



## Licensing Action Plan

Venue Name	<b>The Good Ship</b>	Start Date	26th May 2016
Venue Address	<b>Kilburn High Road</b>	End Date	26th September 2016
		Borough	Brent
	<b>Middlesex</b>	Officer Completing	<b>Nick Mortimer</b>
Postcode	<b>NW6</b>	DPS/License Holder	<b>Mr. John McCooke</b>

**Actions to be implemented:**

**Assaults :** Following several late night violent incidents at the venue, I have reviewed these crimes and note that too much alcohol has been a factor. The following actions aim to assist you in preventing sales to drunks. Staff must be aware that selling alcohol to a person who is already intoxicated is a criminal offence, contrary to section 141 Licensing Act 2003, for which a police officer can issue a fixed penalty notice of £90. Such bad practice leaves a licensed premise open to scrutiny from the police and licensing authority. This is likely to result in a review of the premises licence. Such sales can be avoided by adopting good practice measures such as training of staff. In respect of action one (1) below, it is sufficient for the licence holder or DPS to deliver some basic licensing training 'in-house'. This should be around serving to drunks, age verification and going through existing conditions attached to your premises licence.

**1. Any staff directly involved in selling/supplying alcohol for retail to consumers and managers will undergo training of basic Licensing Act 2003 legislation. This will be documented and signed for 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.**

**2. No sale or supply of alcohol may be made to any person who appears drunk.**

**Crime scene preservation, Due diligence and 'Good practice' -**

Should any form of incident or accident occur then the following points should be considered:

- What action do I need to consider to prevent any incident from escalating ?
- Does incident require immediate intervention or monitoring ?
- What can I do to offer a potential solution ?
- Do I need help from police, fire or ambulance services?
- Should the incident become critical what action do I need to take to secure the scene for subsequent investigation. **See below**
- Remove any people or animals from the scene
- Block the scene off by any means possible (e.g using tables or chairs)
- Ensure no persons enter the scene and nothing is touched, moved or handled.
- If you have to enter the scene then do so by a route the offender is unlikely to have used, for example, walk near to skirting boards.
- Do not alter conditions, for example, by turning off central heating, opening windows or switching of anything unless it is to prevent loss of life or serious damage.

- Do not switch lights off or on.

Things to avoid – **MEAL**:

- **M**ovement of exhibits.
- **E**vidence being obliterated.
- **A**dditional material being added.
- **L**oss of evidence

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**Management and Door Team -**

Consider BIIAB Level 2 DPS course for those managers employed into the early hours and responsible for the venue.

Door Team to be from the SIA approved list of contractors

The period of this voluntary action plan will last for the next four (4) months. This action plan is NOT legally binding. The primary aim of the action plan is to assist you in upholding the licensing objectives and to help prevent a review of your premises licence in the future.

**End Date: 26th September 2016**

Signed		
	<b>Nick Mortimer</b> Brent Police Licensing Unit	<b>DPS/Licence Holder</b>