



City of Westminster

Committee Agenda

Title: **Licensing Sub-Committee (4)**

Meeting Date: **Thursday 28th July, 2016**

Time: **10.00 am**

Venue: **Rooms 5, 6 & 7 - 17th Floor, Westminster City Hall, 64 Victoria Street, London, SW1E 6 QP**

Members: **Councillors:**

Jean Paul Floru (Chairman)
Susie Burbridge
Louise Hyams

Members of the public are welcome to attend the meeting and listen to the discussion Part 1 of the Agenda

Admission to the public gallery is by ticket, issued from the ground floor reception at City Hall from 9.00am. If you have a disability and require any special assistance please contact the Committee Officer (details listed below) in advance of the meeting.



An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. If you require any further information, please contact the Committee Officer, Jonathan Deacon.

**Email: jdeacon@westminster.gov.uk Tel: 020 7641 2783
Corporate Website: www.westminster.gov.uk**

Note for Members: Members are reminded that Officer contacts are shown at the end of each report and Members are welcome to raise questions in advance of the meeting. With regard to item 2, guidance on declarations of interests is included in the Code of Governance; if Members and Officers have any particular questions they should contact the Head of Legal & Democratic Services in advance of the meeting please.

AGENDA

PART 1 (IN PUBLIC)

1. MEMBERSHIP

To report any changes to the membership.

2. DECLARATIONS OF INTEREST

To receive declarations by Members and Officers of any personal or prejudicial interests in matters on this agenda.

Licensing Applications for Determination

1. FITZROVIA CHAPEL, 2 PEARSON SQUARE W1

(Pages 1 - 22)

App No	Ward / Cumulative Impact Area	Site Name and Address	Application	Licensing Reference Number
1.	West End / not in cumulative impact area	Fitzrovia Chapel, 2 Pearson Square, W1	New	16/05187/LIPN

2. COTE, UNIT 7, 98 WESTBOURNE GROVE W2

(Pages 23 - 70)

App No	Ward / Cumulative Impact Area	Site Name and Address	Application	Licensing Reference Number
2.	Bayswater / Bayswater Cumulative Impact Area	Cote, Unit 7, 98 Westbourne Grove, W2	Variation	16/05066/LIPV

3. VICTORIA NEWS, 87 VICTORIA STREET SW1

(Pages 71 - 182)

App No	Ward / Cumulative Impact Area	Site Name and Address	Application	Licensing Reference Number
3.	St James's / not in cumulative impact area	Victoria News, 87 Victoria Street SW1	New	16/04130/LIPN

4. BLUSH, BASEMENT, 37 DUKE STREET W1

(Pages 183 - 206)

App No	Ward / Cumulative Impact Area	Site Name and Address	Application	Licensing Reference Number
4.	Marylebone High Street / not in cumulative impact area	Blush, Basement, 37 Duke Street, W1	Variation	16/03487/LIPV

**Charlie Parker
Chief Executive
22 July 2016**

In considering applications for premises licences under the Licensing Act 2003, the sub-committee is advised of the following:

POLICY CONSIDERATIONS

The City of Westminster statement of licensing policy applies to all applications where relevant representations have been made. The Licensing Sub-Committee is required to have regard to the City of Westminster statement of Licensing Policy and the guidance issued by the Secretary of state under Section 182 of the Licensing Act 2003.

GUIDANCE CONSIDERATIONS

The Licensing Authority is required to have regard to any guidance issued by the Secretary of State under the Licensing Act 2003.

LIVE MUSIC ACT 2012

The Live Music Act amends the Licensing Act 2003 by:

- removing the licensing requirement for amplified live music taking place between 8am and 11pm before audiences of no more than 200 persons on premises authorised by a premises licence or club premises certificate to supply alcohol for consumption on the premises (at a time when those premises are open for the purposes of being used for the supply of alcohol for consumption on the premises), subject to the right of a licensing authority to impose conditions about live music following a review of a premises licence or club premises certificate
- removing the licensing requirement for amplified live music taking place between 8am and 11pm before audiences of no more than 200 persons in workplaces not otherwise licensed under the 2003 Act (or licensed only for the provision of late night refreshment)
- removing the licensing requirement for unamplified live music taking place between 8am and 11pm in any place, subject to the right of a licensing authority to impose conditions about live music following a review of a premises licence or club premises certificate relating to premises authorised to supply alcohol for consumption on the premises
- removing the licensing requirement for the provision of entertainment facilities
- widens the licensing exemption for live music that is integral to a performance of Morris dancing or dancing of a similar type, so that the exemption applies to both live or recorded music instead of just unamplified live music in that instance.

CORE HOURS WHEN CUSTOMERS ARE PERMITTED TO BE ON THE PREMISES

(As set out in the Council's Statement of Licensing Policy 2011)

- For premises for the supply of alcohol for consumption on the premises:

Friday and Saturday: 10:00 to midnight

Sundays immediately prior to Bank Holidays: Midday to midnight

Other Sundays: Midday to 22:30

Monday to Thursday: 10:00 to 23:30.

- For premises for the supply of alcohol for consumption off the premises:

Monday to Saturday: 08:00 to 23:00

Sundays: 10:00 to 22:30.

- For premises for the provision of other licensable activities:

Friday and Saturday: 09.00 to midnight

Sundays immediately prior to Bank Holidays: 09.00 to midnight

Other Sundays: 09.00 to 22.30

Monday to Thursday: 09.00 to 23.30.

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Item No:	
Date:	28 th July 2016
Licensing Ref No:	16/05187/LIPN - New Premises Licence
Title of Report:	Fitzrovia Chapel 2 Pearson Square London W1T 3BF
Report of:	Director of Public Protection and Licensing
Wards involved:	West End
Policy context:	City of Westminster Statement of Licensing Policy
Financial summary:	None
Report Author:	Mr Darren O'Leary Senior Licensing Officer
Contact details	Telephone: 02076417824 Email: doleary@westminster.gov.uk

1. Application

1-A Applicant and premises			
Application Type:	New Premises Licence, Licensing Act 2003		
Application received date:	19 th May 2016		
Applicant:	The Fitzrovia Chapel Foundation		
Premises:	Fitzrovia Chapel		
Premises address:	2 Pearson Square London W1T 3BF	Ward:	West End
		Cumulative Impact Area:	None
Premises description:	The premises is a Chapel of the former Middlesex Hospital, which has recently been refurbished. It is run by the Fitzrovia Chapel Foundation for the benefit of the community, for cultural activities, as a performance venue, as well as being available for private hire.		
Premises licence history:	New Premises Licence Application.		
Applicant submissions:	None.		

1-B Proposed licensable activities and hours							
Plays, Films, Live Music, Recorded Music, Performance of dance and Anything of similar description to the fallings within (e), (f) or (g) (Above):				Indoors, outdoors or both			Indoors
Day:	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Start:	10:00	10:00	10:00	10:00	10:00	10:00	10:00
End:	23:00	23:00	23:00	23:00	23:00	23:00	22:30
Seasonal variations/ Non-standard timings:		Sundays before Bank Holidays: 10:00 - 23:00					

Sale by retail of alcohol				On or off sales or both:			Both
Day:	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Start:	10:00	10:00	10:00	10:00	10:00	10:00	12:00
End:	23:00	23:00	23:00	23:00	23:00	23:00	22:30
Seasonal variations/ Non-standard timings:		Sundays before Bank Holidays: 10:00 - 23:00					

Hours premises are open to the public							
Day:	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Start:	07:30	07:30	07:30	07:30	07:30	07:30	07:30
End:	23:30	23:30	23:30	23:30	23:30	23:30	23:00
Seasonal variations/ Non-standard timings:		Sundays before Bank Holidays: 07:30 - 23:30					
Adult Entertainment:		None.					

2. Representations

2-A Responsible Authorities	
Responsible Authority:	Metropolitan Police
Representative:	PC Reaz Guerra
Received:	15 th June 2016
<p>Application for a New Premises Licence – Fitzroy Chapel, 2 Pearson Square, London W1T 3BF</p> <p>With reference to the above application, I am writing to inform you that the Metropolitan Police, as a Responsible Authority, will be objecting to this application as it is our belief that if granted the application would undermine the Licensing Objectives.</p> <p>It is for this reason that we are objecting to the application.</p>	
Responsible Authority:	Environmental Health Department
Representative:	Mr David Nevitt
Received:	16 th June 2016
<p>The Fitzrovia Chapel, 2 Pearson Square, W1</p> <p>I refer to the above application which seeks a Premises Licence to include the following Licensable activities:</p> <p>Regulated Entertainment – <i>Plays, Films, live Music, Recorded Music, Dance, and anything of a Similar Nature</i> Monday to Saturday 1000hrs-2300hrs, Sunday 1000hrs-2230hrs (and to 2300hrs on Sundays before Bank Holidays);</p> <p>The Supply of Alcohol 'On' and 'Off' the premises 1000hrs-2300hrs Monday to Saturday, and 1200hrs-2230hrs on Sunday (and 1000hrs-2300hrs on Sundays before bank Holidays).</p>	

The applicant has proposed Conditions which are under consideration.

I wish to make Representations on the following grounds:

Representation is made in relation to the application, as the proposals are likely to increase Public Nuisance and may impact upon Public Safety.

2-B Other Persons	
Name:	Mrs Maggie Law
Address and/or Residents Association:	22 Selborne Road Southgate London N14 7DH
Received:	23 rd May 2016
<p>This beautiful tranquil chapel that provided a space for quiet contemplation and prayer for thousands of patients, relatives and medical staff of The Middlesex Hospital is not an appropriate place for drinking, dancing and the playing of loud music.</p> <p>As a former nurse of the hospital I find it offensive that this is being considered and register my total opposition.</p>	
Name:	Mrs lulu Zorkol
Address and/or Residents Association:	1 Emerson Apartments Chadwell Lane London n8 7rf
Received:	26 th May 2016
<p>I object to the afore mentioned license requests for The Middlesex Hospital Chapel. It was a place of prayer worship and commemoration for many people over the years and it is unseemly that it future should be of music and dancing.</p>	
Name:	Mr Linus Rees
Address and/or Residents Association:	Fitzrovia Neighbourhood Association 39 Tottenham Street London W1T 4RX
Received:	15 th June 2016
<p>Many former staff, patients and visitors to The Middlesex Hospital have expressed dismay that The Middlesex Hospital Chapel (referred to as The Fitzrovia Chapel in this application) is to become an entertainment venue.</p>	

This beautiful chapel still remains a special and sacred space because it provided a space for quiet contemplation and prayer for thousands of patients, relatives and medical staff of The Middlesex Hospital. As such it is not an appropriate place for drinking, dancing and the playing of loud music, and many find the prospect of this offensive.

However, we recognise the above comments are not within the four licensing objectives.

Our association nevertheless does also consider the proposals in this application to be a cause for concern with regard to the "prevention of public nuisance".

In this respect we are concerned about the numbers of people entering and leaving the premises and the noise nuisance caused by this and that this application represents an accumulation of licensed activities at Pearson Square (aka Fitzroy Place).

Firstly we are concerned about people arriving and leaving in the evenings after the hours of controlled parking in the area. Drivers frequently circulate the streets looking for a parking space and this causes pollution from noise and exhaust fumes.

We request that a condition is added to prevent any advertisement or advice encouraging on street parking outside the hours of control.

We welcome the applicants proposed conditions but would like to add the following:

Smokers should only be directed to the designated smoking area within Pearson Square.

Patrons be directed to enter and leave via Mortimer Street to prevent motor vehicles picking up and setting down in Riding House Street, Cleveland Street and Nassau Street. Reason: to preserve the residential amenity of these streets.

No deliveries to take place before 10am on a Sunday.

Name:	Mrs Georgina Connor
Address and/or Residents Association:	8 North Road Holsworthy EX22 6HB
Received:	9 th June 2016

I understand my opinion may not fall into the category considered valid for objecting to the granting of an alcohol sales licence. However, as a nurse who trained at The Middlesex Hospital, I would like to express my dismay that what still remains to me a sacred space, and was used as such by patients and staff of The Middlesex, may be granted a licence to sell alcohol. It seems utterly inappropriate for such a building.

Name:	Mrs Janet Norton
Address and/or Residents Association:	47 Macklands Way Rainham ME87PF
Received:	24 th May 2016
<p>This chapel has been kept despite the demolition of the hospital. It is important to generations with an interest in the Middlesex Hospital. To grant a licence in this way surely defeats the whole rationale for its preservation.</p>	
Name:	Mrs Paula Meldrum
Address and/or Residents Association:	16 Mursley Road Swanbourne MK170SH
Received:	23 rd May 2016
<p>This was a chapel! It was a place of refuge after quite literally life and death situations. Have some respect.</p>	
Name:	Mrs Elaine Napier
Address and/or Residents Association:	Rye Flatt Hall ko Combs High Peak SK239UY
Received:	23 rd May 2016
<p>As a former employee of both The Middlesex Hospital and its Medical School, I am appalled and wish to object most strongly to the proposal to sell alcohol in the former Middlesex Hospital Chapel, a place of worship. It is completely inappropriate to do so, lacks respect and smacks only of an interest in financial gain. Please do not allow this application.</p>	
Name:	Mrs Margaret Ivelaw-Chapman
Address and/or Residents Association:	14 Cotsmoor Granville Road St Albans AL1 5BW
Received:	28 th May 2016
<p>I really feel that you have gone too far in trying to turn this chapel in to a place of entertainment. I realise that you want to raise money for it's future upkeep but to sell alcohol and have dancing there is obscene.</p>	

3. Policy & Guidance

The following policies within the City Of Westminster Statement of Licensing Policy apply:	
Policy COMB1 applies	<p>(i) Where a premises proposes to operate as a combined use premises applications will be considered on their merits with regard to each of the relevant policies e.g. Policies CD1, PS1, PN1 CH1 CIP1 and HRS1.</p> <p>(ii) The Licensing Authority will take into account the current and proposed use of the premises when considering what weight is to be given to the relevant uses and policies.</p> <p>It will take into account what is the primary use of the premises, if any, and which licensable activities are proposed outside the core hours (see policy HRS1).</p> <p>(iii) It will consider any premises which include any pub or bar use or provide facilities for fast food and drink or for music and dancing primarily under the policies specific to those uses e.g. PB1&PB2, FFP1 & FFP2, MD1 & MD2.</p>
Policy HRS1 applies	<p>(i) Applications for hours within the core hours set out below in this policy will generally be granted, subject to not being contrary to other policies in the Statement of Licensing Policy.</p> <p>(ii) Applications for hours outside the core hours set out below in this policy will be considered on their merits, subject to other relevant policies.</p>
Policy MD1 applies	Applications will only be granted if it can be demonstrated that the proposal meets the relevant criteria in Policies CD1, PS1, PN1 and CH1.
Policy PB1 applies	Applications will only be granted if it can be demonstrated that the proposal meets the relevant criteria in Policies CD1, PS1, PN1 and CH1.
Policy PVC1 applies	Applications will generally be granted and reviews determined, subject to the relevant criteria in Policies CD1, PS1, PN1 and CH1.

4. Appendices

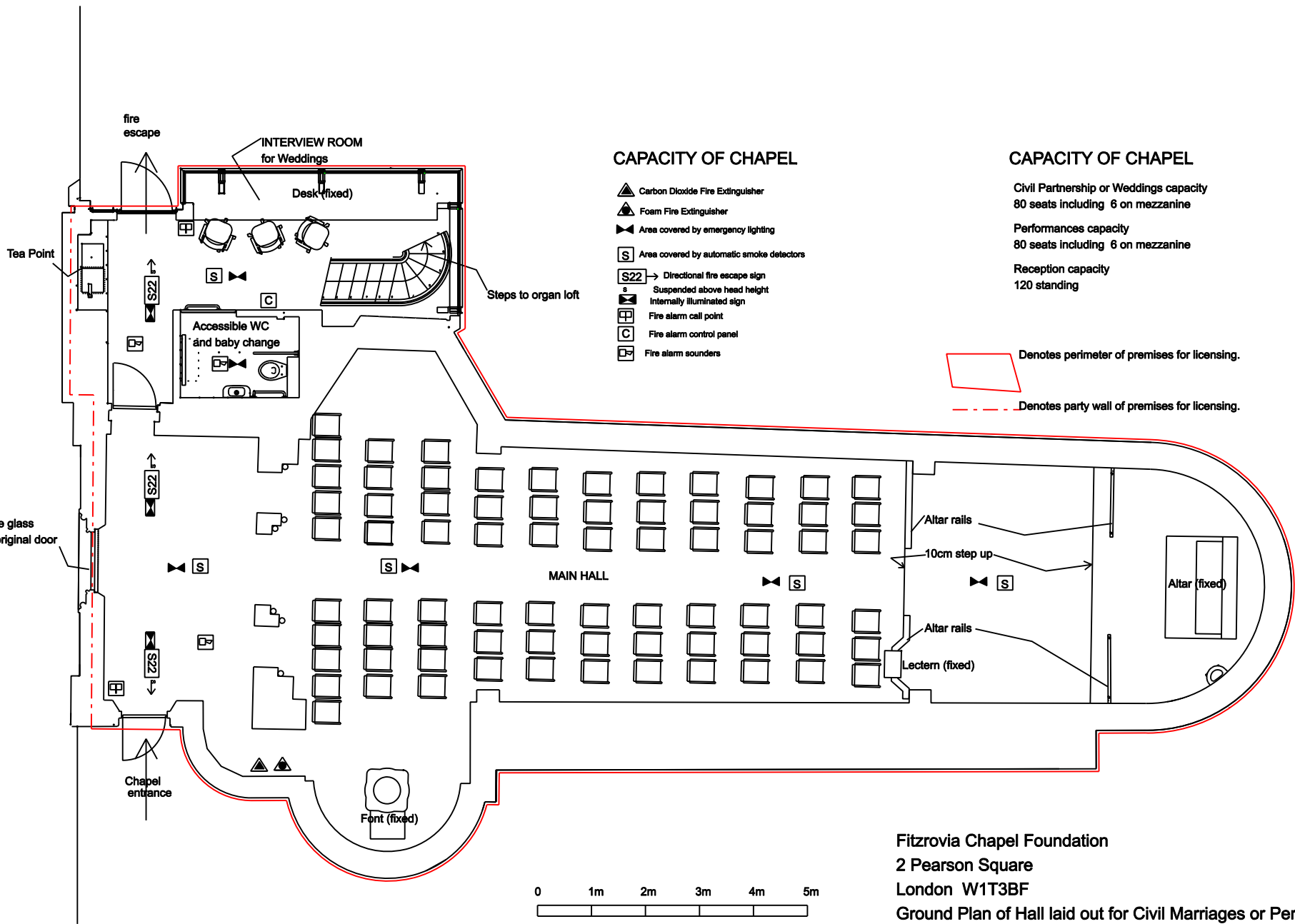
Appendix 1	Premises plans
Appendix 2	Applicant supporting documents
Appendix 3	Premises history
Appendix 4	Proposed conditions
Appendix 5	Residential map and list of premises in the vicinity

Report author:	Mr Darren O'Leary Senior Licensing Officer
Contact:	Telephone: 02076417824 Email: doleary@westminster.gov.uk

If you have any queries about this report or wish to inspect one of the background papers please contact the report author.

Background Documents – Local Government (Access to Information) Act 1972

1	Licensing Act 2003	N/A
2	City of Westminster Statement of Licensing Policy	7 th January 2016
3	Amended Guidance issued under section 182 of the Licensing Act 2003	March 2015
4	Application Form	19 th May 2016
5	Representation – Environmental Health	16 th June 2016
6	Representation – Metropolitan Police	15 th June 2016
7	Representation – Mrs Maggie Law	23 rd may 2016
8	Representation – Mrs lulu Zorkol	26 th May 2016
9	Representation – Mr Linus Rees	15 th June 2016
10	Representation – Mrs Georgina Connor	9 th June 2016
11	Representation – Mrs Janet Norton	24 th may 2016
12	Representation – Mrs Paula Meldrum	23 rd May 2016
13	Representation – Mrs Elaine Napier	23 rd May 2016
14	Representation – Mrs Margaret Ivelaw-Chapman	28 th May 2016



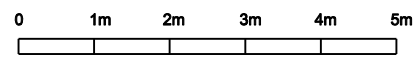
CAPACITY OF CHAPEL

- ▲ Carbon Dioxide Fire Extinguisher
- ▲ Foam Fire Extinguisher
- ▶ Area covered by emergency lighting
- S Area covered by automatic smoke detectors
- S22 → Directional fire escape sign
Suspended above head height
Internally illuminated sign
- Fire alarm call point
- C Fire alarm control panel
- Fire alarm sounders

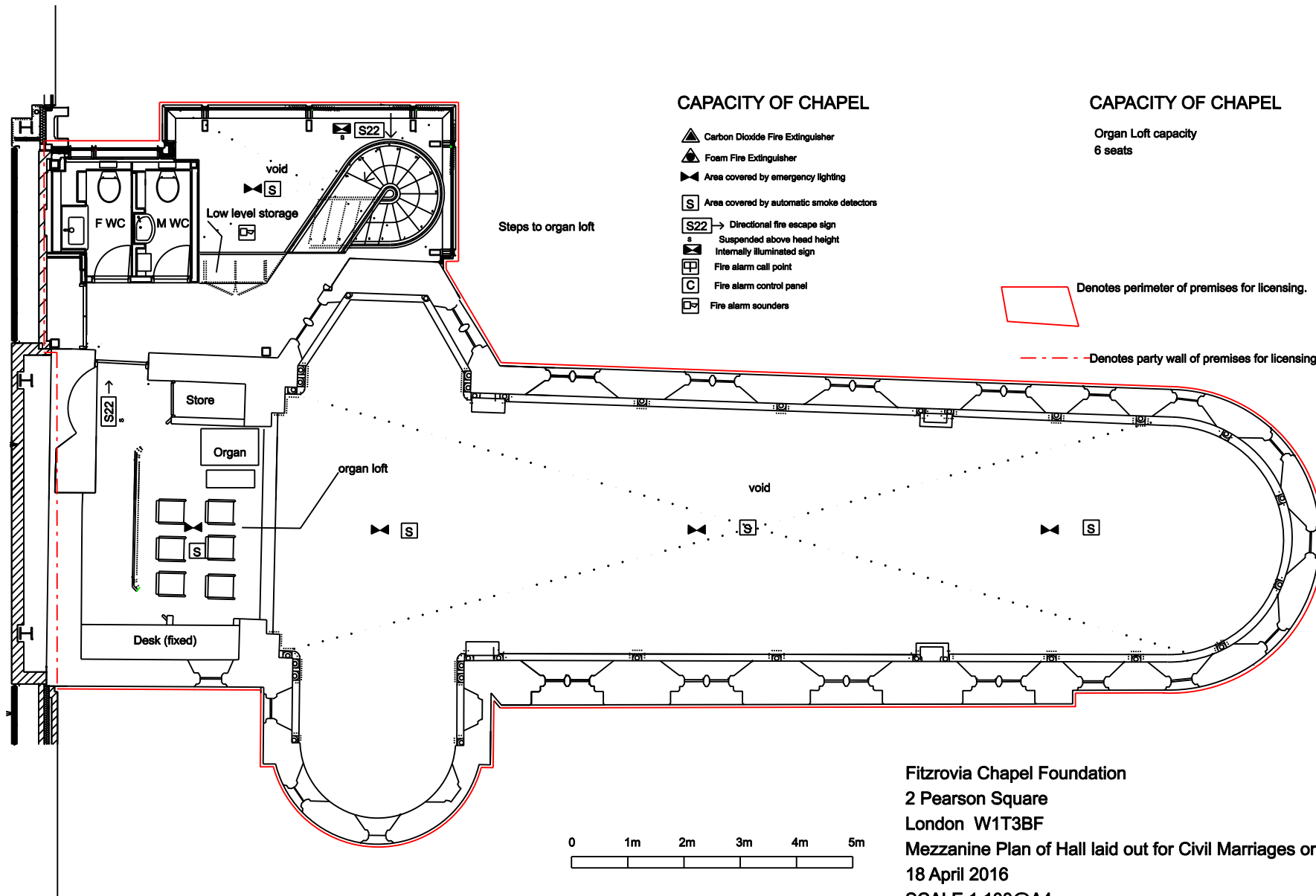
CAPACITY OF CHAPEL

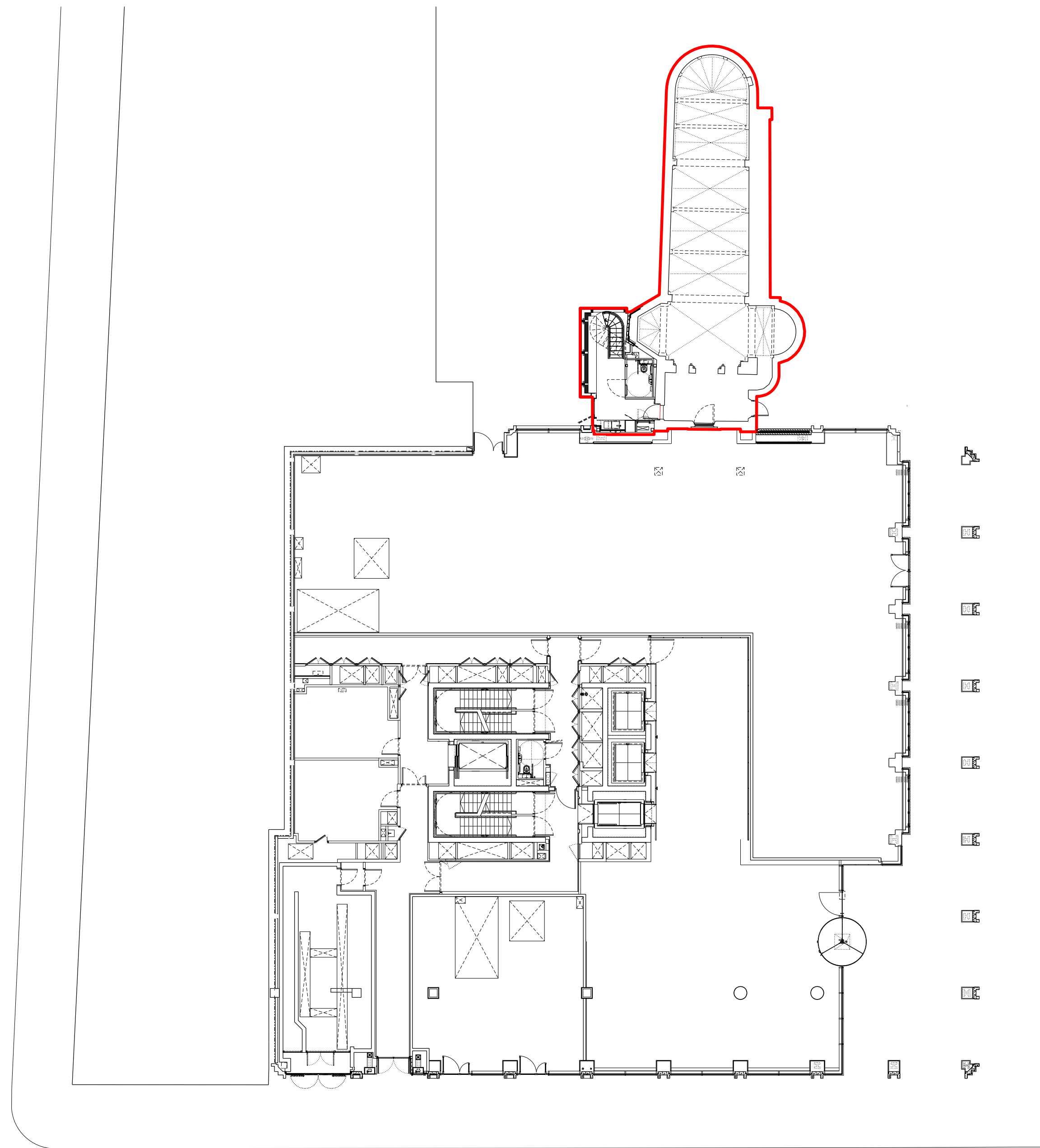
- Civil Partnership or Weddings capacity
80 seats including 6 on mezzanine
- Performances capacity
80 seats including 6 on mezzanine
- Reception capacity
120 standing

