

Agreements between Kent Police and the Applicant

Agreement for hours

From: Kolawole oduntan

Sent: 20 March 2026 15:24

To: Carrie Knight PC 46011605

Subject: Re: EXTERNAL - Re: New premises licence application

Hi Carrie,

Thanks for your email.

I hereby confirm that I am happy with all the amendments in your email.

Regards,

Dada Oduntan

On Friday, March 20, 2026, 3:19 pm, Carrie Knight PC 46011605 wrote:

Hi Dada,

Thank you for talking to me just now via telephone. I contacted you to seek clarification surrounding seasonal variations and operating times for LaKOD's application.

I was unaware that you sought to operate until 0200 hrs between specific dates (summer nights identified provided as 1st June until 7th Sept) – This obviously could be any day between said dates and I feel that if you intended to operate until 0200 hrs it would go against the licensing objectives. You have kindly agreed to remove this from the application following our conversation and me raising concerns. I have also spoken to you about the dates on which you wish for non-standard timings – ie Christmas, St Georges day. You have agreed to an amendment of this.

See below what I have proposed and what we have spoken about. If you agree then I will update the licensing authority. I would appreciate a reply as soon as possible please as the end of consultation ends today.

Removal of Summer days - 1st June until 7th September

Agreement to the following dates for non-standard timings –

Christmas – 24th December, 25th December, 26th December and 31st December (NYE)

- Easter – Good Friday, Easter Saturday, Easter Sunday
- St Georges Day 23 April
- Halloween 31 October

On another note, please can you keep the times of any licensable activity to 0200 hours? I note that you have mentioned to the council that you wish to cease recorded music at 0230. It would make more sense to have all timings the same.

I look forward to hearing from you.

Kind regards

Carrie

Agreement for conditions

From: Kolawole oduntan

Sent: 18 March 2026 13:00

To: Carrie Knight PC 46011605

Subject: EXTERNAL - Re: New premises licence application

Hi Carrie,

Thanks for your email. I have also read the requirements and conditions attached to your email. I confirm that I am happy with the conditions listed in the attached document.

Also, as discussed we are happy to end sales of alcohol and food at 2pm. The premises could be opened till 3pm for phased dispersal of the customers (if acceptable). The SIA Licensed Security Officers will be in attendance until 30 minutes after closure of the premises.

Best Regards,

Dada Oduntan

LaKOD Lounge Ltd

On Tuesday, March 17, 2026, 3:47 pm, Carrie Knight PC 46011605 wrote:

Good afternoon,

I have been asked to assess the new premise licence application you have submitted for La Kod Lounge, 129 / 131 High Street, Strood, Kent ME2 4TJ.

I contacted you earlier and we have spoken about the operating times and amendments to conditions, as well as the premises being within a stress area as listed on Medway councils cumulative impact assessment.

Please see attached word document with amendments/additions of conditions which I ask you to review.

I note you have been in communication with Medway Licensing and have sent the Rochester society some amendments. I have received a copy of this and have tried my best to include in the word document.

I also understand from our conversation that rather than operating until 0400 hours you are willing to change this to 0200. Can you please confirm this. The reason I ask is because you have also asked for seasonal amendments with operating times.

Thank you and look forward to hearing from you.

Kind regards

Carrie

Agreed conditions

CCTV -

- CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions.
- Cameras shall encompass all ingress and egress to the premises, fire exits and all areas where the sale and supply of alcohol occurs.
- Equipment must be maintained in good working order, be correctly time and date stamped, recordings MUST be kept on the hard drive and kept for a period of 31 days and handed to Police upon reasonable request.
- The premises licence holder must ensure at all times a DPS or appointed member of staff is capable and competent at downloading CCTV footage in a recordable format to the Police and Local Authority upon reasonable request.
- 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 within 24 hours unless the CCTV will be repaired before that time - licensing.north.division@kent.police.uk

Training -

- All staff who sell alcohol or supply alcohol to customers will have licencing training.
- Alcohol training will take place within six weeks of employment.
- Refresher training will take place every year or earlier if there is a change in the legislation.
- Any new employees will be supervised until training has taken place.
- All staff will have individual training records that detail the date and nature of training.
- All training will be documented and will be made available to the responsible authorities on demand along with the content of the training.
- All records will be kept for a period of 2 years.

