p> <p>It should be noted however that the Police have responded that a minimum storage period of 14 days would be acceptable and it is proposed to amend the CCTV condition accordingly.</p>	<p>As above, suggested to amend the CCTV condition to require retention of images for a minimum of 14 days.</p>

<p>General comment regarding annual fees</p>	<p>Sandford Parish Hall, Sandford</p>	<p><i>Some years ago when the Business RVs were increased our annual licence rose from £70 to £180 because our RV was just in band 2. The RVs have been increased again since then and I expect other Halls now fall into Band 2.</i></p> <p><i>At the time I suggested that the scale ought to be amended for the various Bands.I even wrote to our MP and he took it up with the Home Office.I did get a reply but no one seem to want to take any action</i></p> <p><i>It seems to me that the scale of band 2 must take in some very large establishments and I think it WRONG to class community halls with these large commercial organisations.</i></p> <p><i>May I respectfully suggest that some action is taken to remedy this situation.</i></p>	<p>The following response was sent:</p> <p>You are right in that Mid Devon District Council have no power to set premises licence fees. The fees under the Licensing Act are set by Government so I would once again recommend that you contact your MP.</p> <p>The fees have not changed since 2005 and from the Councils perspective; the fees are now unlikely to recover the costs of the licensing regime. This is different to other areas of licensing where fees are set locally, on a cost recovery basis. For your information, the Police Reform and Social Responsibility Act (2011) introduced a power for the Home Secretary to introduce regulations allowing local licensing authorities to set fees themselves but this has not been enacted. More information about this can be found here:</p> <p>https://www.gov.uk/government/consultations/locally-set-licensing-fees.</p>	<p>No change to Policy as the Council is unable to set fees under the Licensing Act themselves.</p>
<p>Appendix A - Responsible Authority contact list</p>	<p>HSE</p>	<p><u>Please amend to brand new address:</u></p> <p><i>Health & Safety Executive, 1st Floor Cobourg House, 32 Mayflower Street, Plymouth. PL1 1QX</i> Formsadmin.Plymouth@hse.gov.uk <i>Tel 0203 028 4950</i></p>	<p>No comments</p>	<p>Update the policy as suggested.</p>