Denotes perimeter of premises for licensing.
 Denotes party wall of premises for licensing.

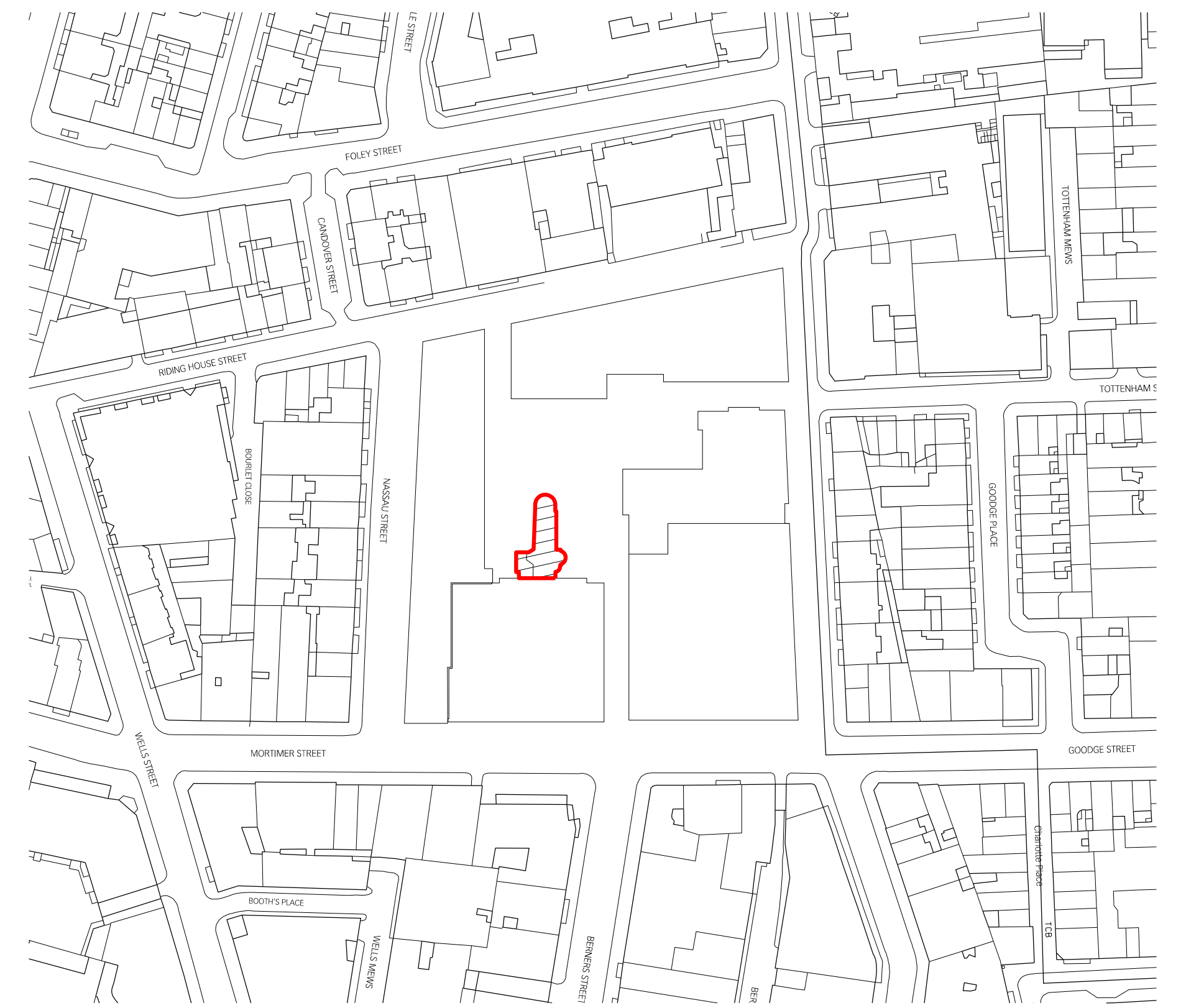
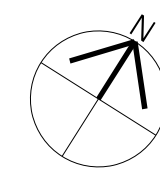
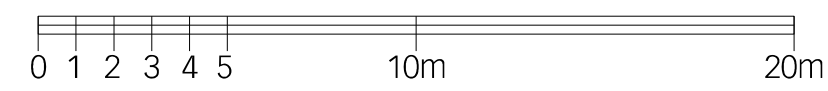


Fitzrovia Chapel Foundation
 2 Pearson Square
 London W1T3BF
 Ground Plan of Hall laid out for Civil Marriages or Performances
 18 April 2016
 SCALE 1:100@A4

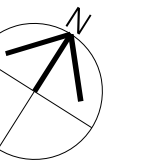
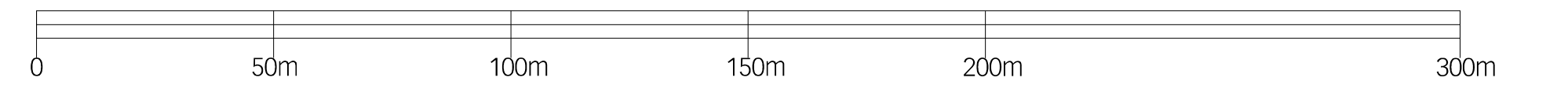




1 demise plan (1:200 @ A1 / 1:400 @A3)



2 location plan (1:1250 @ A1 / 1:2500 @A3)



rev date by chk revisions
- 05.11.14 AC BG First Issue

key plan

notes

All information, areas, dimensions and datum levels are subject to detailed survey, detailed design, investigative work and are indicative only. Do not scale from drawing.

architect

Lifschutz Davidson Sandilands

Island Studios, 22 St. Peter's Square, London W6 9NW. T +44 (0)20 8600 4800 F +44 (0)20 8600 4700 mail@lds-uk.com

project

FITZROY PLACE

drawing title

chapel
ground floor conveyance plan

client

exemplar

contractor

**Sir Robert
McALPINE**

scale at A1

var

scale at A3

var

drawn

AC

date

11.14

job no:

0864

status

CONSTRUCTION

drawing no:

LDS - G - CHAP - LS - 9071

rev

-

Licensing



Premises licence

Under section 17 of the Licensing Act 2003

We are now applying for the necessary permissions and licences to host civil marriages, performances and films. And, as part of the premises licence, we are also applying for a licence to sell alcohol.

The hours when we can open together with the uses to which the chapel can be put are prescribed in detail in the planning permission and in our 125 year lease with the owners.

Use
Planning class D, non-residential institutions and 'any other use which promotes or enhances the social, environmental or economic wellbeing of the community'.

All activities have to take place within the chapel building. The exterior of the building, Fitzroy Place, is not within the demise of the chapel.

Capacity
We have been advised, during a preliminary informal inspection, that numbers will be restricted to 80 people theatre style and 120 cocktail style.

Hours of opening
Restricted to 7.30am to 11.30 pm on Mondays to Sundays, Bank and Public Holidays. The event itself must end not later than 11pm.

The premises cannot be used for an event comprising more than 15 people before 10am.

Noise levels
Noise levels inside the building must not exceed 80dB measured as a 15 minute sample LAeq

Alcohol
Any sale of alcohol will be for consumption on the premises only.

Supervision
All events will be supervised by a member of staff or trained volunteer (responsible person)

The admission of children to any film will be in accordance with the films classification.

Civil Marriages and Partnerships
This will be subject to the same requirements and restrictions as the Premises Licence.

Uses for which we propose to seek permission are:

- Performance of dance
- Exhibition of a film
- Provision of facilities for making music
- Performance of live music
- Playing of recorded music
- Provision of facilities for entertainment of a similar description to making music or dancing
- Anything of a similar description to live music, recorded music, or performance of dance
- Performance of a play
- Private entertainment consisting of dancing, music or other entertainment of a like kind for consideration and with a view to profit
- Sale by retail of alcohol
- Provision of late night refreshments

Uses



Please use the consultation form to tell us what you would like to see happening in the chapel.

USES THAT MIGHT BE APPROPRIATE

Performances of the spoken word, chamber music, dance and musical recitals. max 80 audience, including a few restricted view seats.

Open for quiet contemplation

Discussion groups with audience

Presentations and film shows

Cocktail parties max 120

Secular ceremonies; baby naming, birthday and anniversary events, celebrations of honours, prize-givings and memorials

Occasional religious ceremonies, carol services, oratorios of any faith.

Daytime meetings, lunches, dinners - approx. 30

Marriages - we are applying for a wedding licence in order to be able to perform civil marriages and partnerships.

USES THAT MIGHT NOT BE APPROPRIATE

Sports, painting, or play of any kind

The room is not acoustically soundproofed from the outside, so very noisy or amplified music is not appropriate.

Catering facilities are minimal - so complicated hot food service is not appropriate.

Disco's and dancing (but performance of dance or ballet may be appropriate)

In keeping with the multi-faith traditions of a hospital chapel we are in the process of applying for a licence so that civil marriages and civil partnerships may be conducted here. Because of the law surrounding civil marriages, we are unable to host regular religious services at present.

Late night (after 11.30pm)

Early morning (before 10.00am, access will be restricted to 15 persons)

There is no licence or appeal history for the premises

CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE AND CONDITIONS PROPOSED BY A PARTY TO THE HEARING

When determining an application for a new premises licence under the provisions of the Licensing Act 2003, the licensing authority must, unless it decides to reject the application, grant the licence subject to the conditions which are indicated as mandatory in this schedule.

At a hearing the licensing authority may, in addition, and having regard to any representations received, grant the licence subject to such conditions which are consistent with the operating schedule submitted by the applicant as part of their application, or alter or omit these conditions, or add any new condition to such extent as the licensing authority considers necessary for the promotion of the licensing objectives.

This schedule lists those conditions which are consistent with the operating schedule, or proposed as necessary for the promotion of the licensing objectives by a responsible authority or an interested party as indicated. These conditions have not been submitted by the licensing service but reflect the positions of the applicant, responsible authority or interested party and have not necessarily been agreed

Mandatory Conditions

1. No supply of alcohol may be made at a time when there is no designated premises supervisor in respect of this licence.
2. No supply of alcohol may be made at a time when the designated premises supervisor does not hold a personal licence or the personal licence is suspended.
3. Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence.
4.
 - (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
 - (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to;
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or

less in a manner which carries a significant risk of undermining a licensing objective;

- (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
 - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
5. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
6. (1) 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.
- (2) 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.
- (3) 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.
7. The responsible person must ensure that—
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml;
 - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
 - (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

A responsible person in relation to a licensed premises means the holder of the premise licence in respect of the premises, the designated premises supervisor (if any) or any individual aged 18 or over who is authorised by either the licence holder or designated premises supervisor. For premises with a club premises certificate, any member or officer of the club present on the premises in a capacity that which enables him to prevent the supply of alcohol.

- 8(i) 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.
- 8(ii) For the purposes of the condition set out in paragraph 8(i) above -
- (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" means value added tax charged in accordance with the Value Added Tax Act 1994.
- 8(iii). Where the permitted price given by Paragraph 8(ii)(b) above 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.
- 8(iv). (1) Sub-paragraph 8(iv)(2) below applies where the permitted price given by Paragraph 8(ii)(b) above 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.

Conditions consistent with the operating schedule

9. The authorised person on duty will know where the CCTV cameras are located and how to contact the operators. This is will form part of the induction process for all paid and unpaid staff.
10. This premises must be able to provide a police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
11. The staff member will know who has access to the images via the on site security office of the Estate management. Any requests for CCTV images, either through viewing or footage recording will comply with the Data Protection Act.
12. No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
13. All windows and external doors shall be kept closed after 21:00 hours, or at any time when regulated entertainment takes place, except for the immediate access and egress of persons.
14. Whilst open for licensable activities notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
15. A direct telephone number for the duty manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity.
16. No waste or recyclable materials, including bottles, shall be moved, removed from or placed in outside areas between 23.00 hours and 08.00 hours on the following day.
17. The number of persons permitted in the premises at any one time (excluding staff) shall not exceed (X) persons.
18. No collections of waste or recycling materials (including bottles) from the premises shall take place between 23.00 hours and 08.00 hours on the following day.
19. Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks or glass containers with them.
20. No deliveries to the premises shall take place between 23.00 hours and 08.00 hours on the following day.
21. The licensable activities authorised by this licence and provided at the premises shall be ancillary to the main function of the building to encourage and secure access for community uses to the premises through liaison between the local community, the landlord and the tenant; to publicise and market facilities at the premises for community uses; and to ensure the future maintenance and upkeep of the premises.

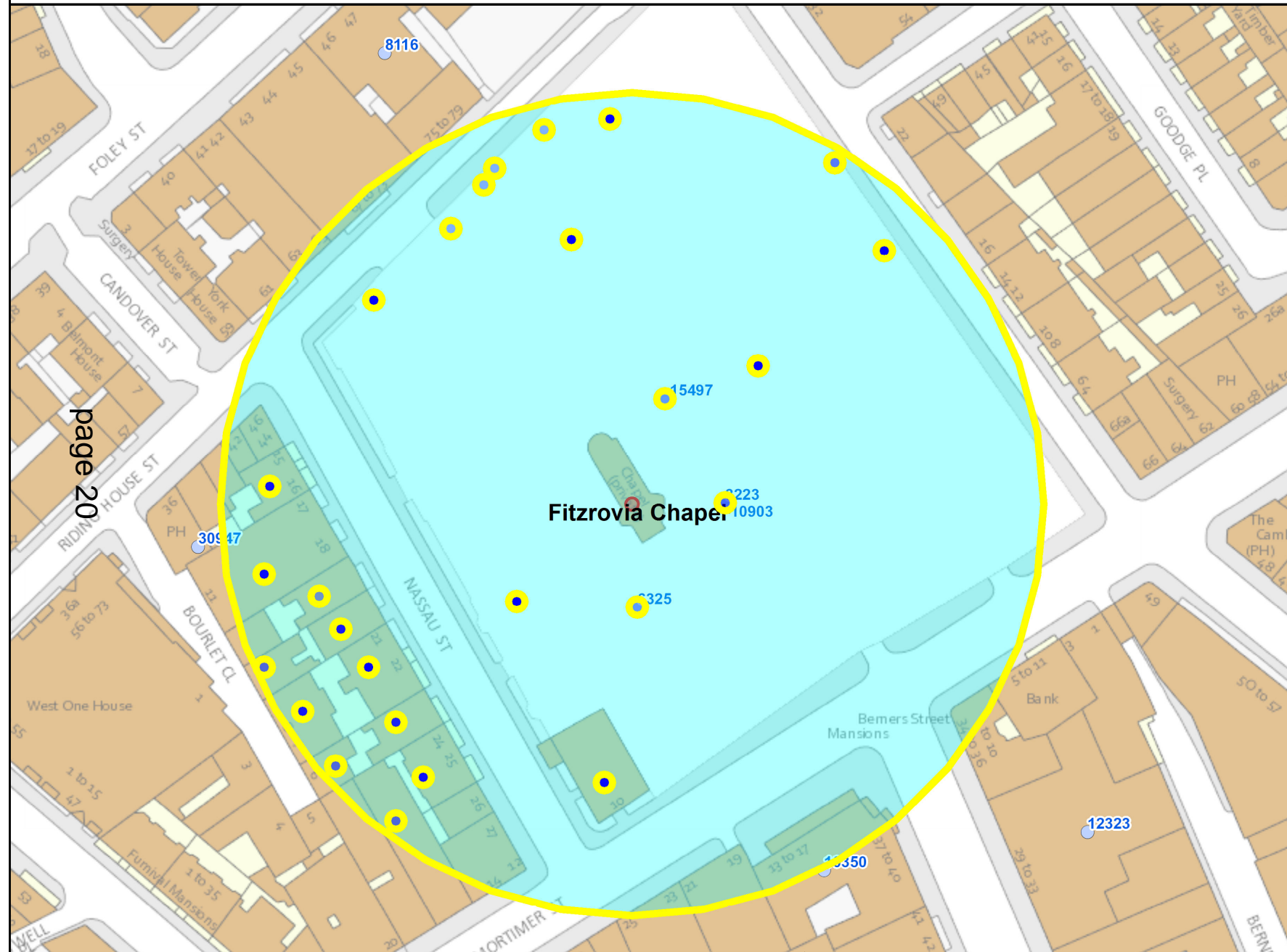
Conditions proposed by the police and agreed by the applicant

22. Patrons permitted to temporarily leave and then re-enter the premises, eg to smoke, shall not be permitted to take drinks or glass containers with them.

23. An incident log shall be kept at the premises, and made available on request to an authorised officer of the City Council or the Police, which 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
 - (g) any refusal of the sale of alcohol
 - (h) any visit by a relevant authority or emergency service.



Fitzrovia Chapel



page 20

Residential / Proposed Residential	308
Under Construction	
Other Uses	
Proportion Residential of all Uses	%AllUses%

10

 Meters

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Data Source: Uniform Database
 Date: 18/07/2016

Premises within 75 metres of: Fitzrovia Chapel, 2 Pearson Chapel, London, W1T 3BF

p / n	Name of Premises	Premises Address	Licensed Hours
3223	The Provider	Development Site At The Percy And Founders Off Mortimer Street London W1T 3BF	Monday to Saturday 07:00 - 22:00 Sunday 08:00 - 21:00
-15497	The Fitzroy Place Residential 'Club' Lounge	Pearson Square	Monday to Sunday 09:00 - 00:00
6325	The Percy And Founders	1 Pearson Square W1T 3BF	Monday to Saturday 07:30 - 00:00 Sundays before Bank Holidays 08:00 - 00:00 Sunday 08:00 - 23:00
-10903	The Larder	Development Site At The Percy And Founders Off Mortimer Street London W1T 3BF	Monday to Saturday 07:00 - 22:00 Sunday 08:00 - 21:00

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City of Westminster

Licensing Sub-Committee Report

Agenda Item 2

Item No:	
Date:	28 th July 2016
Licensing Ref No:	16/05066/LIPV - Premises Licence Variation
Title of Report:	Cote Unit 7 98 Westbourne Grove London W2 5RU
Report of:	Director of Public Protection and Licensing
Wards involved:	Bayswater
Policy context:	City of Westminster Statement of Licensing Policy
Financial summary:	None
Report Author:	Mr Darren O'Leary Senior Licensing Officer
Contact details	Telephone: 02076417824 Email: doleary@westminster.gov.uk

1. Application

1-A Applicant and premises			
Application Type:	Variation of a Premises Licence, Licensing Act 2003		
Application received date:	18 th May 2016		
Applicant:	Cote Restaurants Limited		
Premises:	Cote		
Premises address:	Unit 7 98 Westbourne Grove London W2 5RU	Ward:	Bayswater
		Cumulative Impact Area:	Bayswater
Premises description:	The premises operate as a French Brassiere restaurant.		
Variation description:	The application seeks to vary the premises licence to permit the sale and supply of alcohol both on and off the premises.		
Premises licence history:	This premise currently holds a premises licence (15/05402/LIPDPS) to provide retail by sale of alcohol and late night refreshment.		
Applicant submissions:	None.		

