

Premises Licence Incident Book Form

Premises name and address: *Sussex News*

Date *5.02.22* Time *11.15*

Name of person completing the form *KATARZYNA LECKA-SHAHADAD*

Details of the incident
*Young boy stole 2 x 50g of ~~money~~ tobacco.
Police informed.*

Names, address and phone number of witnesses (members of the public)
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List of staff witnesses
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Name of duty manager

Has a copy of the CCTV been made? Yes No
Where is the copy of CCTV held? *Shop. owners phone*
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)
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What has been done to prevent a re-occurrence of the incident:
I advice her not put cigret or Alchole or Scratch Card close TO customer Keep in your hand untill you Take money and Dont Leave Counter until customer gone.

Signed DPS *[Signature]* Date: *05-02-2022*