

**Licensing Act 2003 – Application for a new Premises Licence at:
Strand Local, 21 Strand Parade, Worthing, BN12 6DH**

Report by the Executive Head of Housing, Health & Community Safety

1. Recommendation

- 1.1 That a Sub Committee of Licensing & Control Committee “B” consider and determine the application made by :

Mr Rashid Ahmed

for a new Premises Licence to authorise the sale of alcohol for consumption off the premise.

2. Reasons for Hearing

- 2.1 The application has been the subject of formal representation by a responsible authority and members of the public and it therefore falls to this sub-committee to determine.

3. Background

- 3.1 This store is situated in a shopping parade in a mixed commercial/residential area in West Worthing known as Strand Parade. It has historically been a retail unit trading for many years as a motor accessory shop until that business closed about a year ago. Mr Ahmed has recently re-opened the shop as a grocery/convenience store.
- 3.2 The above application was made by Mr Ahmed to Worthing Borough Council on the 3 June 2013 for a new Premises Licence to authorise the sale of alcohol for consumption off the premise at his new convenience store.
- 3.3 A plan of the area is attached (**Appendix A**)
- 3.4 A plan of the premise is attached. (**Appendix B**)
- 3.5 The application is for authorisation for the sale of alcohol, for consumption off the premise. (**Appendix C**)
- 3.6 Copies of the letter received from members of the public. (**Appendices D**)

3.7 A copy of representation made by a Responsible Authority, namely Sussex Police (**Appendix E**)

4. **The Application**

4.1 The Application is attached at **Appendix C**. However, in summary, Mr Ahmed is applying for:

i) Authorisation for the sale of alcohol for consumption off the premises between the hours of:

08.00hrs and 23.00hrs Monday to Saturday
10.00hrs and 22.00hrs Sunday.

ii) The opening hours of the store:

08.00hrs and 23.00hrs Monday to Saturday
10.00hrs and 22.00hrs Sunday.

4.2 As recommended by the Guidance issued under section 182 of the Licensing Act 2003 the applicant has completed an operating schedule as to how he intends to address the Licensing Objectives if this application were granted.

4.3 The proposed designated supervisor detailed in the application is the applicant Mr Rashid Ahmed who holds a personal licence issued by Worthing Borough Council.

5. **Promotion of the Licensing Objectives**

5.1 The Licensing Act 2003 and regulations require that the Council, as local licensing authority, carries out its functions with a view to promoting the four licensing objectives:

- the prevention of crime and disorder;
- public safety;
- the prevention of public nuisance;
- the protection of children from harm.

5.2 In carrying out its licensing functions, the licensing authority must also have regard to the Guidance issued by the Secretary of State and its own Statement of Licensing Policy. Members are advised that the following sections of the Worthing Borough Council's Policy may be particularly relevant to consideration of this matter, though of course the Policy in its entirety must be considered. Sections indicated relate to paragraph numbers in the Policy itself:

4.1 The Council places huge importance on the prevention of crime and disorder. A high standard of control is, therefore, expected to be exercised over licensed premises.

4.2 In accordance with Section 17 of the Crime and Disorder Act 1998 the Council is under a duty to exercise its functions with due regard to the likely effect on, and the need to do all it reasonably can to prevent, crime and disorder in its areas.

The possible crime and disorder implications are clearly relevant factors in the consideration of all applications and this is re-emphasised by the Licensing Act 2003 itself, the Guidance issued under section 182 to the Act and this policy. The Council will give "due regard" to all possible implications and its Licensing & Control Committee will always consider all the information available and relevant representations made, including those from interested parties and the responsible authorities, particularly the Police.