1-B Current and proposed licensable activities, areas and hours

Late night refreshment						
Indoors, outdoors or both			Current :		Proposed:	
			Indoors		No Change	
	Current Hours		Proposed Hours		Licensable Area	
	Start:	End:	Start:	End:	Current:	Proposed:
Monday	23:00	23:30	No Change	No Change	No Change	No Change
Tuesday	23:00	23:30				
Wednesday	23:00	23:30				
Thursday	23:00	23:30				
Friday	23:00	00:00				
Saturday	23:00	00:00				
Sunday	None	None				
Seasonal variations/ Non-standard timings:	Current:				Proposed:	
	Sundays before Bank Holidays: 23:00 to 23:00				No Change	

Sale by Retail of Alcohol						
On or off sales			Current :		Proposed:	
			On		Both	
	Current Hours		Proposed Hours		Licensable Area	
	Start:	End:	Start:	End:	Current:	Proposed:
Monday	10:00	23:30	No Change	No Change	No Change	No Change
Tuesday	10:00	23:30				
Wednesday	10:00	23:30				
Thursday	10:00	23:30				
Friday	10:00	00:00				
Saturday	10:00	00:00				
Sunday	12:00	23:00				
Seasonal variations/ Non-standard timings:		Current:			Proposed:	
		Sundays before Bank Holidays: 12:00 to 23:30			No Change	

Hours premises are open to the public						
	Current Hours		Proposed Hours		Premises Area	
	Start:	End:	Start:	End:	Current:	Proposed:
Monday	10:00	23:30	No Change	No Change	No Change	No Change
Tuesday	10:00	23:30				
Wednesday	10:00	23:30				
Thursday	10:00	23:30				
Friday	10:00	00:00				
Saturday	10:00	00:00				
Sunday	12:00	23:00				
Seasonal variations/ Non-standard timings:		Current:			Proposed:	
		Sundays before Bank Holidays: 12:00 to 23:30			No Change	

1-C Layout alteration	
No Change	

1-D Conditions being varied, added or removed		
Proposed variation		
To add condition: 'Sales of alcohol for consumption off the premises shall be in sealed containers only and supplied with and ancillary to a takeaway meal'.		
Adult entertainment:	Current position:	Proposed position:
	None.	No Change

2. Representations

2-A Responsible Authorities	
Responsible Authority:	Metropolitan Police
Representative:	PC Michael Day
Received:	20 th May 2016
<ul style="list-style-type: none"> • 16/05066/LIPV - Cote, 98 Westbourne Grove, W2 5RU. <p>With reference to the above application, I am writing to inform you that the Metropolitan Police, as a responsible authority, will be making a representation. It is our belief that if granted the application would undermine the Licensing Objectives.</p> <p>The venue is situated within the Queensway Cumulative Impact Area, a locality where this is traditionally high crime and disorder. There are concerns that this application will cause further policing problems in an already demanding area and add to the cumulative impact.</p>	
Responsible Authority:	Environmental Health
Representative:	Ian Watson
Received:	15 th June 2016
<p>The premises are in the Queensway/Bayswater Cumulative Impact area.</p> <p>This representation is based on the operating schedule submitted.</p> <p>The applicant is seeking the following</p> <ol style="list-style-type: none"> 1. To permit 'Off' sales as part of a food order to the same hours as 'On' sales. <p>I wish to make the following representation</p> <ol style="list-style-type: none"> 1. No objection is made to the application on the grounds of Prevention of Public Nuisance as the applicant has agreed to modify the proposed condition to read <ul style="list-style-type: none"> • 'Sales of alcohol for consumption 'off' the premises shall be in sealed containers only and supplied with and an ancillary to a takeaway meal for delivery only' 	

2-B Other Persons			
Name:		[REDACTED]	
Address and/or Residents Association:		[REDACTED]	
Status:	Valid	In support or opposed:	Opposed
Received:	15 th June 2016		

On behalf of [REDACTED], Cote Restaurant, we would like to add our concerns and objections to this application, as per the below letter of concern by [REDACTED], of which we are members.

While we enjoy having Cote as a restaurant in the neighbourhood, it is located in a 'stress area' with many restaurants, nearly all licensed, on a busy junction with Hereford Road and Westbourne Grove, and we have concerns that without the restrictions outlined below, this application if approved could lead to considerable increased noise and nuisance for residents, which living [REDACTED]. Of course, the owners of the business could change and any license pass to new and unknown management, style of restaurant, etc.

We are very concerned that the increasingly common use of motorcycles for deliveries, often by third party firms, would bring the kind of noise, traffic congestion and nuisance that other residents have been experienced along streets off Westbourne Grove and across WCC. We ask that the license be restricted to collection and not delivery, and that it stipulate that no third party delivery firms will be allowed.

We fully agree with the concerns regarding any 'take away' sales after 23:00 or 22:30 on Sundays and Bank Holidays. We join [REDACTED] in the objections and recommendations made regarding the delivery of alcohol through such delivery companies and as outlined below.

[REDACTED] is already a busy road for traffic with only a one way option for turning at the north end of the road, very limited residents parking, is used for deliveries being made for businesses located on Westbourne Grove, and we already have a public house in the short distance between Hereford Mansions and Cote. As residents, we request that WCC consider our quality of life and concerns for increased noise, nuisance and congestion, and include restrictions as outlined in this and [REDACTED] message should you proceed with any degree of approval.

Name:		[REDACTED]	
Address and/or Residents Association:		[REDACTED]	
Status:	Valid	In support or opposed:	Opposed
Received:	15 th June 2016		

We would like raise concerns about this application on behalf of the [REDACTED] [REDACTED] We also agree with the comments written by [REDACTED] [REDACTED] is a local residents' association with over 100 fully paid up members from the section of [REDACTED] [REDACTED]

We would also like to add our concerns and objections to this application, as per the letter by [REDACTED], of which many of us are members.

Cote is a popular local restaurant in the neighbourhood but it is located in a 'stress area' with many restaurants, nearly all licensed, on a busy junction with Hereford Road and Westbourne Grove, and we have concerns that without the restrictions outlined below, this application if approved could lead to considerable increased noise and nuisance for residents, which living [REDACTED]. Of course, the owners of the business could change and any license pass to new and unknown management, style of restaurant, etc.

We are very concerned that the increasingly common use of motorcycles for deliveries, often by third party firms, would bring the kind of noise, traffic congestion and nuisance that other residents have been experienced along streets off Westbourne Grove and across WCC. We ask that the license be restricted to collection and not delivery, and that it stipulate that no third party delivery firms will be allowed.

We fully agree with the concerns regarding any 'take away' sales after 23:00 or 22:30 on Sundays and Bank Holidays. We join [REDACTED] in the objections and recommendations made regarding the delivery of alcohol through such delivery companies and as outlined below.

[REDACTED] is already a busy road for traffic with only a one way option for turning at the north end of the road, very limited residents parking, is used for deliveries being made for businesses located on Westbourne Grove, and we already have a public house in the short distance between Hereford Mansions and Cote. As residents, we request that WCC consider our quality of life and concerns for increased noise, nuisance and congestion, and include restrictions as outlined in this and [REDACTED] message should you proceed with any degree of approval.

Name:		[REDACTED]	
Address and/or Residents Association		[REDACTED]	
Status:	Valid	In support of opposed:	Opposed
Received:	15 th June 2016		

We wish to object to this applicant on the grounds variation could cause nuisance (noise etc) to nearby residents ([REDACTED]) and also have concerns as to sales to minors' and potential crime and disorder .

Premises are a restaurant in the Queensway / Bayswater Stress Area. Our concerns centre on:

We would not want any 'take away' sales after 23.00 or 22.30 on Sundays and Bank Holidays.

On delivery service we do not want sale of alcohol to be included as we have concern as to potential for delivery of alcohol to 'minors' as motor cycle drivers or car drivers to not check ID when delivery order and anyway against generally on 'delivery of alcohol' service being offered.

Likewise same position with customers just collecting from restaurant same conditions apply plus Proof of Age 25 condition required.

Also have concern on any takeaway or delivery of beer / cider of strength more than 5.5%

We know our members and other residents in area already having noise and anti-social behaviour by motorcycle delivery drivers who collect and then deliver 'take away' – 'bikers' often congregate outside premises occupying parking bays or yellow lines and we have poor examples of this further along Westbourne Grove at junction with Garway Road. In this location would not want 'take-away drivers' to congregate outside or near premises (e.g. [REDACTED])

On customers in restaurant taking 'alcohol away with them' should be in 'sealed' containers and not after 23.00 (22.30 Sundays and Bank Holidays).

On both 'collection' and 'delivery' we assume substantial meal has to be ordered along with any alcohol.

We have concern that if Premises Licence was 'transferred' one day and became a fast food restaurant (e.g. pizza, fried chicken, Indian or hamburger operation) matters could be worse.

On existing licence we could not get on system to check present conditions but trust 'model' conditions already exist re CCTV, delivery and collection times, notices asking customers to leave quietly, doors and windows to be kept shut, especially after 21.00, alcohol to be ancillary to customers seated with waiter/ waitress service and taking substantial meal etc.

Name:		[REDACTED]	
Address and/or Residents Association		[REDACTED]	
Status:	Valid	In support or opposed:	Opposed
Received:	15 th June 2016		

Due to an extended period abroad and having limited Internet access, we wish in the interim to advise that we fully concur with the objections within [REDACTED] e-mail. We trust therefore that the committee will carefully consider the points raised and in particular those relating to 'delivery of service'.

Name:		[REDACTED]	
Address and/or Residents Association		[REDACTED]	
Status:	Valid	In support or opposed:	Opposed
Received:	15 th June 2016		

As residents of [REDACTED] [REDACTED] I raise concerns and objections to this application.

We object to the delivery services as applied by the Cote restaurant, in the Queensway/Bayswater Stress area, this would add further to the existing nuisance and noise for residents [REDACTED]. We have observed, multiple motorcycles parked outside most cafes and restaurants on Westbourne Grove (from Hereford Road to Queensway) especially between 6pm and 10pm. This is a major traffic hinderance along a very busy road and a safety issue, the motorcycle drivers (most of them with a "L" permit) upon picking up their delivery speed through the traffic in order to meet their target delivery times.

[REDACTED] is a very busy road with limited resident parking, if the application is approved, the motorcycles will be parked outside the restaurant on [REDACTED] which is a single yellow line, this space is currently used by deliveries for the retail premises for 98-112 Westbourne Grove. The delivery vans will be forced to park on resident bays on [REDACTED]. We already experience an acute shortage of resident parking bays on [REDACTED] and this would only create further shortage of resident parking.

We ask that the license be restricted to collection and not delivery, and that it stipulate that no third party delivery firms will be allowed.

We fully agree with the concerns regarding any 'take away' sales after 23:00 or 22:30 on Sundays and Bank Holidays. We join [REDACTED] in the objections and recommendations made regarding the delivery of alcohol through such delivery companies and as outlined below.

As residents, we request that WCC consider our concerns for increased noise, nuisance and congestion, and include restrictions as above and [REDACTED] objection.

3. Policy & Guidance

The following policies within the City Of Westminster Statement of Licensing Policy apply:	
Policy CIP1 applies	<p>(i) It is the Licensing Authority's policy to refuse applications in the Cumulative Impact Areas for: pubs and bars, fast food premises, and premises offering facilities for music and dancing; other than applications to vary hours within the Core Hours under Policy HRS1.</p> <p>(ii) Applications for other licensable activities in the Cumulative Impact Areas will be subject to other policies, and must demonstrate that they will not add to cumulative impact in the Cumulative Impact Areas.</p>
Policy HRS1 applies	<p>(i) Applications for hours within the core hours set out below in this policy will generally be granted, subject to not being contrary to other policies in the Statement of Licensing Policy.</p> <p>(ii) Applications for hours outside the core hours set out below in this policy will be considered on their merits, subject to other relevant policies.</p>
Policy RNT2 applies	Applications will be granted subject to other policies in this Statement and subject to the relevant criteria in Policies CD1, PS1, PN1 and CH1, provided it can be demonstrated that they will not add to cumulative impact in the Cumulative Impact Areas.

4. Appendices

Appendix 1	Premises plans
Appendix 2	Applicant supporting documents
Appendix 3	Premises history
Appendix 4	Proposed conditions
Appendix 5	Residential map and list of premises in the vicinity

Report author:	Mr Darren O'Leary Senior Licensing Officer
Contact:	Telephone: 02076417824 Email: doleary@westminster.gov.uk

If you have any queries about this report or wish to inspect one of the background papers please contact the report author.

Background Documents – Local Government (Access to Information) Act 1972

1	Licensing Act 2003	N/A
2	City of Westminster Statement of Licensing Policy	7 th January 2016
3	Amended Guidance issued under section 182 of the Licensing Act 2003	March 2015
4	Premises Licence Variation Application	18 th May 2016
5	Applicant proposed condition to Police	1 st June 2016
6	Email from application to residents	27 th June 2016
7	Representation - Metropolitan Police	20 th May 2016
8	Representation - Environmental Health	15 th June 2016
9	Representation - [REDACTED]	15 th June 2016
10	Representation - [REDACTED]	15 th June 2016
11	Representation - [REDACTED]	15 th June 2016
12	Representation - [REDACTED]	15 th June 2016
13	Representation - [REDACTED]	15 th June 2016
14	Police withdrawal email	19 th July 2016

Please see next page.



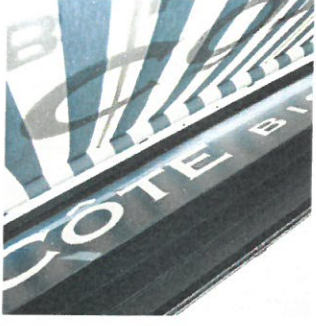
CÔTE



CÔTE

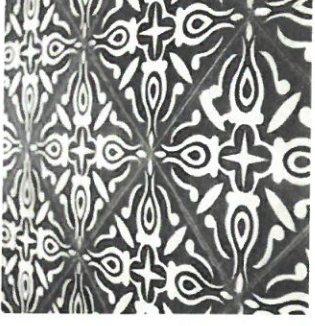
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5	THE MANAGEMENT
7	THE RESTAURANT
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11	FOOD AND WINE
15	INDUSTRY TESTIMONIALS
17	CUSTOMER FEEDBACK
19	SPACE & TECHNICAL REQUIREMENTS
21	FINANCIALS





THE MANAGEMENT



FOLLOWING THE MANAGEMENT BUYOUT WITH THE BACKING OF CBPE CAPITAL IN SEPTEMBER 2013, CÔTE IS OPERATED BY THE SAME HIGHLY EXPERIENCED MANAGEMENT TEAM BEHIND THE SUCCESS OF STRADA AND BILLS RESTAURANTS.

THE DIRECTORS WITH OVER 20 YEARS' EXPERIENCE IN THE RESTAURANT SECTOR, SUPPORTED BY A STRONG SENIOR MANAGEMENT TEAM, HAVE WORKED TOGETHER FROM THE INCEPTION OF THE BRAND. PRIOR TO THIS, THE TEAM WERE CLOSELY INVOLVED WITH CAFÉ ROUGE, BELLA ITALIA AND ZIZZI.



CÔTE

THE RESTAURANT



CÔTE IS A CONTEMPORARY FRENCH BRASSERIE OFFERING A MODERN APPROACH TO CLASSIC FRENCH DISHES. USING FRESH QUALITY INGREDIENTS WHILST DELIVERING OUTSTANDING VALUE FOR MONEY, THE RESTAURANT IS POSITIONED IN THE PREMIUM CASUAL DINING SECTOR, APPEALING ACROSS ALL DINING OCCASIONS AND DELIVERING CONSISTENT ASPIRATIONAL FOOD.

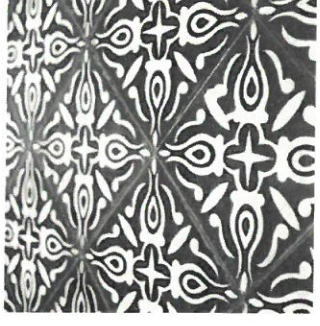
CÔTE HAS AN ALL-DAY SERVICE FROM BREAKFAST THROUGH TO DINNER. TYPICALLY DISHES INCLUDE STEAK FRITES, SALAD NICOISE WITH CHARGRILLED TUNA, CORN FED 'BRETON' CHICKEN AND MOULES MARINIÈRE; AS WELL AS OTHER MORE MODERN DISHES SUCH AS ROAST SEABASS WITH BRAISED FENNEL AND A CHAMPAGNE BEURRE BLANC OR ROAST DUCK BREAST WITH GRATIN POTATO AND A GRIOTTINE CHERRY SAUCE.

THE MENU EVOLVES SEASONALLY TO INTRODUCE DISHES SUCH AS CASSOULET AND DUCK CONFIT IN THE AUTUMN OR GRILLED SCALLOPS AND FRESH ASPARAGUS IN THE SUMMER. IN ADDITION TO WHICH THERE IS A BI-WEEKLY CHANGING LUNCH AND EARLY EVENING SET MENU PROVIDING OUTSTANDING VALUE FOR MONEY. A RANGE OF FORTNIGHTLY CHANGING SPECIALS ALSO ENSURES THAT THERE IS ALWAYS SOMETHING NEW FOR REGULAR GUESTS TO ENJOY.

A RANGE OF COFFEE AND TEAS ARE AVAILABLE THROUGHOUT THE DAY WHILST AN ALL FRENCH WINE LIST WITH MANY INTERESTING GOOD VALUE REGIONAL WINES IS ALSO AVAILABLE.

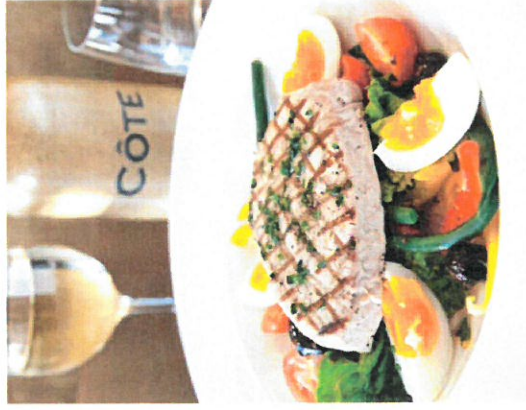


THE DESIGN



THE DESIGN BRIEF WAS TO RESEARCH THE BISTROS AND BRASSERIES OF PARIS IN ORDER TO GAIN INSPIRATION TO CREATE AN ORIGINAL MODERN INTERPRETATION THAT ECHOED THE HERITAGE OF THESE GREAT RESTAURANTS WITHOUT BEING AN IMITATION.

THE INTERIORS HAVE BEEN DESIGNED TO BE CLASSIC AND TIMELESS WITH MINIMAL BRANDING, ALLOWING EACH RESTAURANT TO ACT AS A LOCAL BISTRO.



CÔTE

FOOD MENU SAMPLE MENU ONLY

OLIVES			
MIXED OLIVES MARINATED IN OLIVE OIL, GARLIC & HERBS	2.25	CAPERS AND CRÈME FRAÎCHE DRESSING	
PIQUANT MIXED OLIVES	3.25	WARM ROQUEFORT SALAD	5.25
SPICY MARINATED OLIVES WITH ROSE HARISSA, CAPER BERRIES AND CORNICHONS		ENDIVE, WALNUT AND CROUTON SALAD WITH A WARM ROQUEFORT CHEESE DRESSING	
SAUCISSON SEC	2.95	STEAK TARTARE	6.75
THINLY SLICED, CURED BURGUNDIAN SAUSAGE		FINELY CHOPPED RAW BEEF MIXED WITH SHALLOTS, CAPERS, CORNICHONS, EGG YOLK AND COGNAC	
PISSALADIÈRE		LIGHT MAINS	
TRADITIONAL WARM FLATBREAD FROM NICE WITH CARAMELISED ONIONS, WITH A CHOICE OF EITHER:	3.35	RISOTTO VERT	9.95
ANCHOVIES, OLIVES AND PARSLEY	3.95	RISOTTO WITH GRILLED ASPARAGUS, BROAD BEANS, SPRING ONIONS, COURGETTE, GREEN BEANS, BABY SPINACH, PESTO AND ROCKET	
OR REBLOCHON CHEESE AND THYME		SPINACH AND MUSHROOM CRÊPES	8.95
STARTERS		BAKED CRÊPES WITH WILD MUSHROOMS, SPINACH AND GRUYÈRE CHEESE	
SOUP	4.50	GOATS CHEESE SALAD	9.50
SEASONAL, HOME MADE SOUP		WARM GOATS CHEESE AND ROASTED VEGETABLE SALAD WITH BLACK OLIVE TAPENADE CROSTINI	
TOMATES BRETON	5.85	CHICKEN AND WALNUT SALAD	9.95
MIXED BRETON HERITAGE TOMATOES WITH SOFT GOATS CHEESE, BLACK OLIVES, SHALLOTS AND CAPERS SERVED ON GRILLED SOURDOUGH BREAD		CHARGRILLED CHICKEN WITH AVOCADO, BABY GEM LETTUCE, BABY SPINACH, SHALLOTS, FRENCH BEANS, WALNUTS, CROUTONS AND A MUSTARD DRESSING	
TUNA CARPACCIO	7.95	TUNA NIÇOISE	12.50
SLICED, LIGHTLY SEARED RAW YELLOWFIN TUNA WITH SAUCE VIERGE AND BLACK OLIVES		CHARGRILLED FRESH TUNA STEAK (SERVED MEDIUM RARE) ON CLASSIC NIÇOISE SALAD WITH FRENCH BEANS, CHERRY TOMATOES, BLACK OLIVES, PEPPERS, NEW POTATOES, EGG, BABY GEM LETTUCE AND RED ONION	
CALAMARI	5.95	SALMON HOLLANDAISE	11.50
BREADCRUMBED SQUID SAUTÉED IN GARLIC, LEMON AND PARSLEY WITH TARTARE SAUCE		GRILLED SCOTTISH SALMON, PICKLED CUCUMBER SALAD AND DILL HOLLANDAISE SAUCE	
SEARED SCALLOPS	8.50	MEAT & FISH	
SEARED SCALLOPS WITH A FRISEE SALAD, BACON LARDONS AND A WARM PUY LENTIL, TOMATO AND GARLIC DRESSING		LAMB LOIN CHOPS	13.50
CHICKEN LIVER PARFAIT	5.95	CHARGRILLED LAMB LOIN CHOPS WITH ROQUEFORT BUTTER AND A WARM PEA, MINT, SHALLOT AND CROUTON SALAD	
CHICKEN LIVER PATE WITH TOASTED BRIOCHE AND SPICED APPLE CHUTNEY		ROAST DUCK BREAST	13.95
WARM TIGER PRAWN SALAD	7.50	ROASTED DUCK BREAST (SERVED PINK) WITH GRATIN POTATO AND A GRIOTTINE CHERRY SAUCE	
SAUTÉED TIGER PRAWNS WITH CHILLI, GARLIC, LEMON, PARSLEY AND CHERRY TOMATOES SERVED WITH FRISEE AND BABY GEM SALAD		ESCALOPE DE VEAU	13.95
CHARCUTERIE BOARD	6.50	SAUTÉED BREADED VEAL ESCALOPE WITH WATERCRESS, LEMON AND VEAL JUS	
JAMBON DE SAVOIE, SMOKED DUCK BREAST, SAUCISSON SEC AND DUCK RILLETTES WITH BABY GEM SALAD AND CHARGRILLED PAIN DE CAMPAGNE		STEAKS	
SMOKED SALMON	6.75	ALL OF OUR STEAKS ARE FROM 30 DAY AGED HEREFORD CATTLE AND SERVED CHARGRILLED WITH FRITES	
SLICED SMOKED SCOTTISH SALMON WITH DILL, SHALLOTS, BABY		10OZ RIBEYE	15.50
		10OZ SIRLOIN	16.95
		7OZ FILLET	18.50
		CHOICE OF SAUCES:	
		ROQUEFORT BUTTER	1.50
		NORMANDY BUTTER WITH ROQUEFORT CHEESE	1.10
		GARLIC BUTTER	1.95
		NORMANDY BUTTER WITH GARLIC, LEMON AND PARSLEY	1.95
		GREEN PEPPERCORN, COGNAC AND CREAM	1.95
		BEARNAISE SAUCE	1.95
		TARRAGON, EGG, SHALLOT AND BUTTER SAUCE	





