

# Action Plan

## PRO ACTIVE LICENSING UNIT

Venue Name	<b>Variety Foods</b>		
Venue Address	<b>261 High Road</b>	Date	<b>04/12/2013</b>
	<b>Willesden</b>	Borough	<b>Brent</b>
Postcode	<b>London</b>	Officer Completing	<b>PC Nicola Mcdonald</b>
	<b>NW10</b>	DPS/License Holder	<b>Sellathurai Prabakaran</b>

### Actions to be implemented

Ensure that the full license is available within the premises for inspection at all times and a summary displayed at the venue. **This is a legal requirement.**

#### Hours of licensable activity

Monday to Saturday 08.00 am to 23.00 hours

Sunday 10.00 am to 22.30 hours

#### Opening Hours

Monday to Saturday 08.00 am to 23.00 hours

Sunday 10.00 am to 22.30 hours

### **D.P.S or a personal license holder to be on site when open for business.**

The above person shall be responsible for an incident log which shall be kept at the premises, and made available on request to an authorised officer of the Council or the Police, which will record the following:

- (a) all crimes reported to the venue
- (b) all ejections of patrons
- (c) any complaints received
- (d) any incidents of disorder
- (e) seizures of drugs or offensive weapons
- (f) any faults in the CCTV system or searching equipment or scanning equipment
- (g) any refusal of the sale of alcohol
- (h) any visit by a relevant authority or emergency service.

Challenge 21 policy to be adhered to at all times and signage supporting this initiative prominently displayed within the venue.

D.P.S to keep a record of all staff employed at the venue which is to include names, addresses and national insurance details.

**CCTV :-**

Adequate CCTV ***will*** be installed at the venue. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition as well as comprehensive coverage of all outside drinking areas.

Management and permanent staff will be trained in how to use the system.

The system at the venue will have the capability to either download footage on to disc or memory stick.

The footage on the CCTV system will be held for a minimum of 30days before rewriting itself with correct date and time showing.

**STAFF TRAINING**

All staff will undergo training of Licensing Act 2003 legislation, this will be documented and signed for by the DPS giving the training. This training log shall be kept on the premises and made available for inspection by relevant authorities.

Selling single cigarettes, selling alcohol to drunks offering counterfeit or non duty paid products is illegal and should not be allowed to happen under any circumstance.

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