Incident Log -

- 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:
- All crimes reported at the venue.
- Any complaints received concerning crime and disorder.
- Any incident of disorder
- Any faults in the CCTV system, searching equipment or scanning equipment.
- Any visit by a relevant authority or emergency service

- All incidents of crime and disorder occurring on, or immediately outside, the premises shall be reported to Kent Police as soon as reasonably practicable

Refusals book –

Keep a refusals book on the premises and ensure it is completed whenever a sale is refused to a person who cannot prove they are over the age of 18 years.

- The book should contain the date, time of the incident, a description of the customer, the name of the staff member who refused the sale and the reason the sale was refused.
- The book should be made available to police and authorised council officers on request.

Challenge 25 –

- A challenge 25 scheme will be operated at the premises.
- Only accept photographic driving licence, passports or PASS (proof of age standards scheme) cars approved as means of ID. If you accept other forms of ID such as EU national ID cards, these must bear a photograph, DOB, and holographic mark.

Notices and partnership working -

- Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
- The premises is to become a member of the Safer Medway partnership

SIA -

- When the premises is open for licensable activities on Friday and Saturday, a minimum of 2 door supervisors must be employed from 20:00 until 30 minutes after the premises has closed.
- The designated premises supervisor will undertake a risk assessment in respect of the provision of door supervisors for any unusual events and where deemed appropriate a minimum of 2 door supervisors will be employed.
- When SIA-licensed door supervisors are on duty, they shall carry out bag checks and person searches (by consent) as part of the premises' entry procedures. Searches must be conducted by SIA-licensed staff only. Any customer who refuses to be searched shall be refused entry to the premises.
- The premises licence holder or DPS shall maintain an accurate and up to date register in respect of all stewards, security staff and door supervisors working at the premises when it is open to the public. The register will comprise:
 1. Names, addresses and telephone numbers of the members of staff.
 2. Any registration number relating to the steward or door supervisor whether employed directly by the licensee or through an agency.
 3. Name, address and telephone number of the agency providing stewards, security staff or door supervisor where not employed directly by the licensee.
 4. Dates and times of commencement and finishing of work.
 5. Signature of the member of staff.
 6. Details of any incident in which the member of staff is involved including any calls to the police and any police action taken.

Protection of children from harm –

- The premises shall operate a strict over-18 policy from 21:00 hours onwards. No individual under the age of 18 may enter or remain on the premises after this time. At all other times children are to be supervised by a responsible adult.

First Aid –

- When open to the public there shall be, at all times, a qualified first aid person, trained to a nationally recognised standard, on the premises.

Dispersal policy –

The premises shall operate a written dispersal policy designed to ensure customers leave the premises and the surrounding area safely, quietly, and in an orderly manner. The policy shall include, but not be limited to:

1. A reduction in music volume and a change to slower-tempo music in the 30 minutes prior to closing to encourage gradual dispersal.
2. Cessation of all music at closing time.
3. Use of clear announcements prior to closing to advise customers to prepare to leave quietly.
4. Active management of mass exits by staff and/or SIA-licensed door supervisors, including the staggering of customer departures where necessary to prevent congestion and disorder.
5. Staff and/or SIA supervision of the exterior of the premises to prevent loitering and to encourage customers to move away quietly.

A copy of the dispersal policy shall be kept at the premises, made available to Police or authorised officers on request, and all staff shall be trained in its operation.

Other –

- After 21:00 a maximum of 10 persons shall be permitted to use the outside of the premises (smoking area) at any one time. The smoking area will be regularly monitored to ensure that the potential for disturbance is controlled.
- Prominent, clear notices shall be displayed in the outside area asking customers to keep the noise down and to respect the needs of local residents when using the outside area.
- No glassware shall be permitted outside the premises
- A zero-tolerance drugs policy shall operate at the premises
- No entry or re-entry (except for smokers) will be permitted after 01:00