CÔTE

WINE LIST SAMPLE MENU ONLY

WHITE

LAGARDE BLANC 2013 4.40/14.95
FRESH GREEN APPLE AND CITRUS FRUIT

LA LANDE BLANC 2013 15.95
VIN DE PAYS DES CÔTES DE GASCOGNE
VIBRANT GREEN FRUIT AND FRESH BLOSSOM

CHÂTEAU DU POYET 2012 4.75/16.95
MUSCADET DE SEVRE ET MAINE SUR LIE
REFRESHING, VIBRANT GREEN AND CITRUS FRUIT

SAUMUR BLANC LA CABRIOLE 2013 17.50
CAVE DE SAUMUR, RIPE RED APPLE AND FRESH PEACH

LEDUC VIOGNIER 2013 18.95
VIN DE PAYS D'OC, JUICY PEACH AND APRICOT

MAISON L' AIGLON CHARDONNAY 2013 5.10/20.50
VIN DE PAYS D' OC
MELON AND PINEAPPLE WITH SUBTLE TOASTY OAK

SAUVIGNON BLANC LA PLACE 2013 5.30/20.95
VIN DE PAYS DES COTES DE GASCOGNE
GOOSEBERRY, GRASS AND FRESH LIME

PICPOUL DE PINET 2013 21.95
DOMAINE DE ROQUEMOLLIÈRE
MELON AND LIME FRESHNESS

CHÂTEAU LAULERIE BERGERAC 2013 23.50
SAUVIGNON BLANC
REFRESHING & AROMATIC WITH CRISP GREEN FRUIT

MACONVILLAGES 2013 24.95
CAVE DE L' AURORE
RIPE, YELLOW AND TROPICAL FRUIT WITH A CREAMY FINISH

CHABLIS 2012 6.95/28.50
OLIVIER TRICON
CRISP WITH CITRUS NOTES AND A MINERAL FINISH

SANCERRE LE PETIT BROUX 2012 29.95
LÈS CELLERIES DE CERES
WONDERFULLY FRESH AND ZINGY, TROPICAL FRUIT PALATE

POUILLY FUISSE 2012 33.50
DOMAINE SAUMAIZE-MICHELIN
SUCCULENT CITRUS AROMAS WITH A ROUNDED PALATE

CHABLIS 1ER CRU MONTMAIN 2012 35.95
DOMAINE PICO RACE
COMPLEX MINERALIC STREAK CUTTING THROUGH THE LEAN GREEN FRUIT

MEURSAULT 2010 48.00
DOMAINE JEAN MICHEL GANOUX
ZINGY CITRUS AND HONEYED TROPICAL FRUIT,
BALANCED AND ROUNDED

ROSÉ

CUVÉE LABORIE 2013 4.60 / 16.50
CRUSHED SUMMER BERRIES

CHÂTEAU TREVIAC 2013 19.95
VIBRANT WITH A HINT OF REDCURRANT

CHÂTEAU GASSIER 2013 24.50
CÔTES DE PROVENCE, CRISP AND REFRESHING

SANCERRE 2012 27.95
CAVE DES VINS DE SANCERRE
LIGHT AND AROMATIC WITH A LONG CRISP FINISH

RED

LAGARDE ROUGE 2012 4.40/14.95
SOFT JUICY BLEND OF RED AND BLACK BERRIES

LA LANDE ROUGE 2013 4.50/15.95
VIN DE PAYS DE L'HERAULT
RIPE FRUIT CHARACTER WITH A HINT OF PEPPERY SPICE

ST CHINIAN 2012 16.95
DOMAINE DU BARRES
MULBERRY, BLACKBERRY AND BLACK CHERRY

CHEMIN DE MARQUIERE MERLOT 2013 4.85/18.50
VIN DE PAYS D' OC
SMOOTH PLUM, BLACKBERRY AND HERBAL SPICE

LA GARENNE SYRAH 2013 19.50
VIN DE PAYS D' OC, BLACK PEPPER SPICE AND PLENTY OF RIPE BERRY FRUIT

CHÂTEAU LA CROIX DE QUEYNAC 2012 5.30/20.95
CORDIER BORDEAUX
FRESH AND FRUITY BORDEAUX WITH CANDIED RED BERRY AROMAS

CHÂTEAU TREVIAC 2011 21.95
CORBIÈRES
JUICY BERRY FRUIT AND LIQUORICE SPICE

CÔTES DU RHÔNE ROUGE 2013 5.65/ 22.95
CUVÉE LAUDUN
MEDIUM BODIED AND SUPPLE WITH SUCCULENT RIPE FOREST FRUIT

CHINON 2011 23.95
PIERRE SOURDAIS
FIRM FRESH BLACKCURRANT AND HERBAL SPICE

ESCALE PINOT NOIR 2012 25.95
VIN DE PAYS D'OC
ELEGANT AND FRUITY WITH HINTS OF RASPBERRIES

FLEURIE 2013 27.95
LA BONNE DAME, SEVERAL PUNNETS WORTH OF SOFT RED BERRY FRUIT

CHÂTEAU DES GRAVIÈRES 2010 30.95
GRAVES
FLESHY, ROBUST AND WELL-BALANCED

CHÂTEAU HAUT PEZAT 2011 36.50
ST. EMILION GRAND CRU
BIG, RICH BLACKBERRY, DAMSON AND SWEET CHERRY FRUIT

CHOREY LES BEAUNE 2011 37.50
DOMAINE MAILLARD
SMOOTH RASPBERRIES, STRAWBERRIES AND SMOOTH, SMOKY SPICE

CHÂTEAUNEUF-DUPAPE 2011 38.95
RÉSERVE DES OLIVIERS
LAYERS OF RIPE RED FRUIT AND SPICE

GEVREY CHAMBERTIN 2011 49.00
DOMAINE LUCIEN BOILLOT
SILKY YET VIBRANT RED FRUIT WITH COMPLEX, SMOOTH SPICE

CHÂTEAU D'ISSAN 2008 70.00
MARGAUX
FROM THE HEART OF THE MARGAUX APPELLATION, CHATEAU D'ISSAN HAS A DARK RUBY COLOUR



CÔTE

INDUSTRY TESTIMONIALS

SELECTED PRESS CLIPPINGS

“Robust French flavours, cheery continental vibes and brilliant value for money”

Good Food Guide,

“Côte is fantastic... The food is tasty, fresh, beautifully prepared”

Michael Winner, The Sunday Times

“Côte is what eating out should be about. Superb, affordable food that makes you want to come back. When I walked into Côte I was charmed by efficient staff who possessed the brio that makes a place buzz with atmosphere”

Mark Bolland, Evening Standard



2009 – WINNER
“Best value restaurant in the UK”

2010 – WINNER
“Best value in London”
“The set lunch here is a bargain... Expect classic French regional dishes such as steak frites”



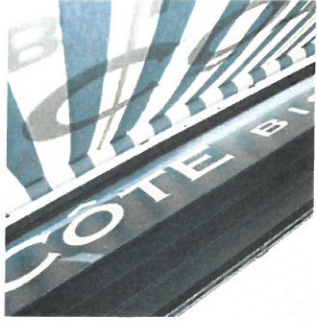
2010 – WINNER
“Best breakthrough brand”



2010 – RESTAURANT MAGAZINE'S
“Best value chain”



2011 – RANKED 7TH
Highest ranked restaurant group





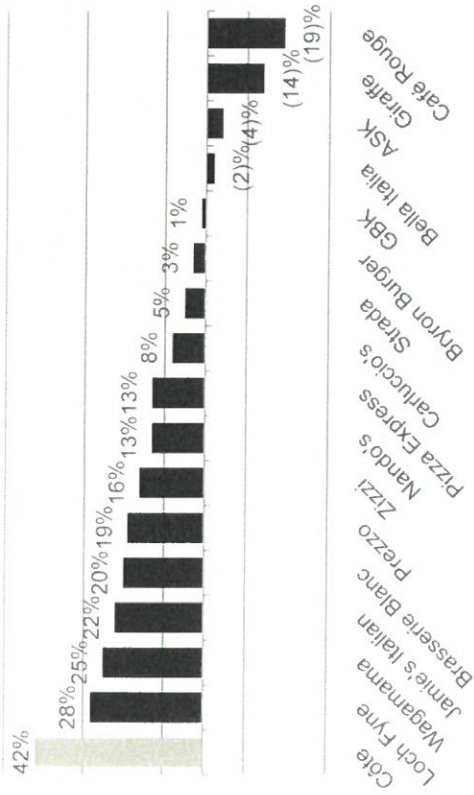
CÔTE

CUSTOMER FEEDBACK

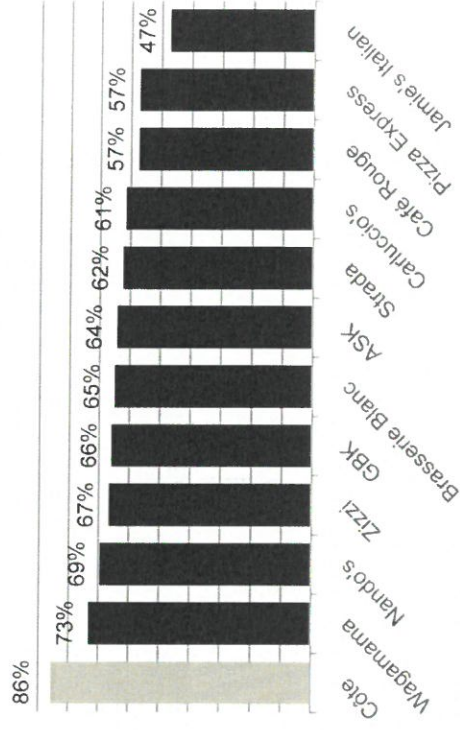


CÔTE IS THE HIGHEST RATED RESTAURANT IN THE BRANDED CASUAL DINING SECTOR

NET PROMOTER SCORE BY RESTAURANT CHAIN¹



TRIPADVISOR RATINGS BY BRAND²



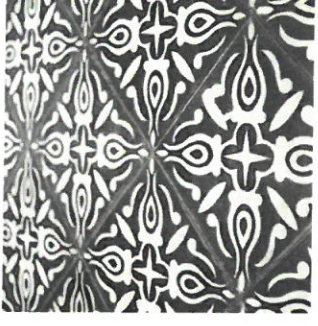
SOURCE: RESEARCH UNDERTAKEN BY PWC IN NOVEMBER 2012

NOTE 1: RESTAURANT VISITORS IN THE LAST 12 MONTHS % PROMOTER LESS % DETRACTORS

NOTE 2: PERCENTAGE OF REVIEWS GOOD OR EXCELLENT ACROSS ALL LONDON SITES



SPACE AND TECHNICAL REQUIREMENTS



MINIMUM 2,800 SQFT TO 5,000 SFT

MINIMUM 1,800 SQFT ON GROUND FLOOR

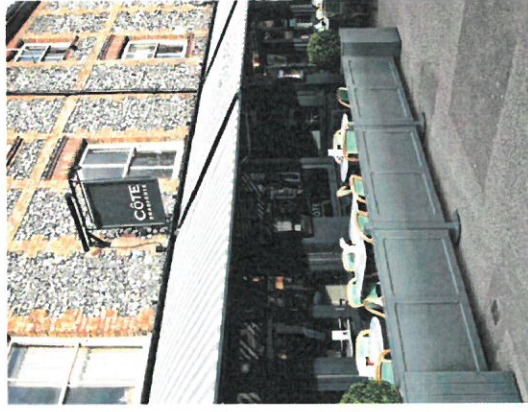
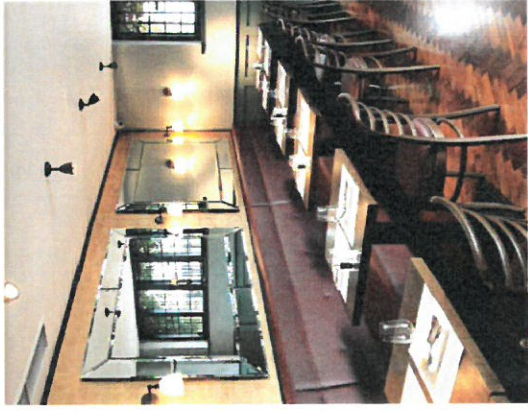
MINIMUM OF 110 COVERS INTERNALLY WITH THE ABILITY TO HAVE ADDITIONAL OUTSIDE SEATING

GAS SUPPLY OF 240 KWH ON A U25 METER

ELECTRICITY SUPPLY OF 140KVA, 3 PHASE WITH 400 AMP CUT OFF

WATER SUPPLY OF 32MM 2 BAR PRESSURE

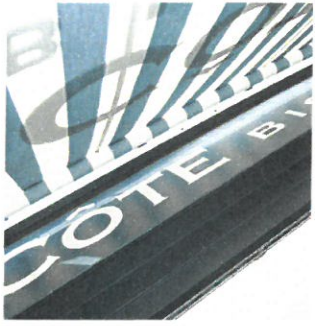
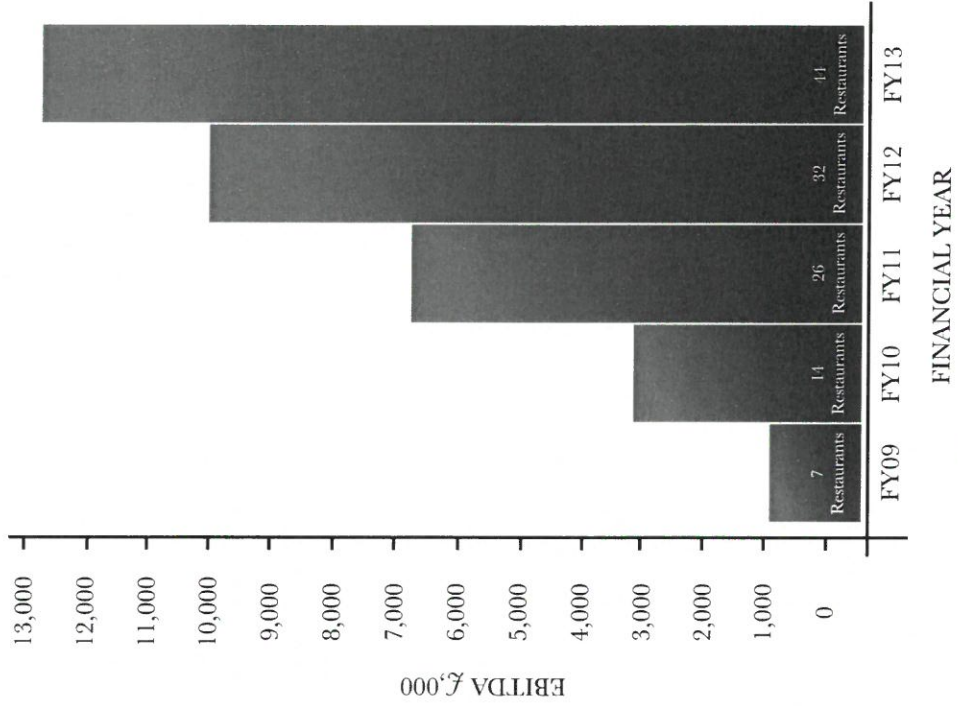
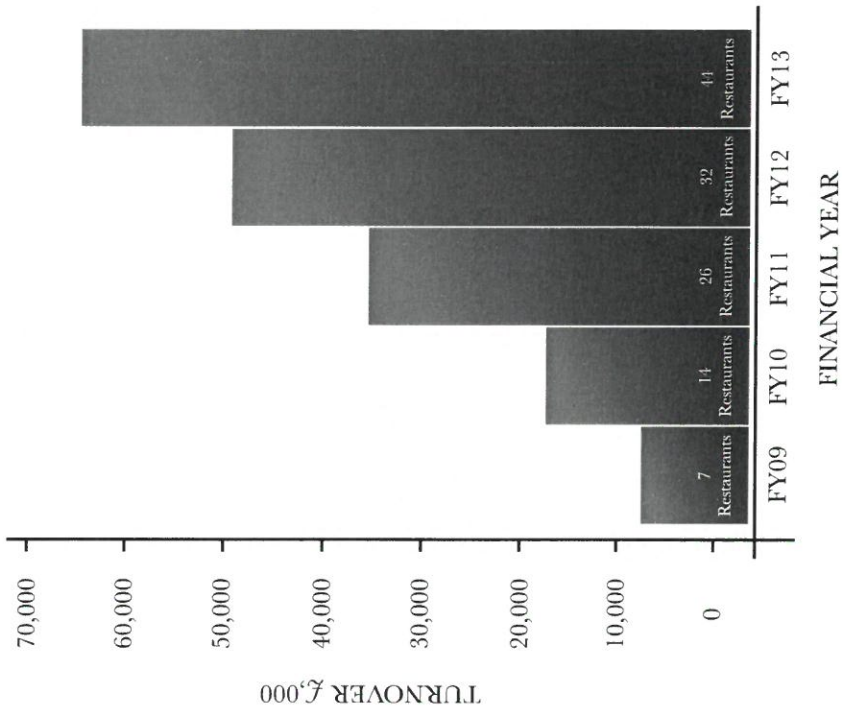
MINIMUM OF 6 DRAINAGE 'POP-UP' POINTS WITH AT LEAST 3 IN THE KITCHEN AREA



CÔTE

FINANCIALS

"EBITDA STATED BEFORE PRE-OPENING COSTS"
 FINANCIAL YEAR ENDING 31ST JULY
 RESTAURANTS DEFINED AS THE NUMBER OPEN AND TRADING BY YEAR END



CÔTE RESTAURANTS LIMITED,
2ND FLOOR, WOOLVERTON HOUSE,
61 BERNERS STREET,
LONDON W1T 3NJ

CONTACTS

NORTH OF M4

STEVE SEAGER: 07702 954704

CENTRAL LONDON & SOUTH OF M4

KRISH SINGH: 07712 176428

Cote Brasserie
61-62 Berners Street
London
W1T 3NJ

16.06.16

Dear Daniel,

R.e: The sale of alcohol on the Deliveroo Platform

1. On the bottom of all menus selling alcohol we state - **Alcohol is not for sale to people under the age of 18. By placing an order for alcohol products on this site you are declaring that you are 18 years of age or over. Identification will be requested for anyone looking under the age of 25.**

2. On the top of all menus selling alcohol we state - **Ordering alcohol? We may ask for ID on delivery.**

3. If the driver thinks that the customer looks under 25 and are under age, they are trained to ID all of those customers. If ID cannot be provided by the customer to prove their age, then the driver will not deliver the alcohol. In this case, the driver will make customer service aware of the situation and we will arrange the refund to the customer for the alcohol products and return them to the restaurant.

Yours sincerely,

Emily

Emily Jenkins

Key Account Manager

The Heal's Building, 22-24 Torrington Place, London, WC1E 7HJ

Your contact number

Delivering Alcohol

Some of the orders you will deliver with Deliveroo will contain alcohol. It is important to remember to check a customer's age when delivering alcohol.

As you may know you need to be over 18 to buy alcohol. Therefore we check ID to check they are old enough.

We ask all Roos to ask for ID from anyone who looks 25 or younger, to check that they are over 18.

You need to look out for alcohol items in the order when you confirm collection of items at the restaurant. For example, if wine is listed on items to collect you need to remember to make sure the customer looks over 25 or ask for ID.

Challenge 25 is the official government recognised policy to stop sales of alcohol to anyone under 18.

UNDER 25?



IF YOU ARE LUCKY ENOUGH TO LOOK UNDER 25 YOU WILL BE ASKED TO PROVE THAT YOU ARE AGED 18 OR OVER WHEN YOU BUY ALCOHOL

IF YOU ARE UNDER 18 YOU ARE COMMITTING AN OFFENCE IF YOU ATTEMPT TO BUY ALCOHOL



THE BEER & PUB ASSOCIATION drinkaware.co.uk
for the facts about alcohol

WWW.CHALLENGE25.ORG

Official Challenge 25 Poster

Some orders will contain alcohol and it is your duty to ensure that you are not delivering alcohol to anyone under 18 years old.

Below is more specific legal information on our policy, but to summarise it;

If the individual you are delivering alcohol to looks under 25, ask for valid ID and check they are of the legal drinking age.

Please read this declaration and then submit that you have read and agreed to abide by the Challenge 25 policy.

"The sale of alcohol to a child or young person (that is to say, a person aged under 18) is an offence which may lead to a fine of up to £5,000 and/or a term of imprisonment not exceeding three months. Such a sale will also lead to a review of the premises licence and could result in the licence being suspended or revoked. Deliveroo operate an 'age verification policy', in terms of which you must require production of an acceptable proof-of-age document if you are in any doubt as to whether a person seeking to buy alcohol is less than 25 years of age.

Only the following documents are acceptable for proof-of-age purposes, they must be photo documents;

- A passport

- A European Union photocard driving licence
- A Ministry of Defence Form 90 (Defence Identity Card)
- A photographic identity card bearing the national Proof of Age Standards Scheme (PASS) hologram
- A national identity card issued by a European Union member state (other than the United Kingdom), Norway, Iceland, Liechtenstein or Switzerland, or
- A Biometric Immigration Document.

If no such document is produced or if you have a suspicion that the document presented is not genuine, or has been tampered with or has been altered, then you must not hand over the delivery and call driver support."

Required

Q1. Have you thoroughly read and understood the age verification policy?

Yes

No, I do not understand the age verification policy

Licence & Appeal History

Application	Details of Application	Date Determined	Decision
15/05402/LIPDPS Vary DPS Application	Granted under Delegated Authority	03.11.2015	03.11.2015
15/04265/LIPDPS Vary DPS Application	Granted under Delegated Authority	12.06.2015	12.06.2015
14/11372/LIPDPS Vary DPS Application	Granted under Delegated Authority	30.12.2014	02.03.2015
13/10300/LIPDPS Vary DPS Application	Granted under Delegated Authority	20.01.2014	20.01.2014
12/10497/LIPDPS Vary DPS Application	Granted under Delegated Authority	10.12.201	14.01.2013
11/09386/LIPDPS Vary DPS Application	Granted under Delegated Authority	03.11.2011	03.11.2011
10/07866/LIPDPS Vary DPS Application	Granted under Delegated Authority	22.10.2010	22.10.2010
10/07663/LIPRW Removal of works	Granted under Delegated Authority	05.10.2010	13.10.2010
10/06548/LIPVM Minor Variation Application	Granted under Delegated Authority	22.09.2010	22.09.2010
10/05955/LIPT Transfer Application	Granted under Delegated Authority	01.09.2010	21.09.2010
07/09129/LIPN New Premises Licence Application	Granted in part at Licensing Sub Committee	22.11.2007	22.11.2007

There is no appeal history

CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE AND CONDITIONS PROPOSED BY A PARTY TO THE HEARING

When determining an application for a variation to a premises licence under the provisions of the Licensing Act 2003, the licensing authority must, unless it decides to reject the application, grant the licence subject to the conditions which are indicated as mandatory in this schedule.

At a hearing the licensing authority may, in addition, and having regard to any representations received, grant the licence subject to such conditions which are consistent with the operating schedule submitted by the applicant as part of their application, or alter or omit these conditions, or add any new condition to such extent as the licensing authority considers appropriate for the promotion of the licensing objectives.

This schedule lists those conditions which are consistent with the operating schedule, or proposed as appropriate for the promotion of the licensing objectives by a responsible authority or an interested party as indicated. These conditions have not been submitted by the licensing service but reflect the positions of the applicant, responsible authority or interested party and have not necessarily been agreed

Conditions: On Current Licence -

Mandatory:

1. No supply of alcohol may be made at a time when there is no designated premises supervisor in respect of this licence.
2. No supply of alcohol may be made at a time when the designated premises supervisor does not hold a personal licence or the personal licence is suspended.
3. Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence.
4.
 - (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
 - (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to;
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);

- (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
 - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
5. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
6. (1) 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.
- (2) 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.
- (3) 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.
7. The responsible person must ensure that—
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml;

- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

A responsible person in relation to a licensed premises means the holder of the premise licence in respect of the premises, the designated premises supervisor (if any) or any individual aged 18 or over who is authorised by either the licence holder or designated premises supervisor. For premises with a club premises certificate, any member or officer of the club present on the premises in a capacity that which enables him to prevent the supply of alcohol.

8(i) 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.

8(ii) For the purposes of the condition set out in paragraph 8(i) above -

- (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" means value added tax charged in accordance with the Value Added Tax Act 1994.
- 8(iii). Where the permitted price given by Paragraph 8(ii)(b) above 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.
- 8(iv). (1) Sub-paragraph 8(iv)(2) below applies where the permitted price given by Paragraph 8(ii)(b) above 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.

Conditions consistent with the operating Schedule

None.

Conditions attached after a hearing by the licensing authority

9. Staff shall be trained not to serve alcohol to customers under the influence of alcohol.
10. The number of persons accommodated at the premises shall be:
- a. Ground Floor – 90 persons excluding staff
 - b. Basement – 60 person excluding staff
11. Suitable beverages other than Alcohol (including drinking water) shall be equally available during hours when licensable activity takes place.
12. The supply of alcohol shall only be to persons taking table meals there and consumption by such a person as ancillary to their meal.
13. Alcohol served in the bar shall only be to patrons waiting to be seated in the Restaurant area.
14. The supply of alcohol shall only be by waiter or waitress service to persons seated at tables.
15. The premises will maintain a comprehensive CCTV system that ensures that all areas of the licensed premises are monitored which enable frontal identification of every person entering in any light condition. All cameras shall continually record whilst the premises are open to the public and the recordings shall be kept available for a minimum of 31 days with time and date stamping. Recordings shall be made available to an authorised officer or a Police Officer together with facilities for viewing. The recordings for the preceding 31 days shall be made available immediately on request. Recordings outside this period shall be made available on request (Subject to the Data Protection Act 1998).
16. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.

17. All waste shall be properly presented and placed out for collection no earlier than 30 minutes before the scheduled collection times.
18. No rubbish including bottles will be moved, removed or placed in outside areas between 2300 hours and 0800hours.
19. A refuse store of sufficient size shall be provided.

Conditions proposed by the applicant

20. Sales of alcohol for consumption off the premises shall be in sealed containers only and supplied with and ancillary to a takeaway meal.

