Application for a premises licence to be granted under the Licensing Act 2003

Please read the following instructions first

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.

/We Eri Red Sea Ltd (Insert name(s) of applicant) upply 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 addres	s of premises or, if none	, ordnance survey	map reference	e or description			
Eri Red Sea 97 Roundhay	Road						
Post town	Leeds		Postcode	LS8 5AQ			
Telephone nu	mber at premises (if						
Non-domestic premises	Non-domestic rateable value of						
Part 2 - Applic Please state whappropriate	ant details nether you are applying f	or a premises licer	nce as PI	ease tick as			

a)	an	ndividual or individuals * please complete section (A)			
b)	ар	erson other than an individual *			
	i	as a limited company/limited liability partnership		please complete section (B)	
	ii	as a partnership (other than limited liability)		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 in Wales	please complete section (B)
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England	please complete section (B)
h)	the chief officer of police of a police force in England and Wales	please complete section (B)

^{*} If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or \surd
- 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 na	nmes	
Date of bir	th	I am 18 years	old or ove	r Please tick	yes
Nationality	•				
Current residential address if different from premises address					
Post town				Postcode	
Daytime co	ontact telep	hone			
E-mail add (optional)	ress				

work checki	ng servic	demonstrating a ce), the 'share co for information)						to
Second indi	ividual a	applicant (if app	licable)				
Mr	Mrs	Miss	١	Иs		ner Title example, v)		
Surname				First na	ame	S		
Date of birt	h		I am 1	8 years o	old	Plea	ase tick yes	
Nationality								
Current resi address if d from premis address	ifferent							
Post town						Postcode		
Daytime co	ntact tel	lephone						
E-mail addi	ress							
work checki	ng servic	demonstrating a ce), the 'share co for information)						to
appropriate other joint ve	de name please g enture (d	s e and registered live any register other than a boo ty concerned.	ed nu	mber. İr	the	case of a p	artnership o	r
Name Eri F	Red Sea	Ltd						

Address	
97 Roundhay Road, Leeds, England, LS8 5AJ	
Registered number (where applicable)	
13436934	
Description of applicant (for example, partnership, company, unincassociation etc.)	orporated
Company	
Telephone number (if any)	
E-mail address (optional)	
Part 3 Operating Schedule	
When do you want the premises licence to start? DD 2 3	MM YYYY 3 0 3 2 0 2 3
If you wish the licence to be valid only for a limited period, when do you want it to end?	MM YYYY
Please give a general description of the premises (please read gui	dance note 1)
Convenience store with off licence	
If 5,000 or more people are expected to attend the premises	
at any one time, please state the number expected to attend.	
What licensable activities do you intend to carry on from the premise	es?
(please see sections 1 and 14 and Schedules 1 and 2 to the Licensi	ng Act 2003)
Provision of regulated entertainment (please read guidance note 2)	Please tick all that apply

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)	performances 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 late night refreshment (if ticking yes, fill in box I)	
Supply of alcohol (if ticking yes, fill in box J)	√

In all cases complete boxes K, L and M

Α

	ard days		Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
timings (please read guidance note 7)			(produce road gardanies riete e)	Outdoors	
Day	Start	Finis h		Both	
Mon			Please give further details here (please read)	ad guidance n	ote
Tue					
Wed			State any seasonal variations for perform (please read guidance note 5)	ing plays	
Thur					
Fri			Non standard timings. Where you intend premises for the performance of plays at to those listed in the column on the left, p	different time	<u>es</u>
Sat			(please read guidance note 6)		
Sun					

В

	Standard days and timings (please read		Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
guidance note 7)			(produce road gardanies riete e)	Outdoors	
Day	Start	Finis h		Both	
Mon			Please give further details here (please read)	ad guidance n	ote
Tue					
Wed			State any seasonal variations for the exhibit (please read guidance note 5)	bition of film	<u>s</u>
Thur					
Fri			Non standard timings. Where you intend premises for the exhibition of films at different those listed in the column on the left, please	erent times t	
Sat			read guidance note 6)		
Sun					

C

events Standa timings	Indoor sporting events Standard days and timings (please read guidance note 7)		Please give further details (please read guidance note 4)
Day	Start	Finis h	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 5)
Wed			
Thur			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please
Fri			read guidance note 6)
Sat			
Sun			

D

entert	g or wre ainment	s	Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please	Indoors	
Standard days and timings (please read guidance note 7)		read	read guidance note 3)	Outdoors	
Day	Start	Finis h		Both	
Mon			Please give further details here (please read)	ad guidance n	ote
Tue					
Wed			State any seasonal variations for boxing of	or wrestling	
			entertainment (please read guidance note 5		
Thur					
Fri			Non standard timings. Where you intend	to use the	
			premises for boxing or wrestling entertain	nment at	
			different times to those listed in the colum	<u>nn on the left</u>	· .
Sat			please list (please read guidance note 6)		
	1				
Sun					