- 4.3 *In their role as a responsible authority, Sussex Police are an essential source of advice and information on the impact and potential impact of licensable activities in the borough, particularly on the crime and disorder objective. The police have a key role in managing the night-time economy and usually have good working relationships with those operating in the local area. The council recognises that Sussex Police are the licensing authority's main source of advice on matters relating to the promotion of the crime and disorder, but may also be able to make relevant representations with regards to the other licensing objectives if they have evidence to support such representations. The Council will accept all reasonable and proportionate representations made by the police unless the authority has evidence that to do so would not be appropriate for the promotion of the licensing objectives. However, it remains incumbent on the police to ensure that their representations can withstand the scrutiny to which they would be subject at a hearing.*
- 4.4 *Licensed premises, especially those offering late entertainment, alcohol and refreshment for large numbers of people, can be a source of crime and disorder problems. The Council will expect Operating Schedules submitted with applications to satisfactorily address these issues, from the design of the premises through to the daily operation of the business, including, where appropriate, the policy and arrangements proposed in respect of the prevention of both alcohol and drug misuse.*
- 4.5 *Applicants will be expected to identify any particular issues (having regard to their particular type of premises and/or activities) which are likely to adversely affect the promotion of the crime and disorder objective in their particular case. Such steps as are required to deal with these identified issues should be included within the applicant's operating schedule.*
- 4.6 *Applicants are expected to seek advice, where necessary from Council Licensing Officers and Sussex Police, as well as taking into account, as appropriate, local planning and transport policies, and crime prevention strategies when preparing their plans and schedules.*
- 4.7 *In addition to the requirements for the Council to promote the licensing objectives, it also has a duty, as detailed in paragraph 4.2, under Section 17 of the Crime and Disorder Act 1998 to do all it reasonably can to prevent crime and disorder in the Borough. The Council will consider attaching conditions to licences and permissions to deter and prevent crime and disorder within the vicinity if relevant representations are received. Whether or not incidents can be regarded as being in the vicinity of licensed premises is a question of fact and will depend on the particular circumstances of the case.*
- 4.8 *The Council recognises that the Licensing Act is not the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are away from licensed premises. Nonetheless, it is a key aspect of such control and*

licensing law will always be part of a holistic approach to the management of the evening and night time economy in town centres.

- 6.16 *The Council will generally consider the licensing of shops, stores and supermarkets to sell alcohol for consumption off the premises at any times they are open for shopping. However, it may consider there are very good reasons for restricting those hours, for example, where police or residents' representations are made in respect of isolated shops known to be the focus of disorder and disturbance.*

6. Consultation

- 6.1 The application has been subject to the statutory consultation and statutory public advertisement arrangements in accordance with the provisions of the Act, in respect of which relevant representations were received from the following:

Other Persons – 1 X letter of representation
Responsible Authorities – 1 X Representation from Sussex Police

7. Relevant Representations

- 7.1 Details of the relevant representations received are reproduced at **Appendices D & E**. They are considered to relate to the statutory licensing objectives as follows:

The Prevention of Crime and Disorder.

The Prevention of Public Nuisance

The Protection of Children from Harm

- 7.2 Sussex Police have recommended the committee consider imposing the following conditions if they are of a mind to grant a licence:

- The premises will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. The only form of ID that will be accepted are passports, driving licences with a photograph or Portman Group, Citizen card or validate proof of age cards bearing the "PASS" mark hologram. Suitable and sufficient signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises.*
- All staff members engaged, or to be engaged, in selling alcohol on the premises shall receive full training pertinent to the Licensing Act, specifically in regard age-restricted sales, and the refusal of sales to persons believed to be under the influence of alcohol or drugs.*
- Induction training must be completed, and fully documented, prior to the sale of alcohol by the staff member and refresher training thereafter at intervals of no less than eight (8) weeks. All restricted sales training undertaken by staff members shall be fully documented and recorded. All training records shall be made available to the Sussex Police Local Authority Licensing officers and the local Trading Standards service upon request.*

