

## Appendix 6

**From:** [Amanda Cox](#)  
**To:** [Rosie Setford](#)  
**Subject:** Appendix 6 Revised proposed conditions from Licensing and Enforcement Officer  
**Date:** 26 October 2023 11:51:13  
**Attachments:**

---

**From:** Sachalene Rankin  
**Sent:** 26 September 2023 13:49  
**To:** Amanda Cox <[Amanda.Cox@southnorfolkandbroadland.gov.uk](mailto:Amanda.Cox@southnorfolkandbroadland.gov.uk)>  
**Subject:** Re: 23/01943/PLANEW - Greenmantle, Fundenhall Road, Hapton

Hi Amanda,

Yearly is good with me and agree any changes the staff will be kept up to date.

Thank you

Sacha

On Tue, 26 Sept 2023, 13:35 Amanda Cox, <[Amanda.Cox@southnorfolkandbroadland.gov.uk](mailto:Amanda.Cox@southnorfolkandbroadland.gov.uk)> wrote:

Hi Sacha,

It is entirely at your discretion how frequently you feel you need to train the staff. I would suggest to all licence holders that this is done annually and in addition if there are any amendments to the licensing act or the premises licence that staff need to be aware of.

Many thanks

**Amanda Cox**  
**Licensing & Enforcement Officer/SAG Chair**  
t 01508533621 e [amanda.cox@southnorfolkandbroadland.gov.uk](mailto:amanda.cox@southnorfolkandbroadland.gov.uk)

Our Broadland and South Norfolk Councils offices are now based at Broadland Business Park in the [Horizon Centre](#). Find out how you can access our services by visiting our website or by calling us on 01508 533633

This email and any attachments are intended for the addressee only and may be confidential. If they come to you in error you must take no action based on them, nor must you copy or show them to anyone. Please advise the sender by replying to this email immediately and then delete the original from your computer. Unless this email relates to Broadland District Council or South Norfolk Council business it will be regarded by the council as personal and will not be authorised by or sent on behalf of the councils. The sender will have sole responsibility for any legal actions or disputes that may arise. We have taken steps to ensure that this email and any attachments are free from known viruses but in keeping with good computing practice, you should ensure they are virus free. Emails sent from and received by members and employees of Broadland District Council and South Norfolk Council may be monitored.

---

**From:** Sachalene Rankin  
**Sent:** 25 September 2023 13:52  
**To:** Amanda Cox <[Amanda.Cox@southnorfolkandbroadland.gov.uk](mailto:Amanda.Cox@southnorfolkandbroadland.gov.uk)>  
**Subject:** Re: 23/01943/PLANEW - Greenmantle, Fundenhall Road, Hapton

Hi Amanda,

Thanks for the email and that all looks ok and not sure how regular the staff will have to be trained but could you give me a call and we can discuss that please

Kind regards

Sacha

On Wed, 20 Sept 2023, 15:50 Amanda Cox, <[Amanda.Cox@southnorfolkandbroadland.gov.uk](mailto:Amanda.Cox@southnorfolkandbroadland.gov.uk)> wrote:

Good afternoon,

I hope you are well. Following on from our discussion when I was on site I am just writing to ensure any conditions added to the premises licence are enforceable. I have included the conditions proposed by yourself in red and added the amendments in black.

The prevention of crime and disorder

**1. Staff training on the licensing objectives.** See condition 2.

**2. Staff training records will be made available to Police and Licensing Authority on request.** The premises licence holder will ensure that all staff responsible for licensable activities receive adequate training on the Licensing Act 2003 and the contents of the premises licence 23/01943. Refresher training will be given **every ?? months (please update Sacha)**. Copies of the staff training records including what the training covers, the staff individuals name, signature and date of training will be made available to Police and Licensing Authority on request.

**3. Refusal log kept and maintained and available to Police and Licensing Authority on request.** A refusal log will be kept on the premises at all times detailing all refused sales of alcohol. The log will be made available to the Police or Licensing Authority on request.

**4. CCTV internally and externally at the pub and beer garden. CCTV to be made available to Police and Licensing Authority on request.** The premises licence holder will maintain a CCTV system internally and externally on the premises which will record for a minimum of 28 days. Recordings will be made available to the Police or Licensing Authority on request.

**5. Any alcohol for consumption off the premises will be in sealed containers.** No amendment.

Public safety

**6. Incident log will be kept and made available to Police and Licensing Authority on request.** An incident log will be kept on the premises at all times detailing: -

Any accidents/injuries to staff or customers

Any visits by the emergency or Local Authority officers

Any complaints received to include complainants details, nature of complaint and resolution (if applicable). The incident log will be made available to the Police or Licensing Authority on request.

**7. Fire risk assessment will be maintained and available to the Fire Service on request.** A fire risk assessment will be kept on the premises at all times and the

premises licence holder will ensure the contents are implemented and adhered to. The fire risk assessment will be made available to Norfolk Fire & Rescue or the Licensing Authority on request.

**8. Designated smoking area in the beer garden and on event field.** No amendment.

The prevention of public nuisance

**9. Licensing Authority will be notified 14 days in advance of the 15 events/extension to hours.** The Licensing Authority will be notified in writing 14 days in advance of any proposed use of the 15 events/extension to hours.

**10. Signs will be displayed reminding customers to leave the premises quietly.** Notices will be prominently displayed on the premises requesting patrons respect local residents and keep noise to a minimum.

The protection of children from harm

**11. Challenge 25 policy in place.** The premises licence holder will operate a Challenge 25 policy where anyone appearing to be under the age of 25 years will be required to provide identification to prove they are over 18 years. The only acceptable forms of identification will be a passport, driving licence or PASS card displaying a hologram.

**12. Children will be prohibited from using the hot tub area.** No amendments.

Please advise in writing if the above is acceptable or alternatively provide amendments you wish to make.

Many thanks

**Amanda Cox**

**Licensing & Enforcement Officer/SAG Chair**

t 01508533621 e [amanda.cox@southnorfolkandbroadland.gov.uk](mailto:amanda.cox@southnorfolkandbroadland.gov.uk)

Our Broadland and South Norfolk Councils offices are now based at Broadland Business Park in the [Horizon Centre](#). Find out how you can access our services by visiting our website or by calling us on 01508 533633

This email and any attachments are intended for the addressee only and may be confidential. If they come to you in error you must take no action based on them, nor must you copy or show them to anyone. Please advise the sender by replying to this email immediately and then delete the original from your computer. Unless this email relates to Broadland District Council or South Norfolk Council business it will be regarded by the council as personal and will not be authorised by or sent on behalf of the councils. The sender will have sole responsibility for any legal actions or disputes that may arise. We have taken steps to ensure that this email and any attachments are free from known viruses but in keeping with good computing practice, you should ensure they are virus free. Emails sent from and received by members and employees of Broadland District Council and South Norfolk Council may be monitored.