

**From:** Andre Smuts PC 46011250 <[Andre.Smuts@kent.police.uk](mailto:Andre.Smuts@kent.police.uk)>  
**Sent:** Wednesday, March 8, 2023 7:27 AM  
**To:** [licensing@gravesham.gov.uk](mailto:licensing@gravesham.gov.uk)  
**Subject:** 2A Hermitage Road, Higham

Good morning Gravesham.

Please see below where the applicant has agreed some bits. As such we have no objections.

Regards

Andre

**From:** sathiskumar thiruchcelvam  
**Sent:** 07 March 2023 18:22  
**To:** Andre Smuts PC 46011250 <[Andre.Smuts@kent.police.uk](mailto:Andre.Smuts@kent.police.uk)>  
**Subject:** EXTERNAL - Re: 2A Hermitage Road, Higham

Good evening Mr Smuts,

I am Thiruchchelvam Sathiskumar and I agree with the conditions that you have given to me on your email. I also will follow through with all instructions said on the email.

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**From:** Andre Smuts PC 46011250 <[Andre.Smuts@kent.police.uk](mailto:Andre.Smuts@kent.police.uk)>  
**Sent:** Tuesday, March 7, 2023 8:12:37 AM  
**To:**  
**Subject:** 2A Hermitage Road, Higham

Good morning Mr Sathiskumar

As Kent Police are one of the responsible authorities, the council send new applications to us to assess.

As such, I am in receipt of your application for your new premises at 2A Hermitage Road, in Higham. Kent Police Licensing are also invested in the promotion of the licensing objectives, as are personal licence holders and designated premises supervisors.

I note that you make various suggestions on your application form. May I ask that you consider wording of the following suggestions which may then be applied to your operating schedule? They will then appear on your license in that format.

Would you be in agreement of the following conditions:

Training:

*All persons who sell or supply alcohol to customers must have licensing training.*

- 1. Training must take place within six weeks of employment.*
- 2. Any new employees will be supervised until the training has taken place.*
- 3. Refresher training should be repeated a minimum of every six months or earlier if required due to changes of legislation.*
- 4. Training records must be kept on the premises and shall contain the nature, content and frequency of all training.*
- 5. Records must be made available for inspection by police, police licensing officer and authorised officers from Medway Council on demand either electronically or in hard copy.*

CCTV:

*CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition.*

- 1. Cameras shall record all ingress and egress to the premises, fire exits and all areas where the sale and supply of alcohol occurs.*
- 2. Equipment must be maintained in good working order, with recordings correctly time and date stamped. Recordings MUST be kept in date order, kept for a period of 31 days and handed to police and authorised officers upon request.*
- 3. The premises licence holder must ensure at all times a DPS or appointed member of staff are on the premises and are capable and competent at downloading CCTV footage in a recordable format to the police and local authority on request.*
- 4. The recording equipment and discs/tapes shall be kept in a secure environment under the control of the DPS or other responsible named individual.*
- 5. In the event of technical failure of the CCTV equipment the premises licence holder or DPS must report the failure to the police licensing officer immediately.  
([licensing.north.division@kent.police.uk](mailto:licensing.north.division@kent.police.uk)).*

Refusals/Incident register: (This is a very important item which we would require especially due to the increase in vape sales to children.)

*The premises licence holder or designated premises supervisor must keep a Refusal/incident register. Staff to be trained to complete a refusal/incident book/record immediately after the refusal/incident but no later than the end of their shift. The register must be kept on the premises and will detail:*

- 1. Day, date & time of refusal.*
- 2. Item refused.*
- 3. Name or description of person refused sale.*
- 4. Reason for refusal.*
- 5. Any other incident/crime to be noted on the register.*

*Each entry is to be checked and signed by the DPS/Licensee no later than 1 week after the entry has been made. The register must be made available for police, police licensing officer and authorised officers from Medway Council on demand either electronically or by hard copy.*

Challenge 25:

*A Challenge 25 proof of age scheme shall be operated at the premises with appropriate signage on display.*

Please reply to this email as soon you are able to with your thoughts on the above suggestions so that I may progress your application.

Yours sincerely

**PC André Smuts, North Kent Licensing Officer - Medway Community Safety Unit, Kent Police.**

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☎ External 01634 792733

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✉ e-mail [11250@kent.police.uk](mailto:11250@kent.police.uk)

📍 Address **Medway Police Station, Purser Way, Gillingham, ME7 1NE.**