- *The premises shall at all times maintain and operate a sales refusals book and an incident log which shall be reviewed by the Designated Premises Supervisor at intervals of no less than four (4) weeks and feedback given to staff as relevant. Both a refusal register and an incident register will be kept on the premises to record all refusals and incidents of crime or disorder. These records will be made available to the Authorised members of the Local Licensing Authority and/or the Police upon request*
- *CCTV to be installed in accordance with Home Office Guidelines relating to UK Police Requirements for Digital CCTV System. CCTV Images shall be retained for at least 28 days and except for mechanical breakdown beyond the control of the proprietor, shall be made available upon request to the police. Any breakdown or system failure will be notified to the police immediately & remedied as soon as practicable. It will be the responsibility of the DPS, or duty manager, to ensure that any request from the police for a recording to be made for evidential purposes, is carried out as soon as possible in compliance with data protection legislation*
- *Spirits will be stored and displayed behind the servery. □□□□Alcohol products will not be displayed within a 3 metre radius of the front entrance*
- *No beer or cider to be sold from the shop that has an alcohol by volume (ABV) level of more than 6%.*
- *No beer or cider cans to be sold in single units. Beer and cider only be sold in multiple packs of a minimum of 4 cans.*

7.3 Those making relevant representation have been invited to attend the Sub-Committee.

8. Mediation

8.1 A letter from the Licensing Unit offering mediation was sent to the applicant on 9 July but at the time this report was drafted no response had been received. Any progress will be reported at the hearing.

9. Consideration

9.1 Members must take into consideration the following when determining this application:

- The four statutory licensing objectives
- Worthing Borough Council's Statement of Licensing Policy
- Guidance issued by the Home Secretary
- The relevant representations from all parties.

9.2 These are the only matters to be addressed by the authority when considering this application. The statutory Licensing objectives are the only grounds on which representations can be made, and the only grounds on which an authority will be able to refuse an application or impose conditions in addition to statutory conditions and those proposed by the applicant in the Operating Schedule.

9.3 When considering this application for a premises licence the following options are available to the Sub-Committee:

- a. Grant the licence, as requested,
- b. Grant the licence, as requested, with additional conditions appropriate to the promotion of the specific licensing objectives on which relevant representations have been received.
- c. Reject the whole or part of the application.

Members may also:

- d. Grant the licence but exclude certain licensable activities from the licence,
- e. Refuse to specify a particular person as a premises supervisor,
- f. Approve different parts of the premises for different activities.

9.4 Members are required to give reasons for their decision.

10. Legal Implications

10.1 Under Section 181 and Schedule 5 of the Act, the following rights of appeal to the Magistrates' Court in respect of applications for a premises licence includes:

- (1) The applicant may appeal against any decision to modify the conditions of the licence.
- (2) The applicant may appeal against a rejection in whole or part of an application.
- (3) A person who has made relevant representations may appeal against a licence being granted, or against the modification or lack of modification of any conditions.

10.2 Members are reminded that the Act allows for the local licensing authority to undertake a review following the grant of a premises licence, when requested to do so by a responsible authority, such as the police, or the fire authority, or any other person, such as a resident living in the vicinity of the premises. The Government's guidance states: *"The proceedings set out in the 2003 Act for reviewing premises licences represent a key protection for the community where problems associated with crime and disorder, public safety, public nuisance or the protection of children from harm are occurring. It is the existence of these procedures which should, in general, allow licensing authorities to apply a light touch bureaucracy to the grant and variation of premises licences by providing a review mechanism when concerns relating to the licensing objectives arise later in respect of individual premises."*

10.3 In determining this application, the principles of the Human Rights Act 1998 must be taken into consideration and the convention rights of both individuals and businesses will be given due weight.

10.4 Members must consider each application on its own merits, and in accordance with the principles of natural justice, as well as the provisions of the Licensing Act 2003.

All relevant factors must be taken into account, and all irrelevant factors must be disregarded.

- 10.5 All applications, before Committee, must be considered against the backdrop of anti-discriminatory legislation, such as the Equality Act 2010 and also in accordance with the Council's stated policy on Equal Opportunities.
- 10.6 In accordance with Section 17 of the Crime and Disorder Act 1998 the Council is under a duty to exercise its functions with due regard to the likely effect on, and the need to do all it reasonably can to prevent, crime and disorder in its areas. The possible crime and disorder implications are clearly relevant factors in the consideration of all applications and this is re-emphasised by the Licensing Act 2003 itself. In giving "due regard" to these possible implications members will consider and weigh up all the information available and representations made, including those from interested parties and the responsible authorities particularly the Police.