To be replaced by the following condition proposed by the police and agreed by the applicant:

20. Sales of alcohol for consumption off the premises shall be in sealed containers only and supplied with and ancillary to a takeaway meal for delivery only.



page 68

Residential / Proposed Residential	222
Under Construction	
Other Uses	
Proportion Residential of all Uses	%AllUses%

10
 Meters

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Data Source: Uniform Database
 Date: 21/07/2016

Premises within 75 metres of: Cote, 98 Westbourne Grove, London, W2 5RU

p / n	Name of Premises	Premises Address	Licensed Hours
17317	Durbar Tandoori Restaurant	24 Hereford Road London W2 4AA	Sunday 12:00 - 00:00 Monday to Saturday 12 00 - 00 30
-32301	Rodizio Rico	111 Westbourne Grove London W2 4UW	Monday to Saturday 10:00 - 00:30 Sunday 12 00 - 00 00
-17424	Perfetto	Basement Floor And Ground Floor 112 Westbourne Grove London W2 5RU	Sunday 07:00 - 23:00 Monday to Saturday 07 00 - 23 30
-5315	Byron	103 Westbourne Grove London W2 4UW	Monday to Saturday 10:00 - 23:30 Sunday 12 00 - 23 00
-10787	Not Recorded	Basement And Ground Floor 115 Westbourne Grove London W2 4UP	Monday to Sunday 10 00 - 23:30
5346	Sainsbury's	Grove House 88 - 94 Westbourne Grove London W2 5RT	Monday to Sunday 07 00 - 23:00
-25209	Commander	The Commander 47 Hereford Road London W2 5AH	Thursday to Saturday 10 00 - 00 00 Monday to Wednesday 10:00 - 23:30 Sundays before Bank Holidays 12 00 - 00 00 Sunday 12 00 - 23:00
-21046	Otto Pizza	6 Chepstow Road London W2 5BP	Monday to Friday 12 00 - 15 00 Sunday 12 00 - 22 00 Saturday 12 00 - 23 00 Monday to Friday 17:30 - 23:00
-13553	Cote	Unit 7 98 Westbourne Grove London W2 5RU	Friday to Saturday 10:00 - 00:00 Monday to Thursday 10 00 - 23 30 Sunday 12 00 - 23 00 Sundays before Bank Holidays 12:00 - 23:30
24344	Loco Mexicano	107 Westbourne Grove London W2 4UW	Monday to Saturday 12:00 - 00:00 Sunday 12 00 - 23 00
26540	Carluccio's	Basement East And Ground Floor West 108 Westbourne Grove London W2 5RU	Monday to Saturday 08:00 - 00:30 Sunday 09 00 - 00 00
17317	Durbar Tandoori Restaurant	24 Hereford Road London W2 4AA	Sunday 12:00 - 00:00 Monday to Saturday 12 00 - 00 30
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26540	Carluccio's	Basement East And Ground Floor West 108 Westbourne Grove London W2 5RU	Monday to Saturday 08:00 - 00:30 Sunday 09 00 - 00 00

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Item No:	
Date:	28 th July 2016
Licensing Ref No:	16/04130/LIPN - New Premises Licence
Title of Report:	Victoria News 87 Victoria Street London SW1H 0HW
Report of:	Director of Public Protection and Licensing
Wards involved:	St James's
Policy context:	City of Westminster Statement of Licensing Policy
Financial summary:	None
Report Author:	Mr Darren O'Leary Senior Licensing Officer
Contact details	Telephone: 02076417824 Email: doleary@westminster.gov.uk

1. Application

1-A Applicant and premises			
Application Type:	New Premises Licence, Licensing Act 2003		
Application received date:	21 st April 2016		
Applicant:	Victoria News Limited		
Premises:	Victoria News		
Premises address:	87 Victoria Street London SW1H 0HW	Ward:	St James's
		Cumulative Impact Area:	None.
Premises description:	The premises operates as a convenience store that has recently been refurbished with a retail sales areas.		
Premises licence history:	New premises licence.		
Applicant submissions:	None.		

1-B Proposed licensable activities and hours							
Late Night Refreshment:				Indoors, outdoors or both			Indoors
Day:	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Start:	23:00	23:00	23:00	23:00	23:00	23:00	23:00
End:	05:00	05:00	05:00	05:00	05:00	05:00	05:00
Seasonal variations/ Non-standard timings:		None.					

Sale by retail of alcohol				On or off sales or both:			Off sales
Day:	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Start:	08:00	08:00	08:00	08:00	08:00	08:00	10:00
End:	23:00	23:00	23:00	23:00	23:00	23:00	22:30
Seasonal variations/ Non-standard timings:		None.					

Hours premises are open to the public							
Day:	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Start:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
End:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Seasonal variations/ Non-standard timings:		None.					
Adult Entertainment:		None.					

2. Representations

2-A Responsible Authorities	
Responsible Authority:	Metropolitan Police
Representative:	PC Reaz Guerra
Received:	19 th May 2016
<p>With reference to the above application I am writing to inform you that the Police, as a Responsible Authority, object to your application for a New Premises Licence as it is our belief that if granted the application would undermine the Crime Prevention Objective.</p> <p>The hours sought for Late Night Refreshment exceed Westminster Core Hours Policy and it is our belief that if granted the application would undermine the Crime Prevention Objective.</p> <p>It is for this reason that we are objecting to the application</p>	
Responsible Authority:	Environmental Health
Representative:	Maxwell Koduah
Received:	10 th May 2016
<p>This representation is based on the operating schedule and accompanying plan of Ground Floor Level by RB Retail & Licensing Services Ltd dated 14 April 2016.</p> <p>The applicant is seeking the following licensable activities:</p> <ol style="list-style-type: none"> 1. Supply of alcohol for consumption "Off" the premises at the following times: <ul style="list-style-type: none"> ○ Monday to Saturday: 08:00 - 23:00 ○ Sunday: 10:00 – 22:30 2. Provision of late night refreshment "Indoors" Monday to Sunday from 23:00 to 05:00 <p>I wish to make the following representation</p> <ol style="list-style-type: none"> 1. The provision and hours requested for the Supply of Alcohol will have the likely effect of causing an increase in Public Nuisance and impact on Public Safety within the area 2. The provision and hours requested for late night refreshment will have the likely effect of causing an increase in Public Nuisance and impact on Public Safety within the area <p>The granting of the application as presented would have the likely effect of causing an</p>	

increase in Public Nuisance and impact on Public Safety within the area

The applicant has provided some conditions in support of the application which are being considered but do not fully address the concerns of Environmental Health.

2-B Other Persons	
Name:	Mrs Anna Freeman
Address and/or Residents Association:	Flat 1002 20 Palace Street London SW1E 5BB
Received:	26 th April 2016
<p>I object on the basis of Crime and Disorder and Public Nuisance. The area is frequented by large number of street dwellers with alcohol problems and it is unclear what these premises are going to operate as. It is clear that the license application is for Monday to Sunday operation from 12:00am to 12:00am - 24 hours - this is well outside core hour's provisions in the licensing policy. Although it is not clear from the documents available what other operations the premises are going to perform it is clear that the sale of alcohol for consumption both on and off the premises is going to be carried out every day with Monday to Saturday operations stretching to 5:00am.</p> <p>Our neighbourhood already has serious problems with street drinking and these can only be exacerbated by allowing such total disregard for established licensing provisions. The allowing of such a license cannot be of any benefit to the area and will only encourage antisocial behaviour.</p>	

3. Policy & Guidance

The following policies within the City Of Westminster Statement of Licensing Policy apply:	
Policy HRS1 applies	<p>(i) Applications for hours within the core hours set out below in this policy will generally be granted, subject to not being contrary to other policies in the Statement of Licensing Policy.</p> <p>(ii) Applications for hours outside the core hours set out below in this policy will be considered on their merits, subject to other relevant policies.</p>
Policy OS1 applies	Applications will generally be granted and reviews determined subject to the relevant criteria in Policies CD1, PS1, PN1 CH1 and HRS1 and other policies in this Statement.

4. Appendices

Appendix 1	Premises plans
Appendix 2	Applicant supporting documents
Appendix 3	Premises history
Appendix 4	Proposed conditions
Appendix 5	Residential map and list of premises in the vicinity

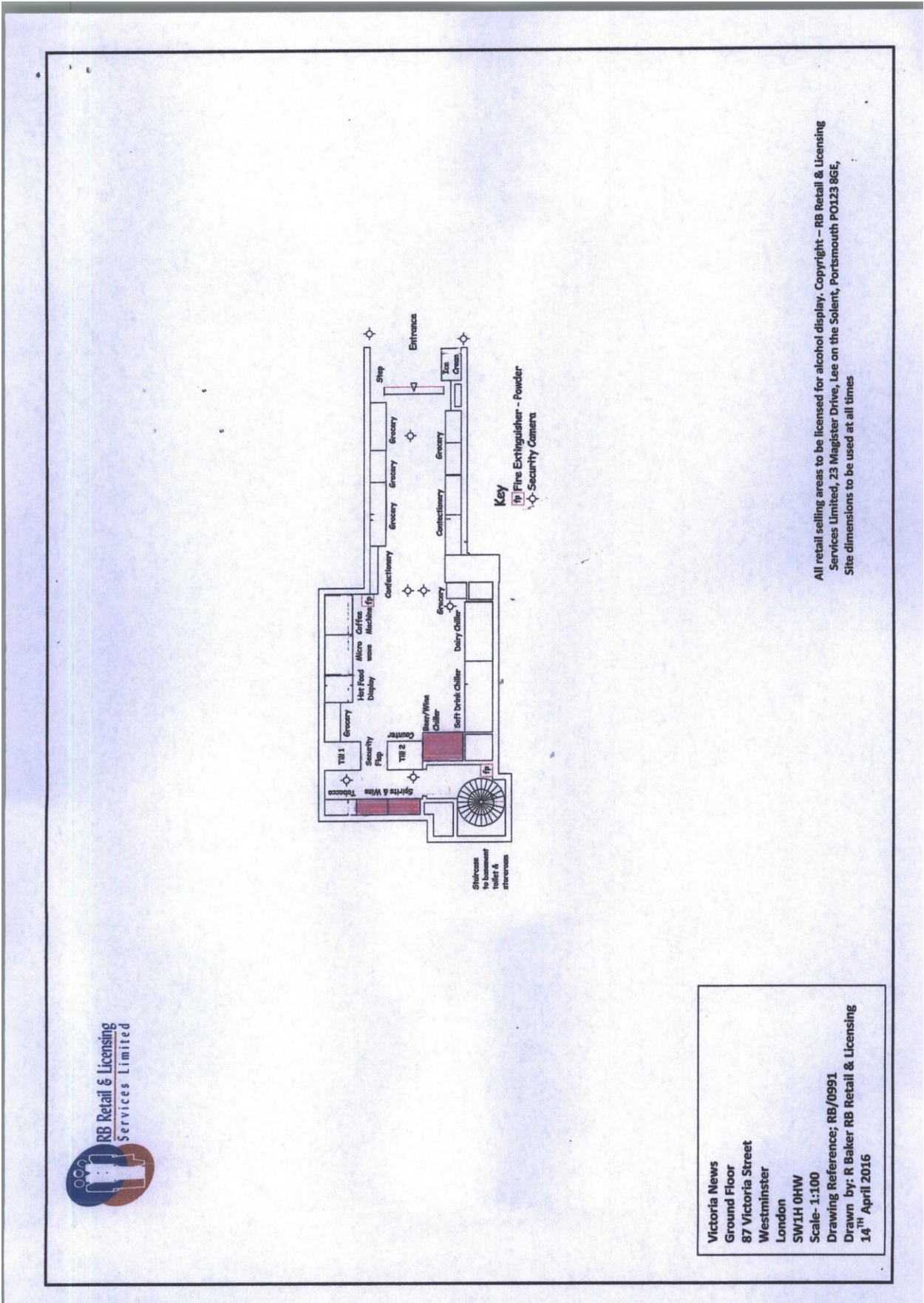
Report author:	Mr Darren O'Leary Senior Licensing Officer
Contact:	Telephone: 02076417824 Email: doleary@westminster.gov.uk

If you have any queries about this report or wish to inspect one of the background papers please contact the report author.

Background Documents – Local Government (Access to Information) Act 1972

1	Licensing Act 2003	N/A
2	City of Westminster Statement of Licensing Policy	7 th January 2016
3	Amended Guidance issued under section 182 of the Licensing Act 2003	March 2015
4	Application Form	21 st April 2016
5	Representation - Metropolitan Police	19 th May 2016
6	Representation - Environmental Health	10 th May 2016
7	Representation - Mrs Anna Freeman	26 th April 2016

Premises Plans



All retail selling areas to be licensed for alcohol display. Copyright - RB Retail & Licensing Services Limited, 23 Magister Drive, Lee on the Solent, Portsmouth PO123 8GE, Site dimensions to be used at all times



Victoria News
 Ground Floor
 87 Victoria Street
 Westminster
 London
 SW1H 0HW
 Scale- 1:100
 Drawing Reference; RB/0991
 Drawn by: R Baker RB Retail & Licensing
 14th April 2016

**RB Retail & Licensing
Services Limited**

Mobile: **07771 540066**

Email: **richard@rwrbaker.freeseve.co.uk**

Fax: **02392 556886**

www.alcohol-licence-services.co.uk

**PREMISES
LICENCE
SITE
OPERATIONS
MANUAL**

Store Name:

Address:

.....

.....

Issued:

FOREWORD

The Licensing Act 2003 came into force on the 24th November 2005, significantly changing the licensing regime for permissions to sell alcohol for consumption either on or off the premises and regulated entertainment. The Act also introduced a new late night refreshment regime. The penalties for failure to follow the rules have become far more stringent and the possibility of onerous conditions, suspension of the licence or indeed permanent revocation is a very likely possibility for those who operate a slack regime within their place of business. The cost of defending a licence in danger through poor management procedures is far greater than doing the job properly from the start.

Since enactment, many changes and amendments have altered and updated the Act to reflect both government initiatives and new case law as the Act is tested in the higher courts. This has required continued re-interpretation of specific areas of the Act as reflected in the written guidance produced by the government department responsible for alcohol licensing - until recently the Department for Culture Media and Sport (DCMS) but since 2010 the Home Office.

Changes occur as successive governments respond to political pressures and endeavour to keep the law current, relevant and fit for purpose - balancing the interests of the various sectors of the licensed trade, the authorities charged with the enforcement and day-to-day housekeeping required by statute against the communities which may be affected by the operation of licensed premises.

For retailers the provision of alcohol to their customers for consumption on or off their premises is a crucial part of their business; in many cases underpinning a viable business and without which the business may struggle to survive. Over the years government attitudes to the sale and availability of alcohol have differed. Until recently the culture has been favourable and permissive towards the retailer of alcohol but the last ten years has seen increased regulation with more attention paid to the views of local people and the police in both applications for, and in the running of, licensed premises.

Momentum continues to build towards a far more regulated and controlled market place. There is a growing view in government, and among those charged with running the licensing system, that the licensed retailer, via regulation, has a greater responsibility towards the local community. While a premise licence gives a retailer the right to sell alcohol to support a more profitable business they will be held accountable for the repercussions of irresponsible selling.

It is essential that businesses are properly run with effective due diligence procedures in place. This includes regular training and guidance for their staff, adequate written records of compliance with appropriate day-to-day in-store precautions. Responsible retailing is a basic but crucial requirement for all of those who are licensed to sell alcohol. This manual is designed to assist your business in ensuring that it is operating to the best standards.

The last five years have seen many statutes and regulations introduced. They cover the various processes of applying for a licence as well as the running of the licence once granted together with the consequences of breaches of the rules. Some of the most important are listed below.

This manual provides guidance for site operators to assist them in acquiring a firm footing with regard to alcohol sale compliance procedures. The manual should only be used by businesses who have acquired this Licensing Guidance Manual direct from RB Retail & Licensing Services Limited and have the received necessary instruction on how to use the manual.

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Information and guidance contained within this manual does not constitute legal or other professional advice.

It should be noted that this manual only takes account of matters connected with the Licensing Act 2003 up to the issue of the manual in October 2012.

This manual should be used as a guide only and cannot replace legal advice.

Error and omission excepted.

Introduction

- This Premise Licence Operation Manual contains instructions and guidance covering policies and procedures for various premises licence applications and the subsequent use of the premises for licensable activities.
- To assist staff training awareness a pamphlet called 'Licensing Rules & Procedures' which mirrors section 3 is included.
- The Manual is for the use of staff who currently are or will be offering licensable activities. Uses include:
 - Making an application and/or variations for the premises licence.
 - Applying policies and procedures correctly and consistently.
 - Establishing and maintaining retail operations standards for the sale of alcohol and other licensable activities.
 - Referencing important information quickly and easily.
 - Providing guidance to staff as part of their on-going training and development.
 - Additionally, important and relevant licensing documents specific to your business, can be filed in this manual within section 8.

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SECTION 1: Licensing Applications

1.1 Preparing a new licensing application

To make an application for a premises licence or to subsequently vary it notices must be served on the Licensing Authority (generally the local authority) for the area in which the premises are located as well as on the responsible authorities.

At the same time the application must be advertised on the premises itself by way of blue A4 notices displayed on the boundary every 50 meters for the next 28 days from the day after service on the licensing authority.

The site notices must be on display 24/7 for the whole 28 day period and care should be taken to ensure that they are not obscured by shuttering at night or other obstructions at any time thereby offering a clear view to passers by.

An advertisement must also be placed in a local paper within the first ten working days of that 28-day period.

These notices are required under the Licensing Act 2003 in order that as many people as possible get to know about the application and those that object to it can make their views known by making representations, as they are known, to the licensing authority within the 28 day period.

Once the 28-day period is complete, if there are no representations, the licence must be granted as applied for.

Where representations have been made by any of the responsible authorities these can sometimes be dealt with by way of negotiation. For example, all parties may agree to a condition that can be applied to the new licence, removing the need for the hearing and allowing the grant of the licence.

There are three groups of people who can make representation:

- Responsible authorities e.g. police, trading standards etc.
- Other persons which includes people resident in the locality and local businesses / organisations .
- Any of the above can also request any of the following to speak on their behalf: Local Councillors, local representative, friend, Member of Parliament, Members of the Welsh Assembly local Ward or Parish Councillors.

Representations must be made on one or more of the four licensing objectives:

- The prevention of crime & disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

If representations have been received and agreement cannot be reached, a hearing must be held in the next 20 working days from the end of the period of notice.

The hearings are usually held in the Council Chamber or a committee room in the Council Offices.

At the hearing before the local authority Licensing Authority sub-committee there are usually three councillors supported by a legal advisor, often a solicitor or a barrister and another officer who is also responsible for the process and procedures of the committee. One of the councillors is nominated as chairperson for the meeting and there is a Licensing Officer from the Authority who will normally set out the application and and is also responsible for checking that all the required documentation has been completed satisfactorily.

Representatives from the police, Fire & Rescue Service and the other responsible authorities will not normally attend unless they are making representations. It is often the case that the interested parties who have made representations do not attend leaving their representations to be dealt with in writing by the Licensing Sub-Committee.

Representations at a hearing can be made, in person, or by a representative or spokes person, often a ward councillor, but the representations can only be made on the initial written notification and other matters should not be raised or added to at the hearing.

Applications before the licensing committee may be put by the applicant who may be represented by a solicitor or a barrister presenting the documentation and the facts to the committee.

Depending on the representations received it may not be necessary for the proposed premises licence holder or proposed designated premises supervisor to attend as RB Retail & Licensing Services Limited can attend on their behalf but we will obviously liaise with the applicant on this point. However, it is good practice to have one or more present should questions arise that require local or specific knowledge.

The hearing takes the form of a discussion led committee meeting with a panel usually made up of three councillors who assess the application, listen to the representations and then decide whether to grant the licence as applied for, apply conditions or refuse it entirely, or to grant a part of the application (if more than one licensable activity is applied for).

Any decision reached can be appealed to the local Magistrates' Court if either the applicant or those opposing the application are aggrieved at the decision reached by the committee. The appeal must be lodged within 21 days of the date of the letter notifying the applicant of the committee's decision.

It should be noted however that the Magistrates' Court has power to award costs against a party to the appeal, usually the loser; although it may not be easy to secure costs against an authority even if the appeal is successful.

1.2 Application form and notices

Since the introduction of the Police Reform & Social Responsibility Act 2011 which came into force on 25th April 2012 applicants must give greater consideration to the local area when setting out the steps they will take to promote the licensing objectives and to provide responsible authorities and the licensing authority with fuller information on which to make informed representations or determinations.

How will this change be made?

The application form must first be completed and served on the licensing department of your local authority plus a copy sent to the responsible authorities in your area.

The date of service of the notice then puts into motion the application process.

There is a 28 day period in which representations may be made in respect of the application.

During this period the site notice must also be displayed on the premises in accordance with the Licensing Regulations.

If there are representations the application can be expected to go to a committee hearing, although it will be prudent to seek to negotiate with those making the representations to reach agreement and thereby avoid the cost and delay of a hearing, if there are no representations the licence must be granted as applied for.

The guidance for applicants and statutory guidance for licensing authorities has been amended to prompt licence applicants, when outlining the steps they will take to promote the licensing objectives, to provide contextual information to support the steps they intend to take and demonstrate an awareness of the local community in which the premises would be based. This may include contextual information on issues such as the local areas's social-demographic characteristics, specific local crime and disorder issues and an awareness of the local environment.

1.3 Licence applicants to give greater consideration to local area

What is the policy aim?

As part of its commitment to re-balance the Licensing Act 2003 in favour of local communities, the Government is keen that licence applicants give greater consideration to the local area when making their application.

Currently, as part of the licence application process, applicants are required to set out in the operating schedule accompanying their application the steps they intend to take to promote the licensing objectives. Some licensing authorities have reported that this section of the application is often poorly completed, providing licensing authorities with very little information on which to make their determination.

What are the benefits to the local area?

The additional information will hopefully ensure that greater consideration is given to local issues when determining licence applications. The additional information will be of value to licensing authorities, responsible authorities and other parties who if dissatisfied are able to make representations with regard to licence applications to ensure the promotion of the licensing objectives in the local area.

How will licence applicants be required to demonstrate that they are considering the interests of the local community when setting out the steps they will take to promote the licensing objectives?

Applicants will be required to provide information as part of the licence application form on issues such as the local area's social-demographic characteristics, specific local crime and disorder issues and an awareness of the local environment which will be of benefit to the licensing authority when determining the application. Specific local issues, such as crime and disorder issues, are likely to influence the steps that applicants will need to take to promote the licensing objectives in their own premises and applicants will therefore be required to demonstrate an awareness of such issues when setting out why particular steps will be taken to promote the licensing objectives.

What information are licence applicants currently required to provide on the steps they will take to promote the licensing objectives?

When preparing an operating schedule applicants are required to set out the steps necessary, if any, for the promotion of the licensing objectives. In doing so, applicants are expected to have regard to the statement of licensing policy for their area and to be aware of the expectations of the licensing authority and responsible authorities in terms of the steps that are necessary to promote the licensing objectives.

1.4 New powers following the passing into law of the Police Reform & Social Responsibility Act 2011

Early Morning Alcohol Restriction Orders

Early Morning Alcohol Restriction Orders (EMRO) due to come into force in October 2012 will enable licensing authorities to restrict sales of alcohol in the whole or a part of their areas for any specific period between 12 midnight and 6 am, if they consider this appropriate for the promotion of the licensing objectives.

Late Night Levy - What is the late night levy?

The late night levy ('the levy') will enable licensing authorities to raise a contribution from late-opening alcohol suppliers towards policing the night-time economy. It will be a local power that licensing authorities can choose whether or not to exercise. It must cover the whole of the licensing authority's area. However, the licensing authority will also choose the period during which the levy applies every night, between midnight and 6 am and decide what exemptions and reductions should apply from a list set out in regulations. The levy if adopted is unlikely to come into force before June 2013.

- *Who will the late night levy affect?*

If a licensing authority chooses to introduce the levy in their area, all licensed premises which are authorised to supply alcohol in the levy period will be affected. Premises that do not wish to operate in the levy period will be able to make a free minor variation to their licence before the levy is introduced.

Increase the weight licensing authorities will have to give to relevant representations and objection notices from the Police

- *What is a relevant representation?*

These are written representations, about the likely effect of the grant of an application for, or variation to, a premises licence or club premises certificate, on the promotion of the licensing objectives. Responsible authorities and interested parties, such as residents, make representations regarding licensing functions. To be considered relevant, representations must have regard to the potential impact of the licensing determination on the promotion of the licensing objectives.

The four licensing objectives are:

- *The prevention of crime and disorder*
- *Public Safety*
- *The prevention of public nuisance*
- *The protection of children from harm*

For a representation to be relevant it must be centred around the likely effect of the application on the promotion of one or more of the four licensing objectives.

- *What is the policy aim?*

When determining an application for a premises licence, an application for a licence review or the granting of a personal licence, the licensing authority must have regard to relevant representations or objection notices (in the case of personal licence applications) from the police.

This act strengthens the weight that licensing authorities must give to police representations (**including those voiced by the police at a hearing**) and objection notices by amending the statutory guidance to require licensing authorities to accept all representations and notices and adopt all recommendations from the police, unless there is clear evidence that these are not relevant.

