

JB/02

**From:** Booth, Jackie

**Sent:** 15 February 2022 17:08

**To:** Souster, Katherine <Katie.Souster@northyorkshire.police.uk>; Hollis, Kimberley <Kimberley.Hollis@northyorkshire.police.uk>

**Subject:** 12220012237

Hi Kate,

This afternoon PC Kim Hollis has contacted the Premise Licence Holder and Designated Premises Supervisor Mr Kheg Chooi KOAY ( this is the person who is authorised to supply alcohol and has responsibility for the day to day management of the premises ensuring compliance with the conditions attached to the licence). Kim has stated to him that this evening ( We are aware you are on nights and time is running out for the requirement to keep CCTV for 28 days) that you will attend the premises as you are making enquiries regarding an incident that has taken place and require access to the CCTV. Mr KOAY states he cannot be there this evening but he states that one of his managers Kelvin or Mike will assist you with CCTV enquiries. Mobile for KOAY should you need it is [REDACTED]

My advice is that the investigation regarding the spiking is the primary offence and evidence needs to be secured in respect of this ( all other matters surrounding licensing offences will be dealt with by the Licensing Department). As such I would advise the following:-

1. Attend the premises with Body Worn Camera and ensure all engagement is captured for evidential purposes.
2. Ask to speak to duty manager Kelvin or Mike and advise that you are making enquiries regarding an incident on 21<sup>st</sup> January and require to see CCTV from that date. I have attached a copy of the current premises licence, please feel free to print out and take a copy ( the Premises should have a copy of their own) and you can also advise them on camera that it is a requirement whilst they are open to the public for licensable activities they must be in compliance with all conditions on the premises licence. I have Highlighted the CCTV condition at ANNEX 2.
3. If they are unable to produce CCTV of the 21<sup>st</sup> January then as this is within the 28 days they are required to keep CCTV this is a breach of their licence conditions and advise that you will refer this to police licensing who will make contact to follow this up.
4. I would then advise you if they are unable to produce the CCTV or you feel they cannot operate correctly, under Section 19 PACE seize the full hard drive system ( we will then be able to take this to Calder park who can see if they can retrieve any data or advise if footage has been deleted. Whilst this will effectively put them further in breach of the PL, I have considered the offence under investigation and if there is a chance to retrieve anything evidentially then I would rather secure the CCTV footage).
5. You will see I have also highlighted some other conditions under ANNEX 2, namely an incident/refusal book, ask to see this for the 21<sup>st</sup> January to see if any entries.

6. Also ask for them to provide them you full details of all staff who were working on 21<sup>st</sup> January as you will see it is a condition for the SIA staff to sign in and out in a register with their full badge number ( Condition 8). Again if they cannot provide you this mention it is another breach of a premise licence condition and again licensing will be informed.
7. Condition 17 and 18 require the premises to keep a full HR record of staff so they are required to provide you details of staff who where working on the night in question.

[REDACTED]

[REDACTED]

[REDACTED]

Hope this assists and if you need anything else please get in touch.

Kind Regards

Jackie

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**Please note by working days are Mon-Thurs 0700x1700**

***Committed to the Code of Ethics***