11. Other Implications

- 11.1 Any decision taken will have regard for the local environment and, in particular, any conditions attached for the purposes of preventing public nuisance will take this principle into account.

12. Recommendation

- 12.1 Members are requested to determine the application for a new Premises Licence made by Mr Rashid Ahmed at his new convenience store called 'Stand Local' situated at 21 Strand Parade, Worthing and give reasons for that determination.**

Paul Spedding
Executive Head of Housing, Health and Community Safety

Principal Author and Contact Officer:

Simon Jones

Senior Licensing Officer - Tel: 01273 263191 or simon.jones@adur-worthing.gov.uk

Background Papers:

- Licensing Act 2003
- Guidance issued under section 182 of the Licensing Act 2003
- Worthing Borough Council's Statement of Licensing Policy

Appendices:

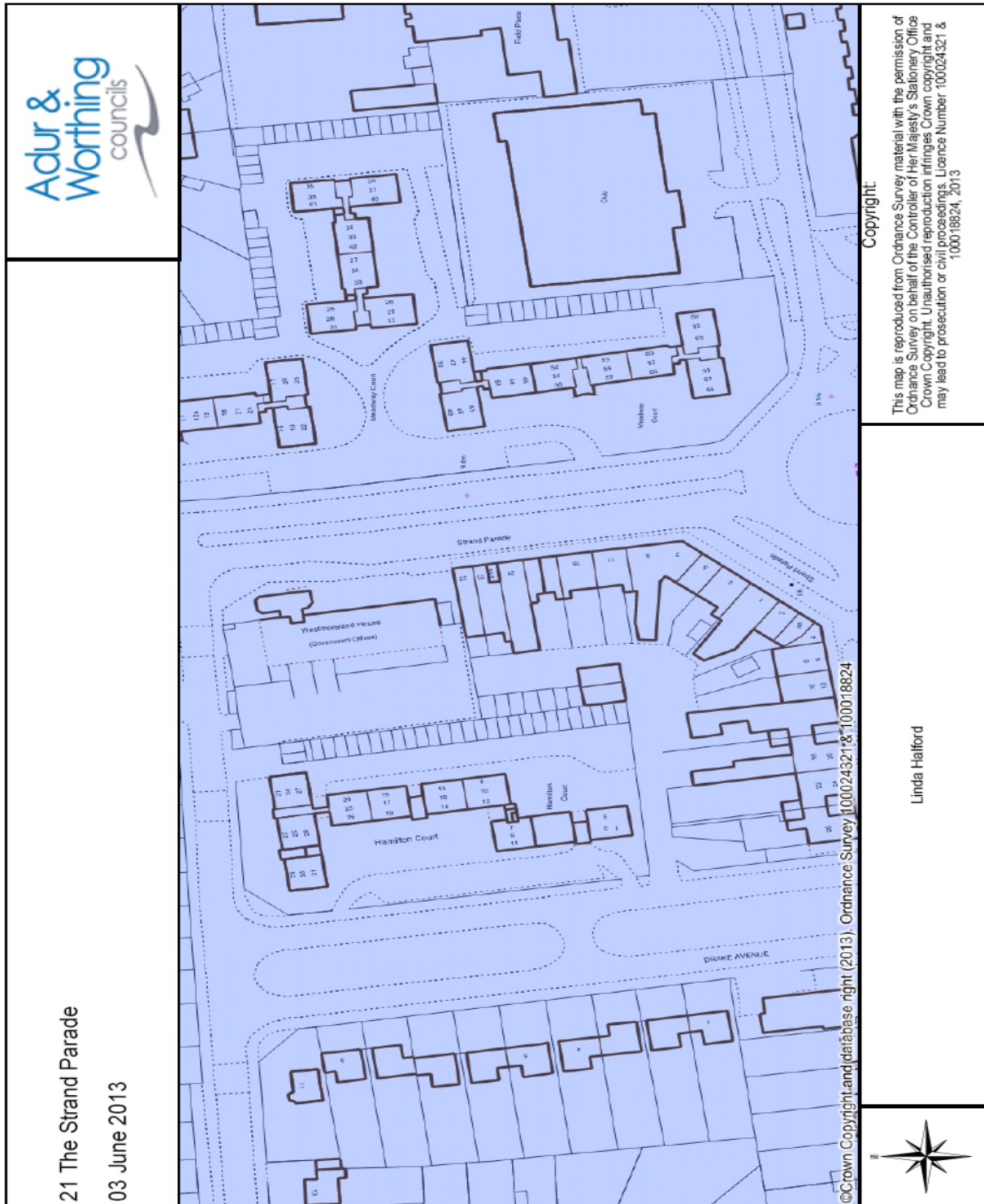
- Appendix A - Plan of area.
- Appendix B - Plan of the building.
- Appendix C - The Application Form.
- Appendix D – Representation letter received from members of the public.
- Appendix E – Representation received from Sussex Police