Ε

Live music Standard days and timings (please read			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
	nce note		(produce road gardanies rists of	Outdoors	
Day	Start	Finis h		Both	
Mon			Please give further details here (please read)	ad guidance n	ote
Tue					
Wed			State any seasonal variations for the performusic (please read guidance note 5)	ormance of li	ive_
Thur					
Fri			Non standard timings. Where you intend premises for the performance of live musi times to those listed in the column on the	c at differen	
Sat			(please read guidance note 6)		
Sun					

F

Recorded music Standard days and timings (please read		and	Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
guidar	nce note	7)		Outdoors	
Day	Start	Finis h		Both	
Mon			Please give further details here (please read)	ad guidance n	ote
Tue					
Wed			State any seasonal variations for the play music (please read guidance note 5)	ing of record	<u>led</u>
Thur					
Fri			Non standard timings. Where you intend premises for the playing of recorded mus times to those listed in the column on the	ic at differen	
Sat			(please read guidance note 6)		
Sun					

G

Performances of dance Standard days and			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
timing	timings (please read guidance note 7)		(produce road gardaniec riete e)	Outdoors	
Day	Start	Finis h		Both	
Mon			Please give further details here (please read)	ad guidance n	ote
Tue					
Wed			State any seasonal variations for the performance (please read guidance note 5)	ormance of	
Thur					
Fri			Non standard timings. Where you intend premises for the performance of dance at to those listed in the column on the left, p	different tim	<u>es</u>
Sat			(please read guidance note 6)		
Sun					

Н

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of enter be providing	tainment you	will
Day	Start	Finis h	Will this entertainment take place indoors or outdoors or both – please	Indoors	
Mon			tick (please read guidance note 3)	Outdoors	
				Both	
Tue			Please give further details here (please read)	ad guidance r	ote
Wed					
Thur			State any seasonal variations for entertain similar description to that falling within (e) (please read guidance note 5)		
Fri					
Sat			Non standard timings. Where you intend premises for the entertainment of a simila that falling within (e), (f) or (g) at different listed in the column on the left, please list guidance note 6)	r description times to the	se
Sun					

I

Late night refreshment Standard days and		and	Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please	Indoors	
timing	timings (please read guidance note 7)		read guidance note 3)	Outdoors	
Day	Start	Finis h		Both	
Mon			Please give further details here (please rea	ad guidance n	ote
			4)		
Tue					
Wed			State any seasonal variations for the prov		
			night refreshment (please read guidance no	ote 5)	
Thur					
Fri			Non standard timings. Where you intend		
			premises for the provision of late night re different times, to those listed in the colur		
Sat			please list (please read guidance note 6)		
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)		and read	Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	
guidai	ice note	'')		premises	
Day	Start	Finish		Both	
Mon	09:00	20:30	State any seasonal variations for the sum (please read guidance note 5)	upply of alco	hol
Tue	09:00	20:30			
Wed	09:00	20:30			
Thur	09:00	20:30	Non standard timings. Where you interpremises for the supply of alcohol at dithose listed in the column on the left, p	fferent times	-
Fri	09:00	22:00	(please read guidance note 6)		
Sat	09:00	22:00			
Sun	09:00	20:30			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name	Samson Ukubamicael			
Date of birt	th			
Address				
Postcode				
Personal lie TBA	cence number (if known)			
Issuing lice TBA	Issuing licensing authority (if known) TBA			

Κ

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 9).

N/A

L

open to Standa timings	premison to the put ard days so (please note	u blic and read	State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	09:00	20:30	
Tue	09:00	20:30	
Wed	09:00	20:30	
			Non standard timings. Where you intend the premises
Thur	09:00	20:30	to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)
Fri	09:00	22:00	
Sat	09:00	22:00	
Sun	09:00	20:30	

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)
Please see attached
b) The prevention of crime and disorder
As above
c) Public safety
As above
d) The prevention of public nuisance
As above

e) The protection of children from harm

M

As above			

Checklist:

Please tick to indicate agreement

	I have made or enclosed payment of the fee.	2/
		N . I
	I have enclosed the plan of the premises.	7
•	I have sent copies of this application and the plan to responsible authorities and others where applicable (submitted online – licensing to circulate)	V
•	I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. (to follow)	
•	I understand that I must now advertise my application.	$\sqrt{}$
•	I understand that if I do not comply with the above requirements my application will be rejected. [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).	V

It is an offence, under Section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

