

**Application ref: 18/00299/LAPREM for a new Premises Licence**  
Hop Stop, 73 Bell Street, Reigate RH2 7AN

The following conditions have been mediated with Surrey Police and the Environmental protection officer:

1. CCTV shall be installed on the premises and fully maintained, showing correct date and time information. CCTV shall cover internal public areas and outside at the front of premises, including the smoking area. The CCTV shall provide clear images of people entering and exiting the premises. There must always be a minimum of one member of staff during licensable hours, trained to use the CCTV and able to make copies at the request of Police or other authorised licensing authority. All CCTV footage to be retained for a minimum of 31 days.
2. A Personal Licence Holder shall be on duty from 20:00hrs on a Friday and Saturday Night, and seasonal variations, until close of premises.
3. Patrons shall not frequent the front of the premises, other than when smoking in the designated smoking area. This will be monitored by staff.
4. Patrons smoking at the front of premises shall not be permitted to take a vessel onto the public highway. This will be monitored by staff.
5. Staff training shall be delivered on appointment and every 6 months and staff training records shall be maintained to cover topics covered.

Training shall cover:

- The licensing objectives.
- The requirements for ID as part of age verification.
- Dealing with an intoxicated person
- Dealing with disorderly incidents /disorderly persons
- Dealing with drug related activity on a licenced premises.
- Recording of any refusal to sell alcohol
- Recording of incidents
- Reporting of incidents to police and information to be shared with police to promote the licensing objectives

All training records will be available to an authorised officer on request.

6. An incident log shall be maintained on the premises, which documents the date and time of any incidents involving the premises, which could undermine the licensing objectives. This shall be completed within 24 hours of the

incident, be available upon request of an authorised officer and will record the following:

- A. All crimes reported at the venue
- B. All ejections of patrons
- C. Any complaints received concerning crime and disorder
- D. All drugs seized or found
- E. Any incidents of disorder
- F. Any faults in the CCTV system, including action taken to remedy
- G. Persons banned from the premises

**The opening hours of the premises have been amended to:**

**Monday to Saturday 09.00 – 23.00hrs**  
**Sunday and Bank Holidays 12.00 – 18.00hrs.**

**Application ref: 18/00466/LAPREM for a new Premises Licence**  
Reigate Rugby Club, Colley Lane, Reigate RH2 9JB

This licence is limited to 2 days per year. The following conditions have been mediated with the Environmental protection officer.

**All residences in The Clears, Coppice Lane (up to the Junction with The Clears) and Colley Lane be sent correspondence at least two weeks prior to the event to include a description of the event, a mobile phone number for the responsible person during the event and details of any licensing conditions imposed.**