

Dawn Drury

**From:** \_\_\_\_\_  
**Sent:** 24 March 2023 11:02  
**To:** Licensing Team (SEL)  
**Cc:** \_\_\_\_\_  
**Subject:** FW: The Final Whistle - Proposed Police conditions

Good Morning Licensing

Please see below agreed conditions with the applicant, which will replace all conditions offered within the application, (under Section 16 – Licensing Objectives). The are some amendments also detailed below.

\_\_\_\_\_ For your information

Kind regards

\_\_\_\_\_  
Police Licensing Officer Selby & Outer York  
Police Licensing Unit  
\_\_\_\_\_

"Committed to the code of ethics"

**From:** \_\_\_\_\_  
**Sent:** 24 March 2023 10:57  
**To:** \_\_\_\_\_  
**Subject:** Re: The Final Whistle - Proposed Police conditions

Good morning,

Thank you for your time this morning.

I accept and agree with all amendments and conditions provided.

Kind regards

On 24 Mar 2023, at 10:12, \_\_\_\_\_ wrote:

Good MorninE \_\_\_\_\_

Thank you for your time on the phone this morning. As discussed, please find the amendments you have suggested and additional conditions you have offered below (conditions 14 – 16). I have also

reworded condition 3 to make it clear that the restriction on the outside bar is only for match / sporting event days to mitigate risk and promote the Licensing Objectives.

In our capacity as a responsible authority, North Yorkshire Police, received an application from yourselves for –The Final Whistle, Richard Street, Selby, YO8 4BN, for a full variation to be granted. In assessing this application I have considered the Licensing Objectives and the police would seek the following conditions at the Premises **which would replace all conditions offered within your application, (under Section 16 – Licensing Objectives)**, to ensure the Licensing Objectives are not undermined. Should these conditions not be acceptable to you then North Yorkshire Police would submit a formal representation in respect of this matter.

**The following amendments are to be made to the application:**

**Section 8 – Provision of Live Music – currently both indoor and outdoor – will be indoor only 7 days a week, with the exception 5 outdoor music events held annually (conditioned below)**

**Section 9 – Provision of Recorded Music – currently both indoor and outdoor – will only be outdoor directly before, during half time and immediately after Football matches, at all other times it will be indoor only, with the exception 5 outdoor music events held annually (conditioned below)**

**PROPOSED CONDITIONS**

1. ***The Licence Holder shall provide a written risk assessment a copy of which will be held on site detailing the capacity numbers for each specific licensed (bar) area.***
2. ***When any event takes place at the premises the use of SIA door supervisors shall be determined in accordance with a written risk assessment, to be carried out by the DPS or the PLH . When employed the SIA Door Supervisors shall:***
  1. ***door staff will wear high visibility armbands***
  2. ***a register of those door staff employed shall be maintained at the premises and shall include:***
  3. ***the number of door staff on duty;***
  4. ***the identity of each member of door staff;***
  5. ***the times the door staff are on duty.***
- 2.a) ***At any outdoor events held at the premises there shall be an adequate number of SIA Door Supervisors employed at the premises (this should be risk assessed and in line with the purple guide)***
3. ***On sporting match days the outdoor bar will only be open as follows, maximum of 4 hours before the sporting event and a maximum of two hours after the event finishes.***
4. ***In relation to Association Football events, (this condition shall only apply if Selby Town Football Club progresses to a higher division or league) , alcohol shall not be permitted within direct view of the playing area during the period commencing 15 minutes before the start of the fixture until 15 minutes after the end of the fixture. In so far as the corporate boxes are concerned (if provided at the premises) this condition will be deemed complied with, if the interior of the said corporate boxes are screened from the playing area***