It is an offence under Section 24b of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status. Those who employ an adult without leave or who is subject to conditions as to employment will be liable to a civil penalty under section 15 of the Immigration, Asylum and Nationality Act 2006 and pursuant to Section 21 of the same act, will be committing an offence where they do so in the knowledge, or with reasonable cause to believe, that the employee is disqualified.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Declaration	[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence
-------------	---

	will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).
	The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	22 February 2023
Capacity	Solicitors for the Applicant
Signature	ase state in what capacity.
Date	
Capacity	
	•
	(where not previously given) and postal address for correspondence th this application (please read guidance note 14)
Joanna Onisif Ince Gordon I 2 Leman Stre	Dadds LLP
Post town	London Postcode E1 8QN
Telephone nu	mber (if any)
If you would p	refer us to correspond with you by e-mail, your e-mail address (optional)

Notes for Guidance

- Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
- 2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i)

the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.

- Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
- 3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
- 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
- 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
- 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
- 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.

- 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
- 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
- 10. Please list here steps you will take to promote all four licensing objectives together.
- 11. The application form must be signed.
- 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
- 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
- 14. This is the address which we shall use to correspond with you about this application.
- 15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:
- A licence may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:
 - does not have the right to live and work in the UK; or
 - is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

They do this in one of two ways:

- by providing with this application, copies or scanned copies of the documents which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.
- 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Home Office online right to work checking service.

As an alternative to providing a copy of original documents, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their share code (provided to them upon accessing the service at https://www.gov.uk/prove-right-to-work) which, along with the applicant's date of birth, will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copies of documents as set out above.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Eri Red Sea, 79 Roundhay Road, Leeds, LS8 5AQ

Background Information

The Premises is located within Gipton / Harehills which an area of concern for the council as life expectancy is lower due to various factors including obesity and alcohol consumption. The council policy raises concerns in regard to the wide availability of alcohol in convenience stores, corner shops and off licences together with mental health or alcohol problems including easily obtaining alcohol or those who are already intoxicated to obtain more alcohol. There is also concern on pack size super strength white cider being sold which leads to people with alcohol dependency to drink more. Harehills falls within the cumulative impact zone where there is a rebuttable presumption against the grant of applications, unless the Applicant can demonstrate that there will be no negative cumulative impact on one or more of the licensing objectives.

The proposed new premises licence application relates to a convenience store selling products for domestic use including food and laundry products. The Operator wishes to offer the sale of alcohol for consumption off the premises. Whilst there are concerns in relation to these types of premises, the premises are not alcohol led and the Applicant is only proposing that not more than 25% of the sales area be used for the sale or display of alcohol, which is reflected by the conditions proposed.

The proposed hours for licensable activities are 09:00-20:30 Sunday to Thursday and 09:00-22:00 Friday and Saturday, which are not controversial. The Applicant wishes to cater to customer demand and for those customers who would usually attend alternative premises to purchase alcohol. The Applicant will not be selling super strength white cider, as reflected by the conditions proposed. Various additional conditions are being proposed to uphold the licensing objectives, as set out below.

Proposed Conditions

- 1. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Police Licensing Team.
 - (a) All entry and exit points will be covered enabling frontal identification of every person entering in any light condition.
 - (b) The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises and will include the external area immediately outside the premises entrance.
 - (c) All recordings shall be stored for a minimum period of 31 days with date and time stamping.
 - (d) Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31-day period.
- A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with minimum of delay when requested.
- 3. All sales of alcohol for consumption off the premises shall be in sealed containers only, and shall not be consumed on the premises.

- 4. No super-strength beer, lagers, ciders or spirit mixtures of 5.5% ABV (alcohol by volume) or above shall be sold at the premises, except for premium beers and ciders supplied in glass bottles and cans.
- 5. No single cans or bottles of beer or cider or spirit mixtures shall be sold at the premises.
- 6. No more than 25% of the sales area shall be used at any one time for the sale, exposure for sale, or display of alcohol.
- 7. All tills shall automatically prompt staff to ask for age verification identification when presented with an alcohol sale.
- 8. A Challenge 21 or Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
- 9. A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record shall be available for inspection at the premises by the police or an authorised officer of the Council at all times whilst the premises is open.
- 10. An incident log shall be kept at the premises, and made available on request to an authorised officer of the Council or the Police. It must be completed within 24 hours of the incident and will record the following:
 - a) all crimes reported to the venue
 - b) all ejections of patrons
 - c) any complaints received concerning crime and disorder
 - d) any incidents of disorder
 - e) all seizures of drugs or offensive weapons
 - f) any faults in the CCTV system, searching equipment or scanning equipment
 - g) any refusal of the sale of alcohol
 - h) any visit by a relevant authority or emergency service.
- 11. All staff will be trained in the law and their responsibility in selling alcohol. A record of the training will be made available for inspection upon request made to the premises licence holder from an authorised officer of a relevant authority.