Commerce Way, Lancing

Ref: SJ/Lic.U/LA03/NEW – Strand Local, 21 Strand Parade

Date: 15 July 2013.

Plan of Area



21 The Strand Parade
03 June 2013

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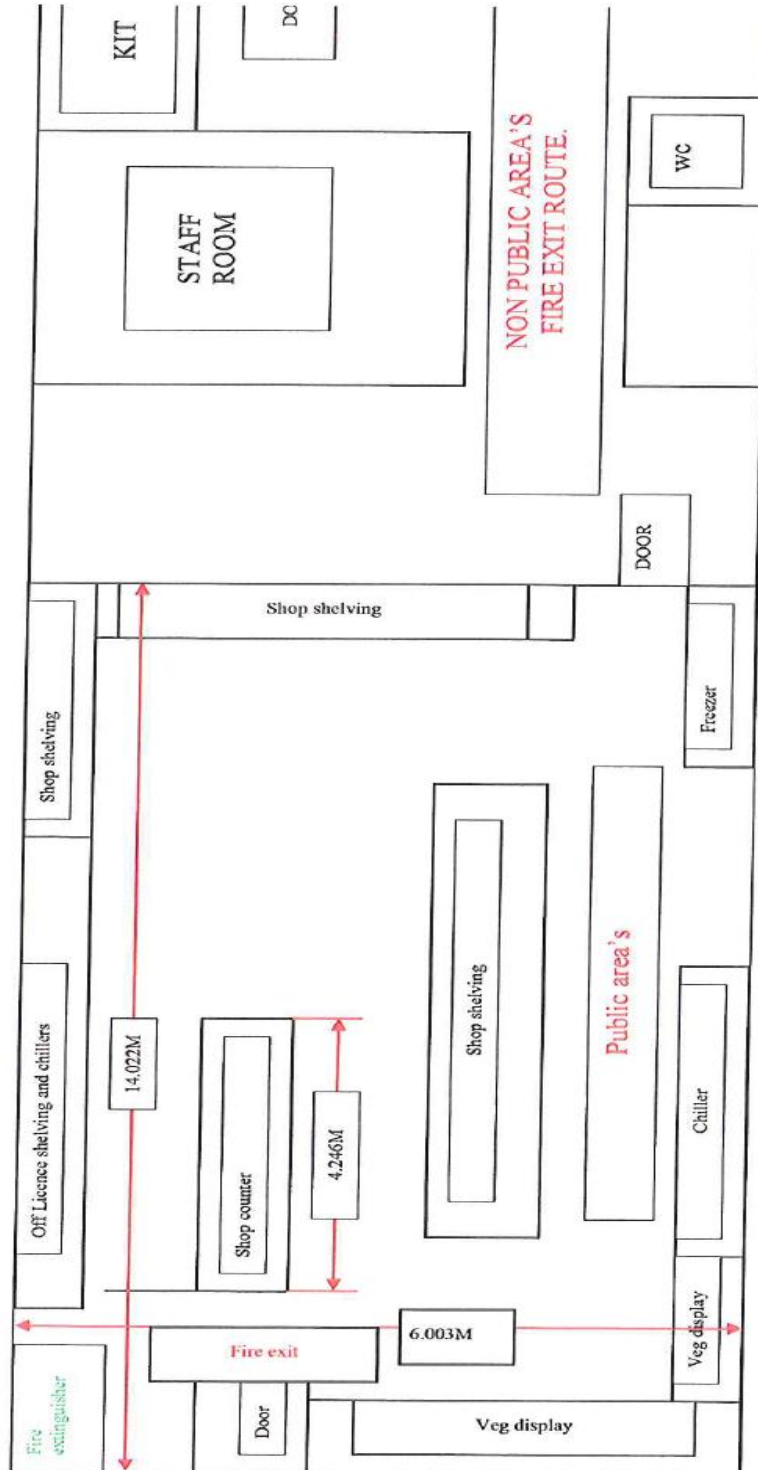
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Linda Halford