Reducing the burden of proof on licensing authorities

- *What is burden of proof?*

When making decisions on new and existing licences, and fulfilling their licensing responsibilities, licensing authorities are currently required under the Licensing Act 2003 to demonstrate that these decisions are 'necessary' for the promotion of the licensing objectives (as above) in their local area.

The requirement to demonstrate that their actions are 'necessary' places a significant evidential burden on the licensing authority to prove that no lesser steps would suffice for the promotion of the licensing objectives in the local area. This is a consequence of statutory reference to actions having to be 'necessary' and which is therefore reflected in statutory guidance, and has become custom and practice. This guidance states that licensing authorities should ensure that any conditions that they impose are only those which are necessary for the promotion of the licensing objectives, which means that they must not go further than what is needed for that purpose.

- *What are the changes to be made in the new act?*

The wording has been amended throughout the Licensing Act 2003 to highlight the new evidential threshold which licensing authorities must meet when making licensing decisions by requiring that they make decisions which are 'appropriate' rather than necessary for the promotion of the licensing objectives. This will, for example, give licensing authorities greater power to tackle irresponsible premises.

Enable licensing authorities to suspend licences due to non-payment of fees

- *Purpose*

The government is committed to reducing the burden and bureaucracy of licensing and will strike the right balance between the requirements on businesses against the cost to the taxpayer and helping the police and other enforcement agencies address alcohol related crime and disorder. This policy will ensure that licensing authorities do not face additional costs as a result of licence holders not paying their annual fees.

- *What changes are made in the new Act?*

Licensing authorities will be able to suspend licences due to non-payment of fees therefore providing a much stronger incentive for businesses to pay their fee in a timely manner and save licensing authorities the time and cost of pursuing non-payment. This measure will not impact on responsible businesses that pay their licence fees on time.

There will be a grace period of 21 days for licence holders to pay their fee. The licence will be reinstated as soon as the fee is paid and the licensing authority must notify the licence holder when their licence has been reinstated.

1.5 Premise licence conditions

Conditions can be added to your premises licence either voluntarily by way of your operating schedule, or by negotiation or applied at the hearing.

Once on the licence conditions can only be removed by seeking a variation to the licence so if they are applied at the time of the grant you should consider whether they are so onerous as to require an appeal to be made to remove them.

1.6 Licensing committee hearing etiquette

If you are required to attend a committee hearing please accept the following guidance:

- Wear smart business attire if possible.
- When entering or leaving the committee room, do so as quietly as possible.
- Mobile phones must be switched OFF AT ALL TIMES, not just left on silent.
- Never walk across a committee room or in front of the committee whilst it is conducting business.
- Be ready to stand when the councillors enter or leave the committee room but be guided by your advisor as to whether it is necessary or not.
- Do not talk or make comments whilst the committee is dealing with business.
- Pay attention and listen carefully to what is being said.
- Answer all questions honestly and succinctly.
- Be ready to stand when addressing the Committee but be guided by your advisor as to whether it is necessary or not.
- When addressing individual committee members use the title Councillor and if possible their surname which is usually on display.
- Always look at the committee when answering questions, even when the questions are being asked by someone else and speak clearly.
- No eating or drinking is allowed in the committee room except for water made available to you.
- At the close of your business, please say 'thank you' to the committee.

1.7 The premises licence

Your premises licence is in two parts :

The licence - part A

The summary - part B

It is a legal requirement that the summary part B or a certified copy - a copy made by a solicitor - is prominently displayed at the premises for customer inspection at all times when the premises are open.

It is also a legal requirement that the original licence certificate part A or a certified copy is kept at the premises, displayed clearly within the shop floor area and is available for inspection at any time upon request by a police constable or a local authority licensing officer.

Further, it has to be confirmed in writing by the licence holder who at the premises is responsible for the licence or the certified copy of it.

It is our recommendation that you obtain certified copies of your licence summary part B, and display these in the premises keeping the master copies in the enclosed plastic wallets or a more secure location with your premises licence part A.

You will need to surrender your master licence and summary with your application to the licensing authority if you are making any variations, including changing the DPS.

Your premises licence does not have to be renewed but there is an annual licence fee that has to be paid to the issuing authority, on the anniversary of the date of issue. The premises licence lasts for the life of the business.

1.8 Premises scale plan

Your premises plan normally drawn at a scale of 1:100 should be kept in section 8 of the manual for reference.

This is the approved plan and the layout should be adhered to as closely as possible.

Any proposed refit may have to be preceded by an application for a variation to the plans as they form part of your licence.

Please feel free to notify RB Retail & Licensing Services Limited of any changes required enclosing copies of both the existing and the new plan in order that we can advise on the action you should take.

Please also keep any amended plans in this manual.

1.9 Designated premises supervisor (DPS)

For the site to sell alcohol there must be a designated premises supervisor (DPS) who must hold a personal licence. If the DPS ceases to carry out that role at your site or their personal licence is suspended or forfeited you are legally required to

STOP SELLING ALCOHOL IMMEDIATELY

until a replacement DPS is formally notified by way of variation to the Licensing Authority which issued your premises licence.

You can either notify RB Retail & Licensing Services Limited straight away or apply yourself with the details of the person you wish to replace the existing DPS and provide a signed DPS consent form from that person in order that the DPS variation can be applied for. The applicant must be a personal licence holder in order to be able to commence trading immediately having made the variation application. If the applicant is not, you can still complete the variation in their name but you cannot commence trading until the the applicant holds a personal licence.

If the applicant does not hold a personal licence he/she must be in possession of an accredited qualification such as the **APLH Award for Personal Licence Holders** in order to apply for a personal licence. A personal licence will not be issued without such a qualification. Please contact RB Retail & Licensing Services Limited for the next available APLH course dates in your area. Enclosed is the DPS consent form that needs to be completed and signed by the applicant in order for RB Retail & Licensing Services Limited to make the necessary variation application - if the applicant has a personal licence we will complete all the other documentation as necessary.

1.10 DPS Variation

An application to vary the DPS is made to the licensing authority which issued your premises licence and is supported by payment of a fee plus the variation application form and the consent form signed by the proposed DPS, who must be a personal licence holder for the variation to take effect.

If the new DPS is not a personal licence holder alcohol sales cannot be made at the premises until the personal licence has been issued.

In order to vary the DPS the enclosed form (section 4.13) **MUST** be signed by the applicant otherwise the application will be rejected - it cannot be signed by a third party on the applicant's behalf.

The variation cannot take place unless and until the applicant has been granted a personal licence.

The application can be deemed to have immediate effect upon receipt by the licensing authority, providing the forms have been filled in correctly and the full payment made. It is always advisable to obtain a proof of posting should a query arise.

Sales of alcohol must be suspended if there is not a current DPS or that person is not a personal licence holder. It is not enough to have a Personal Licence Holder if there is not a DPS in place.

You do not need a DPS if you do not sell alcohol.

1.11 Variation guidance

• FULL VARIATIONS

Other than the re-issue of the plan as part of the summary with minor detail changes, or the inclusion of pre-agreed conditions many other variations are dealt with almost as though they were a new application.

Plans have to be provided marked to show the relevant requirements at a scale of 1:100.

The variation application form and payment based on the rateable value as with the full application must be sent with the plans to the licensing department of your local authority together with a copy of the blue A4 notice that you display on your premises for 28 days from the first day after receipt of this application by the local authority. The application also must be advertised in a newspaper circulating locally within 10 working days of the date of submission and proof of publication has to be sent to the licensing department.

The whole of the variation application pack must be copied to all the responsible authorities in the area in which the premises is situated, the list being available from the licensing department of your local authority.

Once the 28 days are up, if there have been no representations, you have the grant.

If there are representations the application is dealt with in exactly the same way as though it were a new application, as covered elsewhere in this manual.

• THE VARIATION

The meaning of the word 'variation' in this process covers changes made to your premises licence. This can be to change the hours you trade your licensable activity - alcohol sales or late night refreshment - or indeed changes to add a licensable activity or major change to the structure of your premises. Some can be made via a minor variation others will require a full variation application to be made.

• OPENING HOURS

Once a premises licence has been issued you should only trade the opening hours specified on it or within those opening hours - you potentially commit an offence if you trade for longer hours than those shown on the schedule of your licence. Interpretation can differ from local authority to local authority, please call RB Retail & Licensing Services Limited for further guidance.

The hours may be varied or extended by making an application to your licensing authority to vary them - contact RB Retail & Licensing Services Limited for further details.

• LICENSABLE HOURS

You must seek to vary your premise licence if you wish to extend your hours for any licensable activity. If you wish to trade fewer hours then you do not have to apply or advise the local authority.

• LICENSABLE ACTIVITIES

The premises licence specifies the licensable activities granted for the premises named which can include :

Sale of alcohol for consumption either on, off or on and off the premises.

Provision of regulated entertainment, which includes performance of a play, exhibition of a film, indoor sporting event, boxing or wrestling, entertainment, performance of live music, playing of recorded music and performance of dance.

Provision of late night refreshment - only required if you trade hot food or drink between 23.00 hrs and 05.00 hrs.

The precise details, and in particular the hours of the licensable activities you are licensed to provide, are set out on your premises licence and summary. You commit a criminal offence if you allow licensable activities to occur on your premises either without a licence, outside of your permitted hours, or if you breach a licensing condition.

Should your circumstances alter and you wish to change these hours or licensable activities this is done by making an application to vary your licence - contact RB Retail & Licensing Services Limited for further details.

• **CHANGES TO THE PREMISES LAYOUT OR STRUCTURE**

If you wish to refit or change your premises, dependant on the amount of work you intend to carry out you may have to seek a variation before you start work or, under certain circumstances, even make an all new application.

If you supply RB Retail & Licensing Services Limited with a set of your proposed plans before you are committed to commencing any changes we will advise on the best route to take to secure the appropriate permissions for them.

These could vary from a simple submission of a plan for reissue as part of the licence summary to an all new application - it all depends on the size of the project and the impact on the licence.

• **MINOR VARIATIONS**

As of 29/07/09 it has been possible to make small changes to your premises licence or club premises certificate through the Minor Variation process. This process is cheaper, easier and quicker than the full variation process.

The test for whether a proposed variation is 'minor' is whether it could impact adversely on any of the four licensing objectives. (These are: the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm).

The expectation is that the process will be used for changes such as:

- small changes to the structure or layout of a premises
- the addition of authorisation for late night refreshment or regulated entertainment (such as live music, performance of plays or film exhibitions)
- small changes to licensing hours (but see below on changes that relate to alcohol)
- revisions, removals and additions of conditions (this could include the removal or amendment of out of date, irrelevant or unenforceable conditions, or the removal of volunteered conditions).

The Minor Variations process **cannot** be used to:

- add the retail or supply of alcohol to a licence
- extend licensing hours for the sale or supply of alcohol at any time between 11pm and 7am
- increase the amount of time on any day during which alcohol may be sold by retail or supplied
- extend the period for which the licence or certificate has effect
- transfer the licence or certificate from one premises to another, or vary substantially the premises to which it relates
- specify, in a premises licence, an individual as the premises supervisor
- add the sale by retail or supply of alcohol as an activity authorised by a licence or certificate; or
- dis-apply the mandatory conditions relating to a designated premises supervisor (there is a separate process by which community premises can apply for this).

A licensing authority upon receipt of an application for a minor variation needs to consider whether the application if granted will impact adversely on the four licensing objectives.

Generally if the authority thinks it may the application will not be accepted, the applicant will therefore have to submit a full variation / new application.

It is important to note that the notice period advertising this application is shorter than a full application at 10 working days and does not need to be advertised in a newspaper. There is no automatic right to a hearing should representations be received by the local authority as there is with full variations and new applications, however the licensing authority must take relevant representation into account before making their decision no more than 15 working days after receipt of the minor variation application.

Should you require assistance regarding variations please contact RB Retail & Licensing Services Limited.

1.12 Transfer of premises licence

The 2003 Act provides for any person who may apply for a premises licence, which includes a business, to apply for a premises licence to be transferred to them. Where the application is made in writing, the applicant must give notice of the application to the chief officer of police. The responsibility to notify the DPS is with the applicant.

Should the police raise no objection about the application, the licensing authority must transfer the licence in accordance with the application, amend the licence accordingly and return it to the new holder.

1.13 When a licence lapses

Where the premises licence lapses (because of death, incapacity or insolvency of the holder etc.) contact RB Retail & Licensing Services Limited who will then seek legal advice on your behalf.

1.14 Personal Licence

A “personal licence” means a licence which - (a) is granted by a licensing authority to an individual, and (b) authorises that individual to supply alcohol, or authorise the supply of alcohol, in accordance with a premises licence.

The licence is granted after an application is made to the local authority area that in which the applicant normally resides.

Should the applicant have a relevant conviction for an offence committed in the UK or abroad then the police can object to the application. The local authority licence sub-committee would convene a hearing to decide upon the application.

The licence lasts for 10 years and can be renewed upon payment of a fee to the local authority.

A personal licence can be revoked should a licence/or other relevant offence be committed.

In order to be a Designated Premises Supervisor (DPS) an individual must hold a Personal Licence.

Should a Premises Licence holder who is not a Personal Licence holder wish to trade alcohol they must have at least one Personal Licence Holder who is normally in day-to -day charge of the premises who is also the DPS.

SECTION 2: Operational Guidance

2.1 Alcohol strengths and effects

- All members of staff should have a basic understanding of how alcoholic drinks such as wine are classified and labelled according to their strength, as well as the effect alcohol has on people
a staff copy of the product guide should be made available at all times to aid staff in assisting customer selection and boosting their confidence in knowledge of the product - see section 5
- The strength of an alcoholic drink is measured by its percentage (%) alcohol by volume (abv)
abv is shown on labels as alc. %vol or just %vol
- An alcohol-free drink is one with an abv of no more than 0.05%
drinks just under 0.5% abv are not covered by licence control and may be freely sold - anyone can buy an alcohol free drink and they are not subject to licensing law
- An intoxicating drink is one that contains more than 0.5% abv
low-alcohol drinks are still intoxicating drinks and the licensing laws apply to their sale
- A low alcohol drink is one that contains no more than 1.2%abv
packaged drinks with an abv of more than 1.2% must be labelled with their abv
- One unit of alcohol is 10 millilitres of alcohol (or 8 grams in weight)
it takes about 1 hour for 1 unit of alcohol to be lost from the body
- The speed of take up of alcohol in the body is effected by different things
 - **how much you drink**
 - **your weight**
 - **your sex**
 - **what you have eaten**

2.2 Legal matters / best practice

There are legal requirements covering licensable activities including the sale of alcohol that have serious penalties if not adhered to and this part of your business needs to be effectively controlled at all times.

It is imperative that should an alleged breach of the law occur you obtain legal advice **immediately** which BBO Retail & Licensing Services Limited can arrange for you.

Legal requirements

- The sale of alcohol can only be made from premises with the benefit of a premises licence, temporary event notice (TEN) or club certificate allowing that licensable activity
even then sales can only be made if there is a personal licence holder named as the Designated Premises Supervisor (DPS) for those premises
- Sales of alcohol can only be made by personal licence holders or those staff authorised to do so by a Personal Licences Holder/Designated Premises Supervisor
records should be kept of all staff authorised to sell alcohol and details of their initial and ongoing refresher training
- It is an offence for somebody under 18 to sell alcohol unless authorised by a personal licence holder, however best practice dictates that no under 18 should sell alcohol
- The premises licence is granted in perpetuity unless the licence holder dies or is made bankrupt but it can be transferred to a new owner who can be a company, partnership or individual
should the previous premises licence holder die or become insolvent the new owner should take immediate legal advice.
- The premises licence can cover several licensable activities
the sale of alcohol and the provision of regulated entertainment & late night refreshment.
- Are there any annual charges?
there is an annual fee payable to the issuing authority on the anniversary of the initial grant which if not paid could lead to the suspension of your Premises Licence.
- You do not need a licence to sell liqueur chocolates as long as they meet legal requirements
it is an offence to sell liqueur chocolates to anybody under 16
- All staff should read the training pamphlet, a copy of which is in this manual, in order to better understand their basic responsibilities
a staff copy should be available at all times to help avoid underage and illegal sales and to provide support for staff
- If your licence has the condition that you use door supervisors they must hold an SIA (Security Industry Authority) licence
the same requirement applies to any security staff used - contact RB Retail & Licensing Services Limited for further details and training courses

• The concept of permitted hours no longer applies under the Licensing Act 2003.

24 hour sales can be applied for within England and Wales for consumption on & off the premises

• Each premises licence is issued individually based on the licensable activity applied for and the hours that that activity may be carried out.

all staff should be aware of the terms and conditions on the licence summary including whether consumption is allowed on or off the premises

• The detail of what activity is licensed, is to be found on the licence summary which must be displayed at the premises in such a manner that the public can inspect it at all times the premises are open.

the A4 pages of the original summary should be displayed near the door or in the alcohol area in a prominent position allowing public scrutiny at all times

• Premises Licences can be applied to permit consumption of alcohol on and/or off the premises

ensure all staff are aware of the activities allowed including whether consumption is allowed on the premises or not, and if it is, any specific areas in which it is not

• Where the condition only allows for consumption off the premises the licence does not permit the consumption of alcohol on the premises

ensure all staff are aware of the activities that are allowed and not allowed

• Anyone observed attempting to drink alcohol on premises where it is not allowed or in areas where it is not allowed must be stopped from doing so

ensure staff are properly trained in how to deal with these situations, including removing customers from the premises and police involvement if necessary

With the introduction of the Violent Crime Reduction Act 2006 which came into force on the 6.04.07 a new offence was created of 'persistently selling alcohol to children'

This offence would apply when the same premises sold alcohol to children three times or more in a three month period, this was later amended to two offences in a three month period from the same premises. The maximum penalty is a £10,000 fine and suspension of the premise licence for up to three months, there is no defence of due diligence.

- It is an offence to sell alcohol to anyone under the age of 18.

variable punishment from fixed penalty notices up to a £5000 fine or a £10,000 fine if convicted of selling alcohol twice in a three month period

- It is also an offence for any person under the age of 18 to buy, or attempt to buy alcohol.

punishable by fixed penalty notices and £1000 fine

- All businesses selling alcohol should be adopting and operating either **Challenge 21** or **Challenge 25**. The customer must be asked for proof that they are over 18. Please speak to RB Retail & Licensing Services Limited regarding which scheme to adopt.

CHALLENGE 21 or CHALLENGE 25 - always ask for the appropriate proof of age.

- If you have any doubts about how old a customer is, you must ask for proof of age.

- **passport**
- **photo driving licence**
- **PASS accredited ID card e.g.**
- **Citizen Card**

- It is an offence for an adult to buy or attempt to buy alcohol for somebody under 18 (proxy purchasing).

be aware that an offence can be committed when an adult requests an identical product after a refusal of a sale to somebody under 18 as it may be a proxy purchase.

- Notices advising the offence of selling to an under 18 and selling to an adult purchasing alcohol on behalf of an under 18 (proxy purchasing) should be displayed throughout the premises.

ensure in-store signage is used effectively

- If proof of age is not provided you must refuse to serve the customer and make a note of this in the Refusals Book.

staff should check the refusals book at the commencement of each shift and ensure it is used for each refusal

- Challenge 21 or Challenge 25 requires all staff to seek evidence that customers who look under 21 or 25 (If unsure check with RB Retail & Licensing Services Limited) are aged over 18 or refuse the sale.

- Challenge 21 or 25 Builds in either a three or eight year buffer in judging customers ages and must be applied at all times - no id no sale.

disciplinary procedures should be instigated by the store management if Challenge 21 or 25 is not applied in all relevant cases

- Other than age issues customers must also be refused service or even asked to leave the premises if they:

- All members of staff have a responsibility not to allow drunken or disorderly behaviour on the premises.

- If the customer refuses to leave then the police should be called

- The Refusals Book should be kept so that it is readily available to all members of staff at all times

2.3 Theft

- Shoplifting is mostly an opportunist crime so vigilance by you & your staff can be the biggest deterrent

- Watch out for suspicious behaviour and use eye contact to let customers know you have seen them

- Ensure that your CCTV system is functioning correctly and is sited for optimum effectiveness

- We recommend that spirits are located behind the counter

- Ensure that alcohol and other high value items are in secure storage and that the keys are also safely secured

- Security arrangements to prevent shoplifting are essential because of the desirability of alcohol due to the legal restrictions governing its availability

- **appear to be intoxicated**
- **are violent**
- **are quarrelsome or disorderly**

ensure staff are properly trained in the procedure of how to deal with this situation

do not get involved in any associated arguments or brawls

refusals books should be maintained in any areas where alcohol is provided keeping a log of payment made for proper control

ensure that staff are fully aware of the potential for shoplifting

involve other staff members if you are suspicious of somebody or a group of people

check the system regularly and complete any logs if required by conditions on the licence

for control and security

all back up stock to be locked away to help prevent opportunist thefts

ensure employees are aware that theft is a possibility once a person is denied service by staff via either a direct attempt or by proxy (an adult trying to buy on behalf of an under 18)

2.4 Right of entry to premises

- Both the police and HM Revenue & Customs officers have the right of entry to any premises to carry out their enforcement duties

police and local authority licensing officers have the right to ask for sight of the premises licence on demand

- HM Revenue & Customs officers may enter in order to check that the required tax on goods that you sell has been paid - excise duty for alcohol and tobacco products and VAT

normally HM Customs and Revenue will be accompanied by a police officer at all times of the day when visiting premises especially outside of normal opening hours

2.5 Staffing

- Under normal circumstances staffing levels are not dealt with by the Licensing Act

a condition may be attached to the licence specifying staffing levels in order to satisfy the licensing objectives - these must be adhered to as they are conditions of the licence - contact RB Retail & Licensing Services Limited

2.6 Prosecution

- If you do sell alcohol to a person under the age of 18 years you are liable to:

- **a fixed penalty notice or**
- **a substantial fine and a possible premises licence revision as well as possible revocation of your personal licence**

- Be aware that enforcing authorities can and will conduct test purchases using underage children

always use Challenge 21/25

- In cases of underage sales the only evidence needed for a prosecution is that:

- **an actual sale was made**
- **the buyer was under 18**

- The person selling the alcohol has only limited potential defences:

'... where he believed that the person was over 18; and that either he had taken all reasonable steps i.e asked for acceptable identification to establish the person's age or that nobody could reasonably have suspected from his appearance that the person was under 18'

The person charged by reason of the act or default of another has a defence if he can prove he

'... exercised all due diligence to avoid the commission of an offence...'

All legal requirements and restrictions referred to must be fully complied with by you and your staff to avoid prosecution and the associated penalties

properly train your staff, carry out regular refresher training and maintain comprehensive records of all of your training to sell alcohol

Late Night Refreshment

- You must have a premises licence specifying LNR as a licensable activity if you sell hot food or hot drink after 23.00 hours and before 05.00 hours

it is a criminal offence to provide hot food or hot beverages between 23.00 & 05.00 hours without a licence - see section 6.1

Regulated Entertainment

- You must have a premises licence specifying the entertainment you are providing

it is a criminal offence to provide regulated entertainment without the appropriate provision on your licence - see section 6.2

2.7 New mandatory conditions

In April 2010 a new mandatory code was issued by the Home Office for all alcohol retailers in England and Wales.

Schedule 4 of the Police and Crime Act 2009 amends the Licensing Act 2003 giving the Secretary of State the power to impose up to nine mandatory conditions in relation to the supply of alcohol.

The new mandatory licencing conditions apply to all existing and future premises licences which authorise the supply of alcohol and came into force in April 2010 two further conditions became law in September 2010.

These conditions override any conditions already included in a Premises Licence or Club Premises Certificate, so far as they are identical to the existing conditions or inconsistent with, and more onerous than, the existing conditions. The new conditions will apply to every Licence and Certificate authorising the sale and supply of alcohol from the date this provision came into force.

As the new conditions are mandatory licencing conditions, any breaches are dealt with in the same way as breaches of existing conditions. Failure to comply with any condition attached to a licence or certificate is a criminal offence, which on conviction would be punishable by a fine of up to £20,000 or up to six months imprisonment or both.

As from 6th April 2010 the new conditions were:

- Ban irresponsible promotions
- Ban the dispensing of alcohol directly into the mouth.
- Ensure that customers have access to FREE tap water.

These conditions do not apply to Temporary Event Notice (TENS) or premises permitted to sell alcohol for consumption off the premises.

