

# Licensing Hearing Panel – Supplementary agenda No. 2

**A meeting of the Licensing Hearing Panel will be held on:**

**Date:** 16 January 2024

**Time:** 9.30am

**Venue:** Training Room - Medway Park Leisure Centre, Mill Road,  
Gillingham, Kent ME7 1HF

## Items

- 6 Application for Review of a Premises Licence for The Ship Inn, Court Lodge Road, Gillingham, Medway, ME7 2QX (Pages 3 - 4)**
- Appendix E is supplementary information provided by the premise licence holder regarding conditions.
- 8 Exclusion of the press and public (Pages 5 - 26)**
- Appendix F is an exempt appendix containing additional information provided by the premise licence holder.

**For further information please contact Nicola Couchman & Julie Francis-Beard, Democratic Services Officers on Telephone: 01634 332106/01634 332012 or Email: [democratic.services@medway.gov.uk](mailto:democratic.services@medway.gov.uk)**

**Date: 15 January 2024**

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**Ship Gillingham  
Licence Conditions**

CCTV – Agreed with the Police

CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition.

1. Cameras shall record all ingress and egress to the premises, fire exits and all areas where the sale and supply of alcohol occurs.
2. Equipment must be maintained in good working order, with recordings correctly time and date stamped. Recordings MUST be kept in date order, kept for a period of 31 days and handed to police and authorised officers on demand.
3. The premises licence holder must ensure at all times a DPS or appointed member of staff are on the premises and are capable and competent at downloading CCTV footage in a recordable format to the police and local authority on demand.
4. The recording equipment and discs/tapes shall be kept in a secure environment under the control of the DPS or other responsible named individual.
5. An operational daily log report must be maintained and endorsed by signature, indicating the system has been checked and is compliant. In the event of any failures, any action taken is to be recorded.
6. In the event of technical failure of the CCTV equipment the premises licence holder or DPS must report the failure to the police licensing officer immediately. (licensing.north.division@kent.police.uk).

Staff training – Agreed with the Police

All persons who sell or supply alcohol to customers must have licensing training.

1. Training must take place within six weeks of employment.
2. Any new employees will be supervised until the training has taken place.
3. Refresher training should be repeated a minimum of every six months or earlier if required due to changes of legislation.
4. Training records must be kept on the premises and shall contain the nature, content and frequency of all training.
5. Records must be made available for inspection by police, police licensing officer and authorised officers from Medway Council on demand either electronically or in hard copy.

Drugs Policy – Agreed with the Police

The premises shall have a written drugs policy, this will detail the strategies to minimise the use and supply of illegal drugs within the premises. The drugs policy shall include a structured training policy for all staff covering the issues of misuse of drugs in relation to licensed premises. Records must be kept showing members of staff who have taken the training.

Incident log – Agreed with the Police

An incident log shall be kept at the premises, and made available on request to a police officer, police licensing officer or Council authorised licensing officer. It must be completed within 24 hours of the incident and will record the following:

1. All crimes reported to the venue.
2. All ejections of patrons.
3. Any complaints received concerning crime and disorder.
4. Any incidents of disorder.
5. All seizures of drugs or offensive weapons.
6. Any refusal of the sale of alcohol.

SIA – Door supervision – Proposed by the Police

When the premises is open between 19:00 and closing on Friday and Saturday a minimum of 2 SIA door supervisor must be present and employed at the premises.

A minimum 2 SIA door supervisors will be employed at the premises for the duration of any live or recorded music events. At all other times the designated premises supervisor will undertake a risk assessment in respect of the provision of door supervisors and when deemed appropriate a minimum of 2 door supervisors will be employed.

SIA – Door supervision - Proposed by the premises licence holder in response and in addition

On a Friday and Saturday when the premises have live or recorded music taking place there shall be a minimum of 2 SIA licensed door supervisors on duty from 8pm until 30 minutes after close. At all other times the designated premises supervisor will undertake a risk assessment in respect of the provision of door supervisors and cognisance will be taken of any Police advice. When deemed appropriate under the risk assessment a minimum of 2 door supervisors will be employed.

On a Friday and Saturday from 8pm the premises shall implement a dress code policy which shall be regularly reviewed and updated as necessary by the Designated Premises Supervisor.

Personal licence holder – Agreed with the Police

There must be at least one personal licence holder on site at the premises while the sale of alcohol was conducted.

Challenge 25 – Agreed with the Police

The premises shall adopt a challenge 25 policy.

Local resident relations - Proposed by the premises licence holder in response and in addition

Direct telephone number be made available to residents upon request to contact in case of noise or issues.

Complaints Log be implemented and maintained.

NOT FOR PUBLICATION

By virtue of paragraph(s) 1, 2, 5 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Agenda Item 8

Document is Restricted

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