5. ***No open vessels will be allowed out of the licensed bar areas.***
6. ***A digital colour CCTV system will be installed to cover the premises, including the beer garden and the whole of the carpark.***
  1. ***It will be maintained, working and recording at all times when licensable activities take place.***
  2. ***The CCTV equipment shall have constant time/date generation which must be checked on a regular basis for accuracy.***
  3. ***CCTV cameras shall be installed to provide adequate cover of all public areas in the premises and entrances/exits & outside designated smoking areas (excluding toilets).***
  4. ***The CCTV system recordings must be kept for a minimum of 28 days.***
  5. ***North Yorkshire Police or a Responsible Authority (as defined in the Licensing Act 2003) may at any time request a recording this should be complied with within 48 hours of the request being made. The terms of this condition are subject to GDPR requirements in relation to the provision of personal data.***
  6. ***It is the responsibility of the management to ensure that there are sufficient members of staff available during the hours of operation to be able to download evidence from the CCTV system at the request of the police or responsible authority.***
  7. ***All CCTV recordings will have sufficient clarity/quality/definition to allow facial recognition.***
7. ***There will be a personal licence holder on site for every sporting match.***
8. ***An separate incident register will be kept for each licensed (bar) area. The incident report register will contain consecutively numbered pages in a bound format and include the following:- ( a day to page diary is recommended)***
  1. ***Full details of the personal licence holder on duty***
  2. ***Details of all instances where staff have refused service to customers at the venue for any reason***
  3. ***Details of any incident involving crimes, anti-social behaviour, injury and ejections a the venue and will cover the following points, Time/date, location within venue, names of the staff members involved in the incident, details of any police officers who attended, details of any witnesses to the incident and full details/report of the incident in question.***

***The incident register will be kept for one year and available immediately upon request by any Responsible Authority.***

9. ***A documented staff training programme shall be provided to all members of staff at the premises in respect of the:-***
  1. ***age verification policy;***
  2. ***retail sale of alcohol***
  3. ***conditions attached to the Premises Licence;***
  4. ***permitted licensable activities;***
  5. ***the licensing objectives; and***
  6. ***opening times for the venue.***

***with such records being kept for a minimum of one year. [For the avoidance of doubt, the one-year period relates to each respective entry in the log book and runs from the date of that particular entry].***

10. ***The premises shall operate a challenge 25 policy. The only acceptable proof of age identification shall be a current Passport, photo card Driving Licence, Military ID card, or identification carrying the PASS logo (until other effective identification technology e.g thumb print or pupil recognition, is adopted by the Premises Licence Holder).***
11. ***The licence holder will comply with instructions given by the senior officer of Police present regarding closure of any bars at days when a sporting activity takes place on the pitch.***

12. ***Non-glass or toughened glass drinking vessels shall be used at the premises at all times events and sporting events are taking place.***
13. ***The premises shall operate the Challenge 25 policy for the sale of alcohol. The only acceptable proof of age identification shall be a current passport, Photo card Driving Licence or identification carrying the PASS logo (until other Effective identification technology e.g. thumb print or pupil recognition, is adopted by the Premises Licence Holder).***
14. ***For event's larger than 2000 people a draft of the Event Management Plan (EMP) will be produced and submitted 3 months prior to any event, or at another frequency agreed in writing by the Premise License Holder / Designated premises supervisor and the Licensing Authority. The event shall not take place until the draft Event Management Plan has been agreed by the Licensing Authority and the Premise License Holder / Designated Premise Supervisor. The Licensing Authority shall notify the premises licence holder / Designated Premise Supervisor in writing that the draft EMP is acceptable or unacceptable before the event is due to take place. Once agreed no change shall be made to the EMP without the agreement of the Licensing Authority.***
15. ***A maximum of 5 outdoor music events will be held annually at the premises, and will only take place on officially recognised UK Bank Holiday weekends, with one Christmas themed event that will only take place in the month of December.***
16. ***The premises shall only be used for pre-booked events. (Pre-booked being defined as being booked in writing at least clear 7 days in advance by the customer).***

If you are in agreement with the above please reply to this email stating agreement and they will then be attached to the Premise Licence once / if granted.

**Please respond by 10am on Friday 24<sup>th</sup> March 2023.** The end of representations date is Monday 27<sup>th</sup> March 2023.

Kind regards

---



---

Police Licensing Officer Selby & Outer York  
Police Licensing Unit

---



---

"Committed to the code of ethics"

\*\*\*\*\*  
\*\*\*\*\*

Internet email is not to be treated as a secure means of communication.

North Yorkshire Police monitors all internet email activity and content.