As from 1st October 2010

- Require an Age Verification Policy to be in place.
- Ensure that customers have the opportunity to choose small measures of beer, ciders, spirits and wine.
[does not apply to TENS]

All the above conditions will apply to the on-trade whilst for shops and supermarkets (the off-trade) only the age verification conditions will apply to them.

2.8 GROWING POLICE CONCERN REGARDING PRE-LOADING

Pre-Loading is a term used to describe drinking at home before visiting town for a night out.

A recent Liverpool John Moore's University study on pre-loading surveyed 380 young people aged 18 to 35 on a night out in a large city centre in the north-west of England. Over a quarter (26.5%) of women and one in five (15.4%) men questioned had pre-loaded before going out. Those who drank before going out were over four times more likely to drink more than 20 units on a usual night out. To put that amount into context, the government advises that women should not regularly exceed 2-3 units which is equivalent to a 175ml glass of 13% wine (<http://www.drinkaware.co.uk/facts/alcohol-facts-and-information/wine>) and that men should not regularly exceed 3-4 units (equivalent to a pint and a half of 4% ABV [alcohol by volume] beer).

- Beware if your premises are located near nightclubs or nite spots and groups of customers arrive to purchase alcohol.

Particularly during the evening, be alert for the tell tale signs of intoxication see section 3.9 on Page 3.19
page 103

2.9 Legal / best practice requirements regarding display material and notices

- The Licensing Act 2003 requires that you prominently display the original copy of your Part B Summary of your Premises Licence on the premises at all times the premises are open for business

so that it can be readily inspected by members of the public at any time - see section 1 for full details

- The Act requires that the original licence itself - Part A - is available for inspection by licensing officers of the authority or a police constable at any time on demand

do your staff have access in your absence for compliance?

- The notices endorsed by the Home Office and provided by the Retail Alcohol Sales Group - RASG - should also be displayed throughout the premises

examples are enclosed (at Section 2.12, Page 2.14) and we strongly recommend their use

- Many licensing authorities require that other notices are displayed on the premises

check with your licensing authority to ensure compliance

- These may include

- **their own age verification scheme notices**
- **Pass accredited Proof of Age Scheme**
- **hours for licensable activity**
- **staff notices & reminders**

- You must display an A3 notice indicating it is illegal to sell tobacco products to anyone under 18

must be displayed at the point of sale to ensure compliance

- Other legislation may apply to your premises which requires notices to be displayed

ensure compliance with all statutory requirements

2.10 Statutory / best practice notices

SECTION 3: Training

3.1 THE TRAINING REGIME

All on-site staff must read the training material provided and then satisfactorily pass the subsequent written test before being allowed to sell alcohol.

It is important that Section 3 is fully understood, should a staff member not satisfy the Designated Premises Supervisor (DPS) that they understand Section 3 then the DPS should not authorise that staff member.

THEY AND YOU ARE AT RISK OF PROSECUTION FOR MAKING UNAUTHORISED SALES.

Refresher training must be undertaken at least on an annual basis before staff are re-authorised to sell alcohol and a number of refresher quizzes have been included to help in testing your staff's knowledge.

DUE DILIGENCE PROCEDURE

- Read Section 3.
- Staff to satisfactory undertake questionnaire - all questions to be answered correctly.
- Training Statement, to be signed by staff member and countersigned by Designated Premises Supervisor (DPS).
- Staff Authorisation sheet, to be signed by staff member and countersigned by Designated Premises Supervisor (DPS).

If felt appropriate, you may also wish to put your staff member forward to sit the APLH Award for Personal Licence Holders exam if there is a likelihood of them becoming a DPS in the future.

For further details please contact RB Retail & Licensing Services Limited.

All staff training must be recorded as well as individual staff authorisations to sell alcohol. You should complete both the enclosed alcohol training statement sheet and the authorisation record sheet (at 4.5 & 4.6). All staff should be issued with their own confirmation of having received their initial training, whether under this regime or any alternative proprietary system, keeping the originals for your own records.

All your current staff should be listed on the authority record and it should contain their signature as proof of their understanding of the training they have received and the responsibilities that they hold in the sale of alcohol. Subsequently as they are re-authorized to sell alcohol on a regular basis this should form part of the refresher training and they are indicating by signing the authority sheet again that they are still fully conversant with the rules relating to the sale of alcohol.

New staff should then be added as they join, subsequently signing again on a regular basis thereafter, after each refresher.

The alcohol training and authority sheets are designed for quick reference by any of the authorities which may visit your store, and for you to identify and maintain all training requirements. As such they should be filed in the appropriate section in this manual (at section 7).

3.2 BUSINESS LICENSABLE HOURS

You can carry out the sale of alcohol during the following period:

Write in book your hours / licensable activities

Note: the penalty for selling outside permitted hours is substantial - max £20,000 fine and/or six months imprisonment plus a possible licence review.

3.3 CONSUMPTION OFF THE PREMISES

A condition of your premises licence is that sales are made for consumption off the premises only. This means that customers **MUST NOT** consume alcohol on the premises. Therefore you must ensure that customers **DO NOT DRINK ANY ALCOHOL:**

- **In the shop**
- **On any forecourt the business operates**
- **In their car whilst parked on any premises forecourt**

3.4 STAFF AUTHORISATION

Under the terms of the grant of the premises licence:

It is an offence for a person to serve alcohol to anybody unless you have been authorised to do so by a personal licence holder
It is an offence to sell alcohol to anybody from premises without a premises licence and/or without a named Designated Premises Supervisor who is in possession of a personal licence.

3.5 UNDER-AGE SALES

It is an offence to sell alcohol to anyone under the age of 18, or to anyone purchasing alcohol on behalf of someone under the age of 18.

It is an offence for any person under the age of 18 to buy or attempt to buy alcohol.

It is an offence for anybody under 18 to sell alcohol unless authorised to do so by a responsible person. Responsible person are defined as:

- The holder of the premises licence
- The Designated Premises Supervisor (DPS) if any, for the Premises Licence
- An individual aged over 18 authorised (ideally in writing) to sell alcohol for consumption off the premises by either the Premises Licence holder or the Designated Premises Supervisor.

It is an offence to allow alcohol to be served to someone under 18 if the staff member could have prevented it. If a Challenge 21 or Challenge 25 scheme is adopted as a condition of the licence then each customer wishing to purchase alcohol who is unknown to the cashier serving as a person who is over 18 years of age must be asked for satisfactory identification to prove their age. If they cannot or are not asked then the cashier may be committing an offence should the condition wording be specific in this regard.

If a customer looks under 21 (or under 25) they **MUST** be challenged to prove that they are over 18 by producing photographic proof of age which must include a photograph and state the full date of birth of the customer. The only forms of proof of age that we will accept are:

- A passport
- A photographic new style driving licence
- A PASS accredited Proof of Age ID card such as:
the Citizen Card

DO NOT ACCEPT ANY OTHER FORMS OF ID UNDER ANY CIRCUMSTANCES

Note: the penalty for the member of staff selling alcohol to an under aged person ranges from a fixed penalty notice to a criminal conviction and a substantial fine.

You must ensure that you are completely satisfied as to the customer's age BEFORE you make the sale.

Do not ask staff members or 'take someone's word' that, they are over 18 and always use CHALLENGE 21 / CHALLENGE 25.

There are only limited defences if an under-age sale is made and the impact on the DPS or personal licence holder is dependant on who made and who authorised the sale; remember, the only evidence required to prove an under-age sale was made is the actual age of the child and proof that the sale was made.

If a member of staff makes an under-age sale they may be offered a fixed penalty notice of £90 by which they admit their guilt. That is the end of the matter as far as the authorities are concerned with that individual; although disciplinary action could well follow from management as well as the premises licence being reviewed by the licensing authorities and/or the premise licence holder prosecuted if there are any underage sales.

Should the staff member deny this offence then contact RB Retail & Licensing Services Limited for further assistance.

3.6 TRAINING GUIDELINES REGARDING THE SALE OF AGE RESTRICTED PRODUCTS

If you work somewhere that sells age restricted products such as cigarettes and alcohol, please read these notes.

Responsible authorities such as Trading Standards understand it can be very difficult for you to judge the age of a young person, but if you sell age restricted products to someone underage you may commit a criminal offence.

The Licensing Act requires anyone selling alcohol to take steps to check a customer's age.

The following guidance is about the importance of making sure you always get proof of age when supplying or selling goods to young people who may not be old enough to legally buy the goods they want.

You must take all reasonable steps to comply with this law. This is called due diligence.

DUE DILIGENCE PROCEDURE

- Read Section 3.
- Staff to satisfactory undertake questionnaire - all questions to be answered correctly.
- Training Statement, to be signed by staff member and countersigned by Designated Premises Supervisor (DPS).
- Staff Authorisation sheet, to be signed by staff member and countersigned by Designated Premises Supervisor (DPS).

Age restricted products and proof of age are inseparable!

SECTIONS

- i Introduction**
- ii Test purchasing**
- iii Age restricted products**
- iv How to check proof of age**
- v Follow the guidelines**
- vi What the law says**
- vii Due diligence procedure**

i. Introduction

To protect children from harm and comply with the law, the vast majority of retailers take under age sales very seriously. Unfortunately, the few who don't often receive bad publicity, which affects the whole trade. There can be serious consequences for businesses, licensees AND individual members of staff. Penalties for breaking the law include substantial fines, loss of licences, even imprisonment. Individual members of staff can be taken to court and prosecuted. They could also lose their job.

Trading Standards & Police are amongst the responsible authorities who are consulted on licence applications under the Licensing Act 2003. If a licensee and the staff are not following the guidelines outlined in this booklet then these matters may be raised during the licensing process. Any evidence of under age sales can also trigger a review which could lead to loss of the Licence.

ii. Test purchasing

Trading standards and the Police (sometimes together) check that the law is followed and can carry out test purchases of all age restricted products as part of their enforcement duties.

The test purchases are made with volunteer young people who are to look their age.

These test purchases follow procedures supported by the government. They are allowed as evidence of under age sales. Following these guidelines and asking for proof of age and receiving appropriate proof (asking by itself is not a defence), should make sure that you don't make an illegal sale.

Samples of 'proof of age' are shown on the photocards poster in the support material (at 2.10).

iii. Age restricted products

These are some of the more common age restricted products and the age your customer must be to buy or get access to them:

AGE RESTRICTED PRODUCT	AGE RESTRICTION
Alcohol Products	18
Cigarettes and tobacco products including from vending machines	18
Fireworks	18
Knives, blades and axes (not including folding knives with blades under 3 inches long	18
Glue, Solvents and lighter fuels, Butane & Refills	18
Liqueur Chocolates	16
Lottery tickets and scratch cards	16
Petrol/Diesel	16
Adult Magazines	18
Spray paints	16
Video/DVD/Games	As shown on certificate e.g. 12, 15, 18
Analgesics & Medicines	Up to the discretion of the retailer

By following the rules regarding age related products it will help you show you are taking 'all reasonable precautions and exercising all due diligence'. This is legal-speak to say that you must have behaved in a way that can provide a defence in law if an illegal sale takes place. You must be able to show that you are doing all that you possibly can to make checks. This is what the courts would look at should an illegal sale take place.

iv. How to check proof of age ?

If a customer who looks under 21 (or under 25 dependent on which scheme you use) asks to buy an age restricted product, ask for one of the prescribed forms of proof of age and check it. If appropriate proof of age cannot be produced you must refuse the sale and make an entry in the refusals register.

You must only accept proof of age with date of birth and a photo. Remember to check that the photo matches the customer and that you can see their face clearly, including asking them to remove hoods and caps.

Proof of age cards need to carry a PASS hologram to show that they are part of an approved scheme and have been correctly issued. When you see a genuine PASS logo you can be more confident that it is valid proof of age, however there are good forgeries in circulation. Please see over page for checks.

• ***Always follow these checks***

1. Check that the PASS hologram is genuine and flush with the body of the card.
2. Check that the photo matches the person using it and that it is printed on the card, not just stuck on top of it. Ask them to remove helmets, hoods and sun glasses if you are not sure.
3. Check that the date of birth is properly printed on the card and that you have calculated the date of birth correctly.
4. Check that the card has not been tampered with in any way.
5. Check the person. If you are unsure about any of the above you must, and have the right to, refuse the sale.

• ***Acceptable proof of age includes***

- 10 year passport
- Photo driving licence
- Citizencard
- "PASS " accredited proof of age card scheme

There are fake proof of age cards about so if you are unhappy with a card for any reason, refuse the sale. Items such as birth certificates and national insurance cards are not good enough. They carry no photo so can be passed between friends.

Legally you have the right to refuse to sell to anyone, whether over or under age, if you are unhappy with the sale in any way.

REMEMBER - IF IN DOUBT REFUSE THE SALE

v. **FOLLOW THESE GUIDELINES**

- Don't try to judge ages. Only accept approved proof of age cards with photos and date of birth.
- Follow either the 'Challenge 21 or Challenge 25 Rule' and ask for proof of age from anyone who does not look over 21 or over 25. Remember, if you guess wrong you could end up in court!
- Make sure notices (e.g. 'It is an offence to sell cigarettes to persons under 18') are on display.
- Know when dates of birth will be correct. Are they 18 yet? Just having today's date with the relevant year of birth will do!
- Fill in a 'refusals book' (at 4.11) each time a refusal takes place. The DPS should check entries regularly to make sure all staff are using the register.
- Be careful should young people wearing school uniforms request to purchase age related products.

- Do not sell to an adult you suspect of buying for under age young people. It is an offence for an adult to buy alcohol on behalf of someone under 18. This is called proxy selling.
- Support colleagues when they refuse sales. It can be difficult to say 'no.'

PLEASE SEE SECTION 3.8, Page 3.10 FOR INFORMATION ON HOW TO RECOGNISE AND DEAL WITH FALSE I.D.

vi. What the law says

Alcohol

The age at which product alcohol can be legally served and bought is 18.

Do not sell to over 18s who you think may be purchasing for under 18s.

Both the owner of the business and the seller may commit a criminal offence if alcohol is sold to an under 18.

If you are found guilty of selling alcohol to a person under 18 the premises licence to sell alcohol is at risk.

Under 18s cannot legally purchase alcohol.

Always ask for proof of age before you serve and check the details.

You can face prosecution and a criminal record or alternatively the police can issue on the spot fine of £90 if under age sales are made.

Cigarettes and tobacco products

The age at which cigarettes can be legally bought is 18.

Under 18s who say they are buying for an adult must be refused.

It is illegal to split packets of cigarettes or to sell singly.

Do not sell to adults who you think may be purchasing on behalf of under 18s (proxy selling).

A notice must be displayed about sales to under 18s.

Always ask for proof of age before you sell.

Fireworks

The age which most fireworks can be legally bought is 18.

Do not sell to adults who think may be purchasing for under 18s (proxy selling).

If you hold a year round licence for the sale of fireworks, this could be at risk if sales are made to under 18s from your premises.

Notices must be displayed about sales to under 18s.

Always ask for proof of age before you sell.

Knives, blades etc.

The age at which these can be legally bought is 18.

It applies to knives, blades, unsealed razor blades, axes and other articles that are sharp and can cause injury.*

Do not sell to adults who you think may be purchasing on behalf of under 18s (proxy selling).

Always ask for proof of age before you sell.

**Not including folding knives with blades under 3 inches long*

National lottery tickets and scratch cards

The age at which these can be legally bought is 16.

Your lottery terminal may be removed if you sell to under 16s.

Do not sell to adults you think may be buying on behalf of under 16s (proxy selling).

Under 16s cannot legally claim any prizes.

Always ask for proof of age before you sell.

Petrol

The age at which petrol can be legally bought is 16.

Petroleum licence conditions may state that people under 16 must not access petrol.

Do not sell to adults you think may be buying on behalf of under 16s (proxy selling).

If in doubt ask for proof of age before you authorise the pump.

Glue, Solvents and lighter fuels

The age which these can be legally bought is 18.

It is an offence to sell substances to people who you think may be likely to inhale them for the purpose of intoxication. Be wary of customers who make multiple purchases.

Do not sell to adults who may be buying on behalf of under 18s (proxy selling) if you suspect misuse.

Always ask for proof of age before you sell.

SOLVENT ABUSE CAN KILL INSTANTLY

Spray paints

The age at which spray paints can be legally bought is 16.

Do not sell to adults who you think may be purchasing on behalf of under 16s (proxy selling) if you suspect misuse.

Always ask for proof of age before you sell.

Videos/DVDs/Games

The age at which these can be legally supplied depends on their classification always check this.

It is illegal to supply an 'R18' video/DVD except in a licensed sex shop.

Refuse the sale if you suspect an adult is attempting to obtain a product on behalf of a young person (proxy selling).

Challenge customers and ask for proof of age.

3.7 CHECKING PROOF OF AGE

When you ask somebody to produce proof of age in order to complete a purchase you must ensure that only an approved form of identification is accepted and that you check it correctly: Only accept -

- a valid passport
- a european style photo driving licence
- a PASS accredited cards such as a Citizen card

Always ask for the identification to be handed to you for authentication purposes

Check that

i. **Passport**

- not altered in any way
- the passport date - it is valid
- the photograph - it belongs to the customer
- date of birth - the customer is old enough to complete the purchase

ii. **European style driving licence**

- not altered in any way
- the licence date - it is valid
- the photograph - it belongs to the customer
- date of birth - the customer is old enough to complete the purchase

iii. **PASS cards**

- not altered in any way
- the card is completely flat with no raised edges around the photo or PASS logo - **reject the card if it is not flat**
- the PASS logo hologram 3D effect is working
- the card date - it is valid
- the photograph - it belongs to the customer
- date of birth - the customer is old enough to complete the purchase

iv. **The customer**

- matches the photograph on the card
- is not acting suspiciously
- has not altered the card offered in any way

If you are in any doubt about the validity of the identification offered or the age of the customer even with the identification

you MUST refuse the sale and record the details in the refusals book (see example at Page 3.35)

3.8 HOW TO RECOGNISE AND DEAL WITH FALSE ID

Young people are understandably keen to experiment and test their limits of consumption. This coupled with the disinhibitory effects of alcohol, can lead to risky and anti-social behaviour. For all of these reasons, the protection of children from harm is the licensing objective that many licensing authorities view most seriously.

Since 2010 a mandatory licence condition has required all premises to have in place an age verification policy. The policy must require that customers who appear to the staff member serving to be under 25 years of age, are required to be asked to prove that they are 18 years of age or over (or appear under 21 years of age if adopting Challenge 21 age policy) by producing appropriate ID when requested to prove their age. This, coupled with increased sanctions for premises persistently selling to under-18s, has led to many premises taking age verification much more seriously.

It has also led to a growing market for false ID. False ID is a problem in a number of areas around the country and staff who serve alcohol are sometimes uncertain about how to deal with this issue.

The fake ID cards which can be ordered on the internet often do not replicate existing documents. Examples include the UK national identification card and a provisional motorcycle licence. It is an offence under section 1 of the Forgery and Counterfeiting Act 1981 to make a false instrument or ID with the intention to use it to induce a person to accept it as genuine, and by reason of accepting this ID as genuine, the customer then commits an offence as does the seller albeit unknowingly, by their failure to properly check its validity.

TYPES OF FALSE ID

There are five types of false document:

- Genuine document which is being used by someone else,
- Genuine document which has been altered,
- Genuine document which has been fraudulently obtained,
- Fake document which is a copy of a genuine document, and
- Fake documents which is a form of ID that does not exist.

IDENTITY DOCUMENTS ACT 2010

This legislation contains a number of offences relating to the possession and use of false identity documents. For the purposes of legislation, the definition of 'identity document' includes (but is not limited to) a passport (whether a UK passport or a passport issued by the authorities of another country) and a driving licence. A full list of what items fall within the definition of 'identity documents' is found in the extracts of the Identity Documents Act 2010 in Annex A.

Two offences under the Identity Documents Act 2010 are relevant.

A person commits an offence if he or she has in their possession an identity document which is false, and which they know or believe to be false, with the intention of using

it to establish personal information about him or her to induce another to ascertain personal information about him or her, e.g. providing a date of birth that is false. A person guilty of this offence is liable on conviction on indictment to imprisonment for a term not exceeding 10 years or a fine (or both).

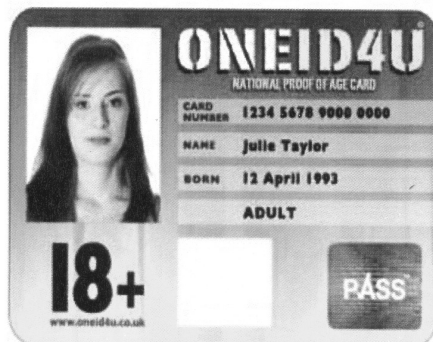
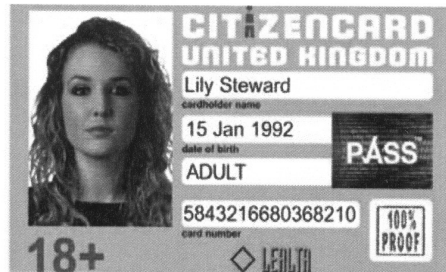
A person commits an offence to have, without reasonable excuse, in his or her possession a false identity document which relates to another person. A person guilty of an offence under this section on conviction on indictment to imprisonment for a term not exceeding two years or a fine (or both).

i. Proof of Age Standards Scheme (PASS) Approved Cards

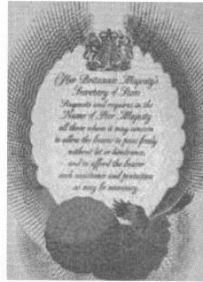
The Proof of Age Standards Scheme (PASS) is the UK's national guarantee for proof of age card and has the backing of the Home Office, the Association of Chief Police Officers (ACPO), the Security Industry Authority (SIA) and the Trading Standards Institute (TSI). The scheme delivers a common standard through its easily recognised logo, which is backed by a robust audit and accreditation process to help protect retailers of age restricted goods, and their employees, against being taken in by the many forms of false ID in use.

Accepting a card with the PASS hologram which carries the bearer's image and acceptable date of birth is a means of demonstrating due diligence. Examples of all PASS accredited schemes can be found on the PASS website: www.pass-scheme.org.uk

Read how to check I.D. at Section 3.6 (iv) Page 3.5



ii. Passports introduced in 2006



New UK passport designs are introduced through a phased roll-out. Older style passports were issued after the introduction of this design. These will continue to be valid until their stated expiry date.

Key Information

Validity

- Adults, normally 10 years up to a maximum of 10 years 9 months
- Children, normally 5 years up to a maximum of 5 years 9 months

Size

- Approximately 125 x 88 mm

Number of pages

- Standard issue book is 32 pages
- Business book is 48 pages

Location of the data page

Page 31

Laminate

- Page 31 and 32, sewn in, clear laminate with UV visible printing and holograms on page 31

Photograph

- Digitally printed

Numbering

- 9 digits, printed on page 1. These are entered on the biodata page in the same style as the personal details. The serial number is perforated through pages 1-30 (1-46 in business book)

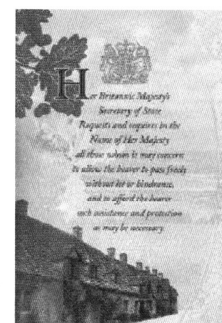
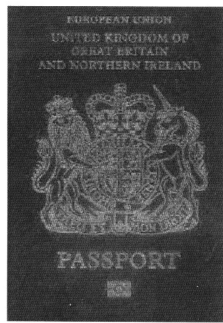
Observations

- An electronic chip and antenna is visible on page 32 (48)

Extra Checks

- The holograms are on three patches attached to the underside of the laminate on page 31
 - The stitching thread is red, white and blue and fluoresces yellow and red in UV light
 - The front and rear endpapers are printed in green, burgundy and blue intaglio (raised printing)

PASSPORTS INTRODUCED IN 2010



New UK passport designs are introduced through a phased roll-out. Older style passports were issued after the introduction of this design, and these passports will continue to be valid until their stated expiry date.

Key Information

Validity

- Adults, normally 10 years up to a maximum of 10 years 9 months
- Children, normally 5 years up to a maximum of 5 years 9 months

Size

- Approximately 125 x 88 mm

Number of pages

- Standard issue book is 32 pages
- Business book is 48 pages

Location of the biodata page

Page 2

Laminate

- Page 2 contains a thin film patch that is clear in colour but has UV visible printing and holograms contained within it. Page 3 is not laminated

Photograph

- Digitally printed on pages 2 and 3

Numbering

- 9 digits, printed on page 1. These are entered on the biodata page (page 2) in the same style as the personal details
- The serial number is perforated from page 1 through to the rear of the cover of the passport
- The thin film patch contains a unique serial number which consists of 3 alpha characters and 4 numeric followed by a check symbol. This number is located beneath the holder's image should not be confused with the 9 digit passport number

Observations

- Passport visa pages feature a cross-page printed design
- A secondary image of the passport holder is located on page '3' of the passport
- Additional information about the passport holder is written on page '3' of the passport
- A check symbol is included within the laser perforated passport number. This symbol is not replicated within the printed serial number of the book on pages 1 and 2 and differs to the check symbol that is present for each thin film patch
- Observation data is bounded above and below by lines consisting of a unique character
- The passport stitching method utilises a process that is different to any previous UK passport
- The gold foil on the front cover is more lustrous than that of the previous UK passport
- Where the passport holder does not require any additional data to be inserted into the passport, the passport observations page (page 3) will read "There are no official observations."