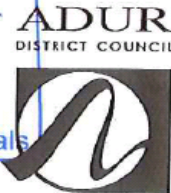


Plan of Premises

21 Strand Parade



Application



Application for a Premises Licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING APPLICATION

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand, please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I/We Rashid Ahmed (insert name(s) of applicant) apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description <u>21 The Strand Parade Worthing Sussex B</u>	
Post town <u>WORTHING</u>	Post code <u>BN12 6DH</u>
Telephone number at premises (if any) <u>01903 366242</u>	Non domestic rateable value of premises £ <u>[REDACTED]</u>

Part 2 – Applicant Details

Please state whether you are applying for a Premises Licence as:

- Please tick ✓
- a) an individual or individuals* please complete section (A)
 - b) a person other than an individual*
 - i. as a limited company please complete section (B)
 - ii. as a partnership please complete section (B)
 - iii. as an unincorporated association or please complete section (B)
 - iv. Other (for example a statutory corporation) please complete section (B)
 - c) a recognised club please complete section (B)
 - d) a charity please complete section (B)

- e) The proprietor of an educational establishment please complete section (B)
- f) A health service body please complete section (B)
- g) A person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital please complete section (B)
- h) The chief officer of police of a police force in England and Wales please complete section (B)

Please tick ✓

*If you are applying as a person described in (a) or (b) please confirm:

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
 - Statutory function; or
 - A function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr Mrs Miss Ms Other title (for example, Rev)

Surname First names

I am 18 years old or over

Current postal address if different from premises address

Post Town Postcode

Daytime contact telephone number

Email address (optional)

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr

Mrs

Miss

Ms

Other title
(for example, Rev)

Surname

First names

I am 18 years old or over

Please tick

Current postal
address if different
from premises
address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

Day		Month		Year	
0	1	0	7	2	0
				1	3

If you wish the licence to be valid only for a limited period, when do you want it to end?

Day		Month		Year	

If 5000 or more people are expected to attend the premises at any one time, please state the number expected to attend

Please give a general description of the premises (please read guidance note 1)

The Premises is situated in a shopping parade along with a pet store Indian t/a. Charity Shop Martins Newagents etc. & a Coop

The actual Shop is Rectangular with an exit Door to The REAR. & Entrance to The Front. The Counter Area is to the left with a 3 metre Counter Behind where spirits & Expensive wines will be kept further along The same Isle is where large & wine will be stored in a Chiller Refrigerator and on the shelves in the same Area.

