

Appendix A

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Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

Special Stress Area Considerations:

The applicant acknowledges that this application for a new premises licence is within the special stress area, however, the applicant currently operates the premises as a Late Night Refreshment premises during the hours requested in this application.

Whilst this application should rightly be dealt with in isolation, the current operational hours evidence that the applicant has knowledge of the NTE within the area and the challenges it faces as well as how to effectively manage them. The applicant also recognises that there is a demand within the NTE for a convenience store which serves that demand, not necessarily from patrons but those that work within that economy.

The applicant also wishes for the business to be an asset and a viable concern in the daytime economy, the premises will stock fresh and frozen produce and the sale of alcohol will be ancillary to that purpose throughout the trading hours. The applicant offers a condition that no more than 15% of the floor space be dedicated to alcohol.

The applicant has a working knowledge of the area and considers that there will be no impact on the licensing objectives or cumulative impact. The premises operation will transform into a convenience store, this will be the primary use and should this licence be granted then the plans will reflect that change of use and Late Night Refreshment will no longer be carried out.

The applicant has considered conditions which will reduce the risk of the licensing objectives being undermined, these include limitations on the strength of alcohol sold, security measures to mitigate risk and training of all staff.

b) The prevention of crime and disorder

Two members of staff shall be on duty at the premises from 23:00 to 05:00.

The premises shall be an active member of any local business crime reduction partnership including any linked radio scheme.

The premises shall contract an SIA approved call-out security firm during the hours of 23:00-05:00.

No beers, lagers or ciders above 5.5% ABV shall be sold at the premises.

No more than 15% of floor space of the premises shall be dedicated to the sale of alcohol and no alcohol shall be stacked on the floor.

No spirit miniatures (below 700ml) shall be sold at the premises.

The external areas of the premises shall be covered by CCTV.

All spirits shall be stored behind the sales counter.

All alcohol shall be stored where the counter staff have a clear unobstructed view to minimise the risk of shoplifting.

All staff responsible for selling alcohol shall receive regular training in the Licensing Act 2003 in terms of the licensing objectives, offences committed under the Act and conditions of the Premises Licence. Written records of staff training in the Licensing Act 2003 shall be retained and made available to police and authorised officers of the Licensing Authority on request. Staff shall receive refresher training in the Licensing Act 2003 at intervals of no more than 6 months. Signed and dated records shall be kept of all staff training and such records kept available for inspection at the premises for a period of at least one calendar year from the last date of entry.

There shall be CCTV in operation at the premises and;

- a) a member of staff who has been nominated in writing and who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public.
- b) if the premises are not open, and subject to the tests set out by virtue of the Data Protection Act, within 24 hours of a request for access to the CCTV system from either the police or licensing authority, this staff member must be able to show a Police, HMRC or authorised council officer recent data or footage with the absolute minimum of delay when requested.
- c) CCTV shall record continuously and be retained for not less than 31 days.

c) Public safety

A daily incident log shall be kept at the premises for a period of at least 12 months from the date of last entry, which will record the following:

- (a) all crimes reported to the venue
- (b) all ejections of patrons
- (c) any complaints received
- (d) any incidents of disorder
- (e) any faults in the CCTV repaired within 24hrs
- (f) any refusal of the sale of alcohol
- (g) any visit by a relevant authority or emergency service.
- (h) any lost property found or handed to staff at the premises.
- (i) any other relevant incidents to be recorded.

d) The prevention of public nuisance

The external areas shall be cleared of rubbish at regular intervals by staff who shall have a clear unobstructed view through the front window to monitor congregation and the premises shall also provide refuse bins.

e) The protection of children from harm

A "Challenge 25" age verification policy shall be operated at the Premises during the permitted hours for the sale of alcohol and staff shall be trained in respect of the policy. Staff shall ask for proof of age from anyone they suspect of being less than 25 years of age. The only acceptable forms of identification shall be a photo style driving licence, a passport, a photo identification card bearing the PASS logo in a hologram format, military ID or recognised national photographic identity cards from member countries of the European Union.

Posters shall be displayed in prominent positions around the premises advising customers of the Challenge 25 policy in force at the premises.

A record shall be maintained recording every occasion when the sale of alcohol has been refused. The record shall;

- a) give the date and time of the occasion; a brief description of the customer and the name of the member of staff who refused to sell the alcohol.
- b) be kept at the Premises and available for inspection by authorised officers of the Licensing Authority and the Police at all times the Premises are open.

