

**From:** Amanda Ashley  
**Sent:** 01 April 2021 12:44  
**To:** SANGHA, Kuljit 8250  
**Cc:** Licensing  
**Subject:** Re: Creative Minds, 23 Churchgate, Hitchin - New Premises Licence Application

These conditions are acceptable.

Kind Regards

Amanda Ashley  
On behalf of  
Creative Minds Cic  
Sent from my iPhone

On 30 Mar 2021, at 13:51, SANGHA, Kuljit 8250 wrote:

Hi Amanda,

Thank you for taking the time to speak with me regarding your application for a new premises licences. After our lengthy conversation in terms of your business plan and what you are trying to achieve, I have listed below a number of proposed conditions. Could I ask you to take a look below and let me know if you are happy to accept the conditions then please email NHDC licensing, cc me and our generic licensing inbox, confirming that you accept the conditions. For convenience I have included their email address as follows: [licensing@north-herts.gov.uk](mailto:licensing@north-herts.gov.uk).

**PROPOSED CONDITIONS:**

1. DPS/Premises Licence Holder will ensure that a closed circuit television (CCTV) system is installed at the premises, maintained in full working order and will continually record at all times, both inside and outside the premises, whilst open to the public.
2. DPS/Premises Licence Holder will ensure that viewable and un-edited copies of recordings from the CCTV system will be provided to Police, no later than 24 hours after a request has been made.
3. DPS/Premises Licence Holder will ensure that all CCTV recordings will be date and time stamped and will be kept for a minimum of twenty eight (28) days.
4. DPS/Premises Licence Holder will ensure that prior to opening the premises to the public in accordance with the premises licence operating hours, the CCTV system will be checked to ensure that it is recording for a minimum of twenty eight (28) days.
5. DPS/Premises Licence Holder will ensure that a minimum of two (2) persons, namely the owner/DPS and duty manager are fully trained to access and operate the CCTV system and download copies of any footage, upon request by Police Licensing Officer, Police Officers and Police Community Support Officers. One of these persons will be at the premises at all times when the premises are open to the public.
6. DPS / Premises Licence Holder will ensure that the CCTV cameras cover key and vulnerable parts of the premises, including the entry and exit points to the premises.
7. DPS / Premises Licence Holder will ensure that the CCTV system is located in a safe and secure location, where it is only accessible by premises management.

8. DPS/Premises Licence will ensure that all licensable activities that are conducted in the outside terrace area, marked on the plan as 'outdoor space', will end at 22:00hrs.
9. DPS/Premises Licence Holder will ensure that during 'events' including underage events, film screening events and private hire parties, there will be a minimum of two (2) SIA approved door staff at the premises, with at least one covering the entry/exit point downstairs and one upstairs. They will be on duty from the start of the event until time of closing.
10. All SIA door staff will comply with SIA requirements relating to the wearing of SIA registration badges and availability of registration documents and/or identification for inspection.
11. All SIA door staff employed at the entrance/exit of the premises, whilst on duty will wear high visibility clothing (reflective jackets/tabards).
12. DPS/Premises Licence Holder will ensure that at least one personal licence holder is on duty at the premises at all times when sale of alcohol is being undertaken at the premises and will ensure that persons identity is known to all other staff engaged in the sale of alcohol.
13. DPS/Premises Licence Holder will ensure that a refusals log/book is maintained and kept at the premises at all times, whether electronically or hard copy.
14. DPS/Premises Licence Holder will ensure that the refusals log/book will be made available for inspection upon request by Police Licensing Officer, Police Officers and Police Community Support Officers.
15. DPS/Premises Licence Holder will ensure that an incident book is maintained and kept at the premises at all times.
16. DPS/Premises Licence Holder will ensure that the incident book will be made available for inspection upon request by Police Licensing Officer, Police Officers and Police Community Support Officers.
17. DPS/Premises Licence Holder will ensure that customers are not permitted to leave the premises with any open vessels of alcohol.
18. DPS/Premises Licence Holder will ensure that a Challenge 25 policy is in operation at the premises at all times and signage will be displayed to inform customers that such a scheme is in operation.
19. DPS/Premises Licence Holder will adopt a 'No ID No Sale' policy.
20. DPS/Premises Licence Holder will ensure that whilst the premises are used during term time for education purposes from Monday to Friday between 10:00hrs – 16:00hrs, sale of alcohol will not be permitted during those days and times.
21. DPS/Premises Licence Holder will ensure that regular checks are conducted in the outside terrace area, marked on the plan as 'outdoor space', to ensure that vessels are removed once the customer has finished their food/drink.

Regards

Mrs Kuljit Sangha

Police Licensing Officer for North Herts

Hitchin Police Station, College Road, Hitchin, SG5 1JX