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Mark Counihan
 Sally's Bar
 249 Neasden Lane
 London
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5 July 2019

Dear Mark Counihan,

Further to my visit yesterday with PC Nicola McDonald, please find below the outcome of the visit.

- Three members of staff work at the premises including yourself. The other two are [REDACTED] (part-time) and [REDACTED] (full-time).
- You stated that of an evening, there are always two members of staff working.
- We went through all of the conditions, for which there were 13 out of 25 not being met. Comments can be found under each.
- Nicola told you that even if staff are pulled in last minute, they must be trained as per the conditions of the licence.
- You stated that it is particularly bad in Neasden at the moment in terms of drug dealing and street drinking. You gets taxis for your customers to go home as you fear they may be robbed or attacked.
- Nicola asked you why [REDACTED] had told the police that only 'Tim' could work the CCTV when he supposedly had nothing more to do with the bar, to which you replied that [REDACTED] did not know that Tim was no longer involved.
- Nicola also told you that if you are not meeting all of the conditions of his licence, you should not be opening
- It was suggested that you put a sign on the rear fire exit, that it be used for emergencies only.
- You were visited last week on 28th June 2019, by Sgt Damien Smith who saw a female customer and her baby in the rear external area drinking alcohol and smoking. The rear area is not to be used.
- I suggested a way in which you could record the training in a table format and then have a training pack which includes the premises licence conditions, the age verification policy and the responsibilities that go with selling alcohol which can then be kept with the training log.

Conditions not being met

- A member of staff trained in the use of the CCTV system shall be available at the premise at all times that the premises are open to the public.

Not met. You must ensure all staff are trained

- The Licence holder /DPS/Manager shall inspect and test that the CCTV is operational and working correctly on a weekly basis. A signed and dated record of the CCTV examination and any findings

shall be kept on the premises and made available to the police and authorised officers of the Local Authority on request.

Not met. You are currently unable to operate the CCTV system

- A sign stating 'No proof of age, No sale' shall be displayed at the point of sale.

Not met

- Persons under 18 will not be permitted to remain on the premises after 21:00 hours.

Not met. Your staff are unaware.

- Customers shall not be permitted to take open glass vessels outside the premises as defined on the plan submitted to and approved by the Licensing Authority.

Last week on 28th June 2019 when Sgt Damien Smith visited, he found a female customer drinking alcohol and smoking outside the rear of the premises. You must not use the rear of the premises

- Before staff are authorised to sell alcohol they will undergo induction training to cover the responsibility of persons selling alcohol, the age verification policy and the premises licence conditions. Refresher training will be completed every 6 months.

Not met. You must ensure all staff are trained

- Staff training will be documented and signed by the DPS and the member of staff receiving the training. This training log shall be kept on the premises and made available for inspection by police and relevant authorities upon request.

Not met

- Notices clearly explaining the licensee's drugs and weapons policy shall be displayed at the entrance and at suitable places throughout the premises.

Not met

- Notices explaining the licensee's policy on admission and searching shall be placed at each entrance.

Not met

- A toilet check list shall be displayed on the wall in all toilets. Staff shall use these checklists to record their name and certify the time of the check. Checklists are to be replaced daily and old checklists must be retained and made available for inspection by the Police and authorised officers from Brent Council.

Not met. Check list is in a folder and not on the wall of the bathroom

- A personal licence holder shall be present on the premises and supervise the sale of alcohol throughout the permitted hours for the sale of alcohol.

Not met. [REDACTED] has worked at the premises on her own and is not a personal licence holder.

- The designated smoking area (DSA) shall be located at the front of the premises facing Neasden Lane.

Not met. You permit smoking at the rear of the premises. You stated your customers do not want to be seen, however you must use the front of the premises.

- The licensee shall keep an incident book which shall be available to the police and Licensing Authority. The incident book will record :
 - a. Weekly checks of the CCTV system – date, time, whether or not satisfactory.
 - b. Defects in the CCTV system – details and action taken to rectify
 - c. Allegations of crime – details of any crime reference, date and time and brief description of incident
 - d. Refusal of sale of alcohol - description of person refused, reason for refusal, date, time and person refusing
 - e. Ejections from the premises – date, time, description of person ejected, reason, person ejecting individual
 - f. Visits by responsible authorities – date, time, name of officer and authority, reason for visit
 - g. Details of any door supervisors on duty at the premises – date, time, full name and badge/licence number
 - h. Details of any complaints – date, time, brief description of complaint, name of person taking complaint, details of action taken.

There were items missing from the incident book, such as the visit from PC [REDACTED] to request CCTV, the incident where a suspect ran through the premises, the visit from Damien last week etc. You must enter all incidents into the book.

You will need to ensure that all of the above conditions are met as a follow up inspection will be undertaken. If the conditions are still found not to be met, the premises licence **will be reviewed**.

You will not receive any further warnings.

Kind Regards



Susana Figueiredo
Licensing Inspector
Planning, Transportation & Licensing

