

Halton News, 5 Irwin Approach, Leeds, LS15 0DW

Application for a new premises licence

Operating schedule/proposed licence conditions

This is well established business operating as a general convenience store selling a range of goods including newspapers, magazines, groceries, soft drinks, cigarettes, dairy goods, snacks, confectionery, etc.

The proposed alcohol sales would allow the business to develop and offer the complete all-round convenience service. The focus of the shop will continue as a general convenience store with the proposed alcohol sales just being a part of the overall business.

A detailed and robust operating schedule is proposed to promote the licensing objectives;

Prevention of crime and disorder

A suitable CCTV system shall be operational at the premises when licensable activities are being carried out. The CCTV shall cover the public area and cover the entrance and exit/s.

The CCTV shall be of a satisfactory resolution quality which will enable the identification of persons and activities and contain the correct time and date stamp information. It shall have sufficient storage retention capacity for a minimum of 28 days continuous footage.

The CCTV footage shall be controlled and kept in a secure environment to prevent tampering or unauthorised viewing.

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, any CCTV footage, as requested, will be downloaded as soon as practicable or secured to prevent any overwriting. The CCTV footage material will be supplied, on request, to an authorised officer, as soon as reasonably practicable.

The CCTV system 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.

All staff selling alcohol will be authorised in writing to sell alcohol. This record shall include the contact details for the DP, be kept in the shop and be made available to an authorised officer for inspection.

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.

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.

A notice advising customers of the refusals policy shall be on display.

A notice telling customers not to drink alcohol in the street shall be on display.

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.

Public safety

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.

The PLH/DPS shall comply with other legislative requirements to ensure that the shop is safe for customers and staff.

Prevention of public nuisance

A notice(s) requesting customers to leave quietly shall be on display in a prominent place close to the exit.

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

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

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 card carrying a PASS logo.

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.

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.

NOTE TO RESPONSIBLE AUTHORITIES - IF YOU HAVE ANY QUERIES OR COMMENTS ON THESE PROPOSALS, PLEASE CONTACT [REDACTED] [REDACTED] TO DISCUSS FURTHER, PRIOR TO MAKING ANY REPRESENTATIONS.