*

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment:

Please tick ✓

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performance of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

Provision of entertainment facilities:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

Provision of late night refreshment (if ticking yes, fill in box L)

--

Sale by retail of alcohol (if ticking yes, fill in box M)

--

In all cases complete boxes N, O and P

M

Sale of alcohol Standard days and timings (please read guidance note 6)			Will the sale of alcohol be for consumption on or off the premises or both – please tick (✓) (please read guidance note 7)	On the premises				
				Off the premises	/			
Day	Start	Finish	State any seasonal variations for the sale of alcohol (please read guidance note 4)					
Mon	8.00 am	11.00 pm						
Tue	8.00am	11.00 PM						
Wed	8.00 am	11.00 P.m.						
Thur	8.00 am	11.00 PM						
Fri	8.00 am	11.00 PM						
Sat	8.00 am	11.00 P.m.						
Sun	10.00 am	12.00 P.m.						
						Non standard timings. Where you intend to use the premises for the sale of alcohol at different times to those listed in the column on the left, please list. (please read guidance note 5)		

State the name and details of the individual whom you wish to specify on the licence as premises supervisor	
Name:	RASHID AHMED
Address:	[REDACTED] WORTHING WEST SUSSEX.
Postcode:	[REDACTED]
Personal licence number (if known):	[REDACTED]
Issuing licensing authority (if known):	WORTHING BOROUGH COUNCIL



N

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

None.

O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	8.00	23.00	Non standard timings. Where you intend to open the premises to be open to the public at different times from those listed in the column on the left, please list. (please read guidance note 5)
	am	pm	
Tue	8.00	23.00	
	am	pm	
Wed	8.00	23.00	
	am	pm	
Thur	8.00	23.00	
	am	pm	
Fri	8.00	23.00	
	am	pm	
Sat	6.00	23.00	
	am	pm	
Sun	10.00	22.00	
	am	pm	

P.

(a) General - All four Licencing objectives

The Premises will be secure & sound Preventing crime, Alarm system and CCTV Camera System will be in place. Fire exits will be marked clearly.

A refusal book will be kept outlining and logging any incidents which take place with a date time staff member involved and a description of who was involved written along with what happened. Staff training to deal in particular underage licencing laws & our policy to prevent it. Types of ID required passport Driving Licence Posters will be placed around access area highlighting the law and shop policy.

(b) The Prevention of Crime & Disorder.

Premises will have Secured Internal Shutters Preventing Crime. An Alarm System with an additional undercover alarm button. A CCTV & Camera system will be kept fitted. A Refusal book logging all incidents Personal Involved Staff member Time & Date will be registered.

Diligence will be shown when serving Alcohol. Anyone above a reasonable level of Intoxication will be refused as will rowdy and abusive individuals or groups.

Public Safety

(c) A fire extinguisher with contract servicing it will be on premises. Signs clearly marking exits will be in place.

D. The Prevention of Public Nuisance

We aim not to serve any one who has already had excessive amount of drink or is behaving in unruly manner.

(e) The Protection of Children from HARM

Staff training will be conducted along with regular reminders of Licensing laws in particular with regard to sale of Alcohol to an Underage person. Proof of Id. will be required where person looks under 25. A driving Licence or Passport or Citizen Card are acceptable forms of I.D.

Careful vigilance will be kept where an individual is found to have forewarded alcohol to an underage person. A ban policy will be implemented on the person concerned.

Please tick YES ✓

- I have made or enclose payment of the fee (please read guidance note 14)
- I have enclosed a plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the proposed premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent. (See guidance note 11). If signing on behalf of the applicant please state in what capacity.

Signature

[Redacted Signature]

Date

22-5-13

Capacity

MANAGER

For joint applications signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent. (please read guidance note 12). If signing on behalf of the applicant please state in what capacity.

