

**From:** Steven Mellor [REDACTED]  
**Sent:** 04 December 2025 09:49  
**To:** Licensing Team  
**Subject:** Dragon Soul application.

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Dear Licensing Officer,

I am PC 2705 Steven MELLOR, Police Alcohol Licensing Officer for West Mercia Police.

I am writing to make a formal representation regarding the licence variation application for Dragon Soul, Newport.

I am authorised to make this representation by the Chief Constable of West Mercia Police.

I believe that the granting of this licence as currently proposed is likely to undermine the following licensing objective.

**Prevention of Crime & Disorder.**

The applicant has applied to extend the opening hours, have live and recorded music, as well as karaoke and comedy nights.

It is the belief of West Mercia Police that, for these reasons, there is a likelihood of increased ASB in the locality.

If the application is to be granted, I respectfully request that the following conditions be considered:

1. Colour digital CCTV, with a picture quality capable of being used for evidence, will be installed to cover all internal areas of the premises to which public have access (with the exception of the toilets), including point(s) of sale and all entrances/exits, and any external areas used for licensable activities or where outside seating is provided. CCTV will also include the external area immediately outside the premises.
2. The CCTV will always be operational the premises is open to the public.
3. CCTV recordings will be retained for a minimum of 30 days and made available in a viewable format to any authorised authority on request. On request means at the time of the request, in a format which is viewable remotely and not dependent on the premises CCTV system.
4. CCTV will be security protected and have a constant and accurate time and date stamp.
5. When the premises is open to the public there will always be a member of staff on site who is trained in the operation of the CCTV system and is able to provide recordings in a viewable format to any authorised authority on request.
6. There will be signage in the premises, clearly visible to members of the public, which states that CCTV is in operation.
7. The Premises will have a zero tolerance to drugs policy. The Licence Holder shall display notices at the entrances to the premises advising attendees that the police will be informed if anyone is found in possession of controlled substances.
8. Drugs found will be placed in a suitable locked receptacle kept for that purpose. Means for securing and unlocking the receptacle will be held by the Premises Licence Holder or a nominated responsible person. A

record shall be made of the date and time of the find, the person who made the find and the person who secured the found item(s). This record will be made available to any authorised authority on request.

9.The Premises Licence Holder shall make suitable arrangements with the police for the collection of any found drugs as soon as possible after they are found.

10.Incidents of crime and / or disorder will be recorded and reported to police as soon as practicable. Copies of these records will be provided to any authorised authority on request. The record will contain full details of persons reporting and any victims along with times and circumstances of the incident.

11.The premises will have a policy around spiking which will ensure staff are trained to identify the signs of spiking and equipped to handle such incidents effectively. Staff must undergo training sessions on spiking prevention and response protocols including recognising unusual behaviour, monitoring patron safety, and reporting suspicious behaviour. Consideration will also be given to utilising preventative measure such as drink covers as well as providing drug spiking detection kits.

12.The need for door staff shall be risk assessed by the designated premises supervisor and employed when the risk assessment deems it necessary. Advice from West Mercia Police will be taken when formulating the risk assessments. These risk assessments will be recorded and kept for a period of 12 months and made available to any authorised authority on request. In addition, SIA staff will be utilised when asked to do so by the police, local authority or any other relevant authority. See separate document if require SIA at specific dates / times etc.

13.All persons authorised for the sale of Alcohol will be defined in a written document. This will detail who is authorised the sale of alcohol and evidence that the staff member has been trained to spot underage drinkers. This document will be signed by both the staff member and the DPS. This document will be left on site and will be made available to the police, local authority or any other relevant authority seeking inspection or a copy.

I trust the Licensing Sub-Committee will take these concerns into account when determining the application.

Yours faithfully,

Steve

**PC 2705 Steven MELLOR**  
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Always dial 999 in an emergency.

You can report non-urgent crime via our website <https://www.westmercia.police.uk/> or by calling 101.