

## **Premises Licence**


## **APPENDIX A**

### **Part A Schedule 12 Licensing Act 2003**

#### **Part 1 – Premises Details**

##### **Postal address of premises, or if none, ordnance survey map reference or description**

Londis, 249 Low Lane, Horsforth, Leeds, LS18 5NY

Telephone number: 

##### **Licensable activities authorised by this licence**

Sale by retail of alcohol,

##### **Times the licence authorises the carrying out of licensable activities**

*Sale by retail of alcohol*

Every Day 06:00 - 23:00


##### **Opening hours of the premises**

Everyday 06:00 - 23:00

Alcohol is sold for consumption off the premises

#### **Part 2**

##### **Name, (registered) address, telephone number and email (where relevant) of holder of premises licence**

Kanthasamy Senthuran  


Daytime Contact Telephone Number: 

Email Address: 

##### **Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol**

Kanthasamy Senthuran  


##### **Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol**

Personal licence number: LEEDS/PERL/09134/17

Licensing authority: Leeds City Council

Licence issued under the authority of Leeds City Council

Miss Janice Archibald  
Licensing Officer  
Entertainment Licensing  
Elections, Licensing and Registration

## Annex 1 – Mandatory Conditions

1. No supply of alcohol may be made under this licence
  - a. At a time when there is no designated premises supervisor in respect of the premises licence, or
  - b. At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
3. The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either -

- a. a holographic mark, or
  - b. an ultraviolet feature.
4. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

For the purposes of the condition set out in paragraph 1 of this condition -

- a. "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
- b. "permitted price" is the price found by applying the formula  $P = D + (D \times V)$  where -
  - i. P is the permitted price,
  - ii. D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
  - iii. V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- c. "relevant person" means, in relation to premises in respect of which there is in force a premises licence -
  - i. the holder of the premises licence,
  - ii. the designated premises supervisor (if any) in respect of such a licence, or
  - iii. the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- d. "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- e. "value added tax" mean value added tax charged in accordance with the Value Added Tax Act 1994.

Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

- (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

## **Annex 2 – Conditions consistent with the operating schedule**

### **The prevention of crime and disorder**

5. A suitable Closed-Circuit Television (CCTV) system shall be operational at the premises at all times when licensable activities are being carried out.
6. The CCTV shall cover all areas of the premises occupied by the public (the retail area) under the terms of the licence. The CCTV shall also cover the main entrance/s and exit/s.
7. The CCTV shall be of a satisfactory resolution quality which will enable the identification of persons and activities and will contain the correct time and date stamp information.
8. The CCTV shall have sufficient storage retention capacity for a minimum of 31 days continuous footage which will be of good quality.
9. The CCTV footage shall be controlled and kept in a secure environment to prevent tampering or unauthorised viewing. A record will be kept of who has accessed the system, the reason why and when.
10. A designated member(s) of staff at the premises will be authorised to access the CCTV footage and be conversant with operating the CCTV system. At the request of an authorised officer from a responsible authority, and CCTV footage, as requested, will be downloaded immediately or secured to prevent any overwriting. The CCTV footage material will be supplied, on request to an authorised officer as soon as reasonably practicable.
11. The data controller under the Data Protection Act 1998, who is responsible for any CCTV images caught on cameras on the premises will, on the lawful request of an authorised officer of a responsible authority (Under the Licensing Act 2003) be downloaded immediately or where this is not possible, as soon as reasonably practicable and supplied to the requesting officer. Where the CCTV images are not supplied at the time of the request being made the data controller will ensure that it is secured to prevent any overwriting.
12. The CCTV systems shall be capable of securing relevant pictures for review or export at a later date, and be adequately maintained and capable of transporting recorded material onto a removable media.
13. The DPS shall maintain a written record of all members of staff who are authorised to sell alcohol. This record, which shall include the contact details for the DPS, shall be kept in the shop and be made available to an authorised officer on request.
14. The licence holder shall sign up to the Portman group's retail alert bulletin in respect of the code of practice on the naming, packaging and promotion of alcoholic drinks.
15. All staff shall receive training which shall include preventing underage sales and compliance with licensing conditions. Refresher training shall be provided annually. A written record will be kept of all training which shall be made available for inspection by an authorised officer.

16. The premises shall operate a strict refusals policy as follows - alcohol will not be sold to;
- (1) Any person recognised or identified as a street drinker (regardless of their level of inebriation at the time);
  - (2) Any person found to be drinking alcohol in the street;
  - (3) Any person who is drunk or appears to be drunk;
  - (4) Any person suspected of trying to buy alcohol for another person who is drunk or appears to be drunk;
  - (5) Any person unable to provide valid ID when requested by staff;
  - (6) Any person who is verbally or physically abusive towards staff or customers;
  - (7) To any person suspected of trying to buy alcohol for another person(s) who may be under age.
17. A notice advising customers of the refusals policy shall be on display.
18. A notice telling customers not to drink alcohol in the street shall be on display.
19. Any incidents of crime and disorder at the premises, witnessed by staff, will be recorded in an incident book kept at the shop which will be available for inspection by an authorised officer.
20. A recruitment procedure shall be in place which includes the steps that will be taken by the licence holder to check the immigration status and the eligibility of an individual to work in the UK in accordance with the Home Office guidance for employers on preventing illegal working in the UK.
21. The premises shall display 'Crime stoppers' material in the shop to promote the initiative to the community.

### **Public Safety**

22. Appropriate fire safety equipment shall be available.
23. A written record of any accidents and/or safety incidents involving members of the public will be kept. This will be made available at the request of an authorised officer.
24. The PLH/DPS shall comply with other legislative requirements to ensure that the shop is safe for customers and staff.

### **The prevention of public nuisance**

25. A notice(s) requesting customers to leave quietly shall be on display in a prominent place close to the exit.
26. The PLH/DPS will ensure that litter arising from people using the premises is cleared away regularly and that any promotional materials such as flyers do not create litter.

### **Protection of children from harm**

27. The shop shall operate a Challenge 25 policy at the premises in relation to age verification for alcohol sales and other age-related products. Signs and/or posters shall be clearly displayed in the premises to inform customers.

28. All members of staff at the premises shall seek credible photographic proof of age evidence from any person who appears to be under the age of 25 years and who is seeking to purchase alcohol. Such identification includes a passport, photographic driving licence, military ID or a proof of age carrying a PASS logo.
29. A refusals book shall be kept at the premises and used to record all refusals for the sale of alcohol and other age restricted goods. The book shall be made available to authorised officers on request.
30. The premises shall display, in a prominent position, a notice(s) explaining that it is an offence for adults to purchase alcohol and to supply it to persons under 18.
31. A due diligence checklist (aimed at preventing any underage sales) shall be used and be kept in the shop available for inspection by authorised officers.

### **Annex 3 – Conditions attached after a hearing by the licensing authority**

None

### **Annex 4 – Plans**

The plans for these premises are as those submitted with the application. A copy of which is held by Leeds City Council licensing authority.

Plans submitted with the application for a grant of a premises licence dated 22.02.2019. Drawing Number LON/01.