Signature

Date

Capacity

Contact Name (where not previously given) and address for correspondence associated with this application (please read guidance note 19)

Ahsan Abbas

[Redacted Address]

Worthing

SUSSEX [Redacted]

Post town

Worthing

Post code

[Redacted Postcode]

Telephone number (if any)

[Redacted Telephone Number]

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)

THE BOULEVARD
WORTHING
WEST SUSSEX
19TH JUNE 2013

LICENSING DEPARTMENT
WORTHING BOROUGH COUNCIL
9 COMMERCIAL WAY
LAWLER
BN15 8TA



TO WHOM IT MAY CONCERN

We object most strongly to the application by Martin's Newsagents to be granted a licence to sell alcohol until 23.00 at 7-9 Strand Parade. The local Co-operative Store sells alcohol until 22.00 nightly and the Co-operative Store at the local garage remains open even later. The Golden Lion Public House is available for those wishing to purchase and drink alcohol. Despite this another local store is also making an application for an alcohol licence. More shops selling alcohol until late in the evening are not needed in this residential area. They will attract groups of people, some of whom already congregate at the empty former Woyds TSB building. It will increase the probability of anti-social behaviour and consequent problems for local residents. The costs of policing the area and repairing damage will increase costs for the already squeezed Council Budget and far outweigh any benefits claimed for this unnecessary application.

We hope you will refuse this application.
Yours faithfully

[Redacted signature area]



MEMORANDUM

To: **Simon JONES, Licensing Officer, Worthing & Adur District Council**

From: **West Sussex Neighbourhood Licensing Team**

Extension: **81179**

Date: **26 June 2013**

SUSSEX POLICE REPRESENTATION AGAINST THE APPLICATION FOR THE GRANT OF A NEW PREMISES LICENCE FOR 21 THE STRAND PARADE, WORTHING, SUSSEX, BN12 6DH

Representation is raised under the Licensing Objectives of Protection of Children of Harm, Prevention of Crime and Disorder and Prevention of Public Nuisance. Sussex Police are willing to withdraw a representation if the following conditions are to be included onto your premise licence.

- The premises will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age.
- The only form of ID that will be accepted are passports, driving licences with a photograph or Portman Group, Citizen card or validate proof of age cards bearing the "PASS" mark hologram.
- Suitable and sufficient signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises.
- All staff members engaged, or to be engaged, in selling alcohol on the premises shall receive full training pertinent to the Licensing Act, specifically in regard age-restricted sales, and the refusal of sales to persons believed to be under the influence of alcohol or drugs.
- Induction training must be completed, and fully documented, prior to the sale of alcohol by the staff member and refresher training thereafter at intervals of no less than eight (8) weeks.
- All restricted sales training undertaken by staff members shall be fully documented and recorded. All training records shall be made available to the Sussex Police Local Authority Licensing officers and the local Trading Standards service upon request.
- The premises shall at all times maintain and operate a sales refusals book and an incident log which shall be reviewed by the Designated Premises Supervisor at intervals of no less than four (4) weeks and feedback given to staff as relevant.
- Both a refusal register and an incident register will be kept on the premises to record all refusals and incidents of crime or disorder. These records will be made available to the Authorised members of the Local Licensing Authority and/or the Police upon request

Listen Inspire confidence Support with information Take ownership Explain Notify people



- CCTV to be installed in accordance with Home Office Guidelines relating to UK Police Requirements for Digital CCTV System.
- CCTV Images shall be retained for at least 28 days and except for mechanical breakdown beyond the control of the proprietor, shall be made available upon request to the police. Any breakdown or system failure will be notified to the police immediately & remedied as soon as practicable.
- It will be the responsibility of the DPS, or duty manager, to ensure that any request from the police for a recording to be made for evidential purposes, is carried out as soon as possible in compliance with data protection legislation
- Spirits will be stored and displayed behind the servery
- Alcohol products will not be displayed within a 3 metre radius of the front entrance
- No beer or cider to be sold from the shop that has an alcohol by volume (ABV) level of more than 6%.
- No beer or cider cans to be sold in single units. Beer and cider only be sold in multiple packs of a minimum of 4 cans.

Please do not hesitate to contact me, if you wish to discuss this matter further.

Yours sincerely

Chief Inspector Jo Banks
Sussex Police.

Listen Inspire confidence Support with information Take ownership Explain Notify people