



**Reading**  
Borough Council  

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Working better with you

# DOORSAFE LOG BOOK

Premise:.....

Address: .....

.....

.....



# AGENCY VISITS

## TYPE OF VISIT

	TIME	COMMENTS
POLICE		
LICENSING		
SIA		
OTHER		

## OFFICIALS DUTIES

NAME	TITLE	BADGE NO

## NATURE OF VISIT

NUMBERS CHECK		DRUGS	
SECURITY STAFF CHECK		DRUNKENNESS	
INCIDENT INVESTIGATION		UNDERAGE	
PREMISES LICENCE		TOILETS	
PERSONAL LICENCE		FIRE EXITS	
BOTTLES/GLASSES/SPILLAGES		CCTV	
DISPERSAL		OTHER	
COMMENTS			

## TYPE OF VISIT

	TIME	COMMENTS
POLICE		
LICENSING		
SIA		
OTHER		

## OFFICIALS DETAILS

NAME	TITLE	BADGE

## NATURE OF VISIT

NUMBERS CHECK		DRUGS	
SECURITY STAFF CHECK		DRUNKENNESS	
INCIDENT INVESTIGATION		UNDERAGE	
PREMISES LICENCE		TOILETS	
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