

Premises Licence Incident Book Form

Premises name and address:

Date

Time

Name of person completing the form

Details of the incident

Names, address and phone number of witnesses (members of the public)

List of staff witnesses

Name of duty manager

Has a copy of the CCTV been made?

Yes

No

Where is the copy of CCTV held?

Where the Police Called? Yes (Incident log number):

No

Where other emergency services called? Fire/Ambulance etc

Yes No Please specify:

Was anything confiscated or kept as evidence? (e.g. a weapon or drugs etc)

Yes No Where is that now? (E.g. Managers safe, surrendered to Police)

What has been done to prevent a re-occurrence of the incident:

Signed DPS

Date:

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It is a good idea to record incidents of the following nature:

- a person is refused entry because they are drunk
- a person is refused entry for behaving in an offensive manner including violent, quarrelsome, disorderly or indecent behaviour
- a person who has been refused entry to the premises continually attempts to gain entry or behaves in an offensive manner including violent, quarrelsome, disorderly or indecent behaviour
- a person is required to leave or is removed from the premises for behaviour that is violent, quarrelsome, disorderly or indecent.
- an under age person or suspected under age person fails to produce evidence of age when required to do so
- a document produced by an underage person or suspected underage person as evidence of age is suspected to be forged, false or counterfeit
- a local resident or other person complains to the licensee, an approved manager or other employee about matters related to the business conducted under the licence, e.g. noise nuisance.