Laminate

- Page 2 contains a thin film patch that is clear in colour but has UV visible printing and holograms contained within it. Page 3 is not laminated.

Note

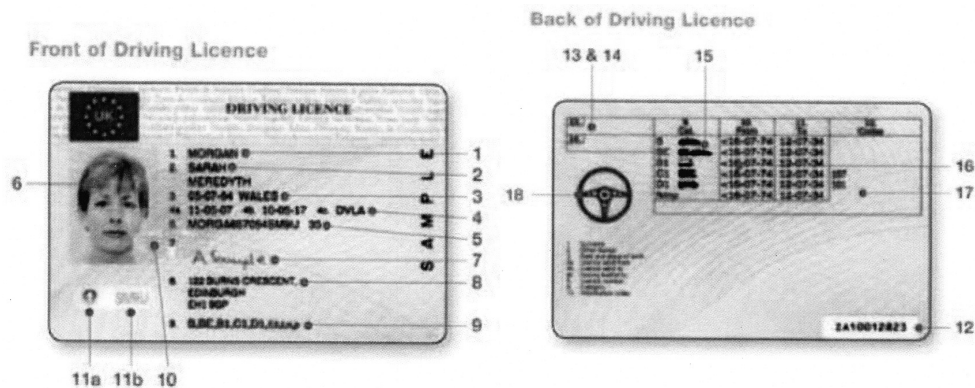
- The biodata (personal details) page is at the front of the passport and located on page 2
- The passport chip is located in the cover of the passport
- The invisible printing of the laminate fluoresces strongly
- The laser perforated number consists of variable hole shapes (circle, square and triangle)

PASSPORTS FROM FOREIGN STATES

Space limitations do not allow images of the passports of foreign states to be reproduced in this guidance. Machine readable passports (MRP) were first introduced in the 1980s and most passports worldwide are now MRPs. To assist anyone presented with a foreign passport, set out below are features that can be detected by the naked eye or by using an ultraviolet light, that are required in all MRPs by International Civil Aviation Organisation standards:

- paper that does not reflect ultraviolet light or whose fluorescence is easily distinguishable from the blue used in commonly available fluorescent materials;
- watermarking on the biographical data and visa pages;
- an intricate, repetitive pattern as the background design on each page;
- a background design on the biographical data page that is different to the design(s) on other pages in the passport;
- ultra-violet fluorescent ink on the biographical data page;
- MRPs issued since 2010 should have a unique number on all pages except the inside covers; and
- many passports include optically variable features on the biographical data page. An optically variable feature (most commonly a hologram) changes appearance in colour or design as the page is tilted. However, the standards allow devices offering equivalent protection to be used instead.

iii DRIVING LICENCE



Your personal details (1, 2 and 3)

Fields 1, 2 and 3 of your photocard licence record your surname, first names, date and place of birth.

Date of licence issue, photo expiry, issuing authority (4)

The date shown in 4a is the date the photocard was issued. 4b shows either the date the photo expires (driving entitlement is valid until 70th Birthday) or the date entitlement expires (medically restricted and over 70 licences). The authority that issued the licence is shown in 5. DVLA.

Driver number (5)

A	B	C	D	E
MORGA	657054	SM	91J	**

A - First five characters of surname. If the surname is less than five characters the remaining spaces will be made up using the figure 9 (e.g. MAN99).

B - The first and last numbers are the year of birth. The second and third numbers are the month of birth. If you are a women, '5' is added to the second number and the total used as the second digit e.g. if you were born in October the second and third numbers would be 60. The fourth and fifth digits show the day of your birth.

C - The first two initials of your forenames. If you have only one initial then the second will be a '9'.

D - Computer check digits.

E - Licence issue number.

Holder's Photograph (6)

The new photocard licence has a black and white photo. This is because the laser technology used to burn the image onto the card producing a black and white photo is more secure. A colour photo will still need to be provided with your application to be stored on your driver record.

Holder's signature (7)

this is digitally reproduced and burned into the photocard from the signature you produced on the application form.

Holder's address (8)

This shows the driver's permanent address in Great Britain.

Entitlement categories (9)

The letters in capitals show the categories of entitlement covered by the European Community Directive. National categories are shown in smaller letters.

Holographic feature (10)

This feature is similar to a hologram but is clearer because it has definite lines and brilliant colours. It contains a steering wheel that appears to turn as you tilt the card in different directions.

Changing images (11a and 11b)

a. This security feature is an image that changes both shape and colour depending on how you tilt the licence. On full (pink) licences it's a blue road sign changing to a black triangle, on a provisional (green) it's a red road sign changing to a black triangle.

b. This security feature is personalised according to the data on the card. It contains the last five characters of the driver number changing to the month and year of the photo expiry which appear and disappear depending on how you tilt the licence.

Unique identifier (12)

Cards are to pre numbered by the card manufacturer. This number is laser engraved onto the card prior to delivery to DVLA and is unique on every card.

Not used (13 and 14)

Pictograms (15)

These illustrations are representations of types of vehicles in those categories shown.

Category validity periods (16)

These are the dates when entitlement to drive each category begins and ends.

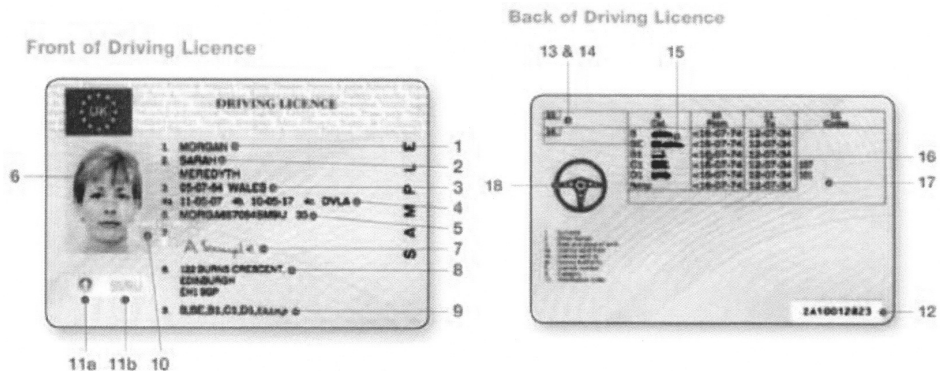
Information codes (17)

The code numbers printed in this area indicate what (if any) restrictions to which the entitlement is subject.

Steering wheel security feature (18)

This is a security feature in the shape of a steering wheel. The colour of the wheel changes from green to gold depending on how you tilt the licence.

Security features



1 & 2. Changing Images

1. This is an image that changes both shape and colour depending on how you tilt the licence. On full (pink) licences it is a blue road sign changing to a black triangle, on a provisional (green) it is a red road sign changing to a black triangle.
2. This security feature is personalised according to the data on the card. It contains the last five characters of the driver number changing to the month and year of the photo expiry which appear and disappear depending on how you tilt the licence.

3. Holographic Feature

This feature is similar to a hologram but is preferred as it can be seen much more clearly due to its definite lines and brilliant colours. It contains a steering wheel which appears to turn as you tilt the card in different directions.

4. Tactile Engraving

This process involves burning the data into the card for a longer period than normal, and results in the text raising up above the surface of the card. The driving licence has 'Field 1 (Surname)' and 'Field 9 (Categories)' printed in raised characters as part of the laser engraving process.

5. Complex Background Pattern

A design made up of an interlocking pattern of small irregular shapes, printed in two colours and requiring very close register printing in order to preserve the integrity of the image.

6. Tactile Feature

Raised tactile steering wheel placed in the centre of the card. It can be felt when a finger is run across the card and can be seen when viewed at an angle. It also contains the words "Driving Licence" in microlettering

7. Laser Engraved Photograph

Laser engraving technology is highly secure as the image is burnt into different layers of the card and it can not be changed without serious damage to the card. This results

in a highly secure black and white photograph. Note: DVLA will still require a full colour photograph be provided by customers to keep on our records.

8. Security Background Design Overlapping With Photograph

This security feature has the rainbow print lines and the complex background pattern converging over the area where the photograph is engraved. This further protects the photo image by the integration of security elements.

9. Optically Variable Ink (OVI)

Optically Changing Colours is a printing feature that changes in colour depending on the angle of inspection. When the card is tilted, the element printed with Colour Change Printing will show deviations in colour tone clearly visible to the naked eye i.e. gold to green.

10. Unique Number

Cards are to be pre numbered by the card manufacturer. This number is to be laser engraved onto the card prior to delivery to DVLA and is unique on every card.

PROVISIONAL DRIVING LICENCE



The security features of the provisional licence are identical to the full driving licence.

QUESTIONS THAT CAN BE ASKED TO CHECK THE IDENTITY

Staff should ask customers questions once ID is given to verify ownership and on this basis compiled the following list of questions that may be used:

- Ask the person for their date of birth - this can lead to them mixing their own with the one on the ID or not being able to recite the date on the ID on the spot.
- Ask the person for their star sign - a young person may have memorised the date of birth on the ID which they are using but are unlikely to know the corresponding star sign.
- Ask for another form of ID, such as a bank or student card. If someone steals or borrows another person's ID, they are unlikely to take other forms and their purse/wallet will have their own ID in it.
- Ask for the postcode on the ID; a person using borrowed ID may know the first line of the address but may have difficulty remembering the postcode under pressure.
- Ask for their age - someone with borrowed ID may accidentally give their own age or 18 as this is the legal drinking age.

How false ID should be stored and recorded

It is advisable that premises have an incident book to record those occasions on which there has been the use or attempted use of false ID at or on entry to the premises. If false ID is handed in, this should be recorded in the book along with the names of staff involved, the name on the ID and the name of the manager in overall charge of the premises. A description of the person using the ID and the time of the incident may also be useful.

Once the false ID has been recorded, it should be stored, along with the police half of the bailment form (where in use), in the same way that a premises handles confiscated drugs. It should be locked away in a secure place until the police are ready to collect it or the manager takes it to the police station.

How and when to contact the police

The police should consider setting up a single point of contact in the licensing team whom licenced premises may contact to deal about false ID issues. Local arrangements should be made between the police and licensed premises to outline how and when the police should be informed of incidents involving false ID.

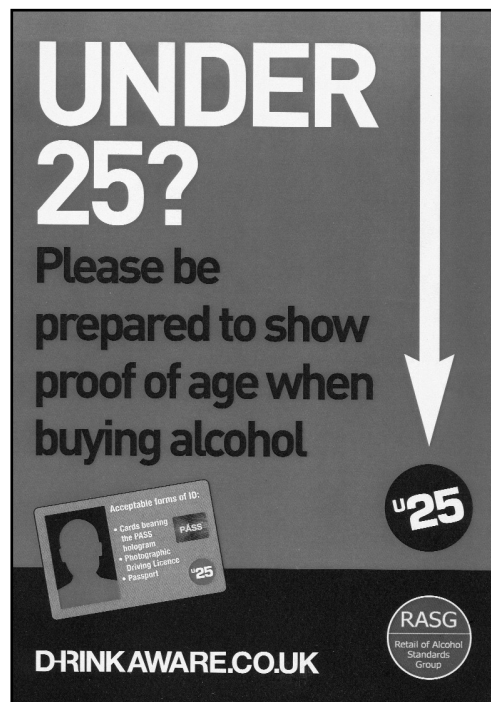
It is good practice that false ID should be held at premises for a period not greater than 72 hours after it was handed over. This means that ID handed over on Friday evening can be held until Monday morning before being given to the police.

What to do if a person complains after handing over their ID

If someone complains that their ID has been retained, the premises manager (if available) should take the person to one side and explain why this has happened. If this person is still unhappy call the police and ask for guidance.

Signs that can be placed at entrances

Signs placed at the entrances to premises can deter young people who intend to use false ID from entering the premises, and are a means of diffusing anger towards door staff. Such signs could set out the ID policy and inform individuals that anyone using false ID will be asked to hand it over and, if they fail to do so, the police may be called. An example of wording for these signs is below, or a common example is:



“These premises operate a Challenge 25 policy. You may be asked to show ID if you appear to be under 25. If the ID that you present is suspected to be false or belonging to someone else, you may be refused entry to these premises and you may be asked to hand over the ID so that it can be given to the police. If you fail to do so, the police may be called. Gaining entry to these premises using fake ID or ID that doesn't belong to you may be a criminal offence.”

3.9 WHAT TO WATCH OUT FOR REGARDING THE IDENTIFICATION OF A PERSON POSSIBLY UNDER THE INFLUENCE OF ALCOHOL

Signs of Intoxication

There are many signs that a person may display as they become intoxicated. As blood alcohol levels rise, differences can be noticed in coordination, appearance, speech and behaviour.

AN INTOXICATED PERSON MAY TYPICALLY SHOW SOME OF THE FOLLOWING SIGNS:

i. Behaviour and Physical Signs

- Becoming loud, boisterous and disorderly
- Dropping possessions, rambling conversation
- Becoming argumentative
- Fumbling and difficulty in picking up change
- Loss of train of thought e.g. forgot to pay for goods
- Annoying other customers and staff
- Swaying and staggering
- Difficulty in paying attention
- Becoming incoherent, slurring or making mistakes in speech
- Difficulty walking straight
- Not hearing or understanding what is being said
- Becoming physically violent
- Bumping into fixtures/other customers
- Drowsiness, dozing or sleeping while in premises
- Becoming bad tempered or aggressive
- Glassy/bloodshot eyes and lack of focus
- Observe customers in difficulty lighting cigarettes whilst outside the premises
- Using offensive language. Falling down. Vomiting
- Exhibiting inappropriate sexual behaviour
- Flushed face
- Dishevelled clothing
- Person smells of alcohol

ii. Other ways of determining if someone is intoxicated

Interaction with the person and their friends will help to determine whether someone is intoxicated and their level of intoxication, i.e. a friend laughs and says that `Bill is well ***** (insert slang phrase for intoxication).

Talk with the person and ask them questions such as:

- How much alcohol have they consumed?
- When did they last eat and how much?
- Whether they consider themselves intoxicated?
- What type of alcohol has been consumed?
- How much has the person been witnessed drinking? If it is difficult getting a reasonable response from the person, talk to the people the customer is with.

Be sensitive to a person's right of privacy.

THESE SIGNS ARE NOT EXHAUSTIVE AND NOT ALWAYS NECESSARILY CONCLUSIVE PROOF OF INTOXICATION

3.10 DUTY TO REFUSE SERVICE

It is your duty to refuse to serve under 18s and also you must refuse to serve a person if they are or appear to be drunk.

How to refuse a sale

Sometimes refusing a sale will make the customer angry. Here are some tips to help you handle difficult refusals.

Ask for proof of age. This helps the situation as it is not a direct refusal. It says that you will make the sale if they can produce valid proof of age. Only accept proof of age with a photo, and only if you are happy it is correct.

Refuse politely. If necessary repeat your refusal clearly.

Keep calm. Don't get into an argument.

Explain briefly why you cannot sell. Try saying

- 'I'm sorry, if I serve you I might be breaking the law.'
- 'We have a policy of 'no proof of age, no sale.'
- 'Our company policy is not to sell these products to young people.'

Show customers notices, posters and stickers that indicate you will not serve alcohol to under 18s or sell other age restricted products.

Offer an application form for an approved proof of age scheme.

Be positive in your refusal. Have a firm tone of voice, be confident and use direct eye contact. The law is on your side and you are doing the right thing.

Call your supervisor or manager for support if necessary.

Record details in your premises' refusal register.

Report incidents where you have felt threatened and/or intimidated.

Remember, ***you commit an offence*** if:

- You sell alcohol to a person who is under 18
- You allow alcohol to be sold to someone who is under 18 when you could have prevented that sale
- You sell alcohol to a person who is drunk
- You sell alcohol to a companion of a person who is drunk for the drunken person's consumption
- You allow alcohol to be sold to someone who is drunk when you could have prevented that sale

On the spot fixed penalty notices can be issued for serving alcohol to someone who is drunk or under age with prosecution also being a possibility.

If someone is drunk or disorderly they can be ejected from the premises and the police must assist if requested to do so - if you think a customer should be ejected please ensure that you seek assistance from a colleague and follow your company procedures in order to deal with the incident properly and safely.

3.11 CONFLICT MANAGEMENT - some practical steps staff can take

Experienced Staff

An experienced and well trained member of staff will contribute to good standards of a premises and help create the right atmosphere, so customers are aware that bad behaviour will not be tolerated.

Cashiers should at all times enforce their legal responsibilities and consider the consequences of allowing alcohol into the hands of under age or intoxicated people.

In refusal of service or conflict situations, you will need a lot of patience. Try to learn from your more experienced colleagues and observe what they do and say in different situations. Practice also helps you to get it right. Reading this information is a good first step, but putting it into practice and learning from your successes and mistakes is what this section is really about!

Summary / Action Points

1. Write down 3 key phrases you can use when refusing service to someone who is underage.
2. Write down 3 key phrases you can use when refusing service to someone who is drunk.
3. Speak to friends and colleagues about their experience of situations that they gotten out of hand and how they dealt with them. Would you deal with them differently now that you have read this guide?
4. Set up an incident book for your workplace or make sure you know where the current one is kept.

Keep calm. Don't get into an argument.

Explain briefly why you cannot sell. Try saying

- 'I'm sorry, if I serve you I might be breaking the law.'
- 'We have a policy of `no proof of age, no sale.'
- 'Our company policy is not to sell these products to young people.'

Show customers notices, posters and stickers that indicate you will not serve alcohol to under 18s or sell other restricted products.

Offer an application form for an approved proof of age scheme. E.G. PASS

Be positive in your refusal. Have a firm tone of voice, be confident and use direct eye contact. The law is on your side and you are doing the right thing.

Call your supervisor or manager for support if necessary/available.

Reacting to Trouble

Most conflict can be prevented or controlled in the early stages. However, if a situation has deteriorated to a heated stage before you arrive, it can be much more difficult.

Remember your own and others' safety:

- Keep calm and try to slow things down
- Try to find out what the problem is, making sure you listen

A good way to keep in mind all the essential stages is to use the word REACT.

REACT

R Request - ask the conflicting parties to calm down or leave

E Explain - that their behaviour is unacceptable and list any rule or law that has been broken

A Appeal - say "please," turn it around and say things like, "You don't want me to get into trouble" or "if you keep this up, I won't be able to serve you" or "I don't want to call the police but I will have to if you don't back down"

C Confirm - if the customer still refuses to abandon the confrontation, repeat any potential consequences and ask them if there is still anything you can do to get them to stop misbehaving

T Take Action - here you will have to ask them to leave again. If they refuse to do so, you will have to call the police. Physical force is the last resort and should never be used if you are on your own. Unless you are alone in the shop you may wish to lead the misbehaving customer towards the door, but be careful about using any level of physical force or coercion and be aware of your own safety. If all else fails call the police.

Once trouble is over, it is important to apologise to other customers for any disruption and reassure them that everything is back to normal. Recognise that you have been through a difficult situation and take a break, if possible, to regain your composure.

It is also good practice to record the incident accurately, while information is still fresh in your mind.

Recording Incidents

You should record all incidents for a variety of reasons:

- It can be used as a learning tool and can assist in communication between staff and management
- It provides an accurate record for police, company or insurance purposes
- It can help to prevent similar incidents from happening again

The record should include the following:

- Date
- Time
- What happened
- Who was involved
- How it was dealt with
- Whether police were called
- You may also wish to record the names of any witness and their contact information.

Body Language

Understanding body language can be very helpful in seeing trouble and dealing with it effectively. The table below shows the signs to look out for if someone is getting aggressive. You also need to think about your own body language. When dealing with the situation, you need to be assertive if you want people to do as you say.

BODY LANGUAGE			
	AGGRESSIVE (angry)	ASSERTIVE (in control)	PASSIVE (weak)
Positive	Leaning forward	Upright / straight	Shrinking
Head	Chin jutting out	Firm, not rigid	Head down
Eyes	Strongly focused, staring, often piercing or glaring eye contact	Good, regular eye contact	Glancing away or downwards, little eye contact
Face	Set or firm	Expression fits the words	Smiling even when upset
Voice	Loud and emphatic	Well modulated to fit content	Hesitant or soft, trailing off at ends of words or sentences
Arms/Hands	Hands on hips, fist, sharp gestures, pointing, jabbing	Relaxed / moving easily, open palms	Aimless / still
Movement /Walking	Slow and pounding or fast, deliberate	Measured pace suited to the situation	Slow and hesitant or fast and jerky

How to get it right

It's not easy to get it right. You must try to be assertive, not aggressive or passive.

Don't give up. If you think carefully about your voice, your movements and being calm, everything else tends to follow.

Distance

You'll probably be aware that each person has a certain amount of "personal space". If a stranger stands too close, it is uncomfortable. In conflict situations, standing too close may be seen as a threat, so keep a comfortable distance from the person you're speaking to. Remember also that a person from a different country or culture may prefer a different amount of personal space (e.g. they may like to stand closer or further away than you do).

A barrier of some kind, such as a table, can help to keep this distance. The counter itself is a barrier. You may have found that you feel more comfortable speaking with people when you are behind the counter than when you are out on your own. This is because the physical barrier is a psychological barrier as well.

Last Word

- However hard you work at preventing violence there is a possibility that you will be confronted by a violent customer at some stage on your premises **avoid situations if at all possible. A conflict management course for you and your staff would help avoid confrontation because you would identify earlier the key signs and take steps to defuse this problem**
- Ensure that you and your staff know the company procedure for dealing with violent customers and follow it if faced with such a situation **do not hesitate to involve the police if you are concerned for your own or your staff or customers' safety**

3.12 TEST PURCHASING

Police and Weights & Measures officers may send under 18s in to your premises to attempt to buy alcohol to check compliance with the law. Under some circumstance the test purchaser may not tell the truth when asked if they are over 18 or if they have ID you **MUST** ask for approved proof of age and check it.

When an attempt is made to purchase alcohol you must either Challenge 21 or Challenge 25 (depending on the scheme used) and ask for acceptable proof of age identification from any customer who appears to be under 21 or 25 years old and is unknown to you as a person over 18 years old, if in doubt - ask for identification if you fail in this duty you may commit a criminal offence.

If you have any doubt about someone's age even, if they have produced proof of age, do not serve them with alcohol and note the refusal in the site refusal book.

3.13 REFUSALS BOOK

If you have to refuse a sale of alcohol (or any other age restricted products such as cigarettes, tobacco, lottery tickets etc.) you **MUST** enter the details of the refusal in the **REFUSALS BOOK**. This will help you maintain evidence that under-age sales are being refused and also act as a training tool for your staff.

You have the right to refuse to sell any alcohol product, provided that the reasons for refusal are not based on discrimination on the grounds of sex, race or disability and you have a duty not to sell age restricted products to anybody under age.

Always keep letters of third party test purchases such as tobacco checks by trading standards and lottery ticket sales by Camelot.

3.14 REVIEWS

The review provisions in the Act, added to ensure an element of balance under the new regime, allow residents and businesses in the area and the regulatory authorities to voice concerns subsequent to the grant of a licence if they feel that there are relevant problems being generated at or by the premises.

Reviews are important because premises licences are not renewed (they are granted for the life of the business, subject to the annual fee paid to the local authority) so an objection can no longer be made as with the old system at renewal of the Justices' licence.

3.15 STREET DRINKING & SUPER STRENGTH BEER /LAGER /CIDER

Introduction

Street drinking and the availability of super strength beer, lager and cider (i.e. above 6.5% ABV - Alcohol by volume) are potential concerns that may be raised by the police and other responsible authorities when considering new licence applications and variations to existing licences. Indeed in some cases where this problem has become excessive the local authorities in partnership with the police sometimes request voluntary agreement from retailers to not stock super strength beer/lager and cider as this is the preferred drink of many street drinkers because it is generally inexpensive and gives the "buzz" street drinkers crave.

The Law

Recent legislation has given the police greater powers to address the alcohol related offence problems that they believe have fuelled a large proportion of crime and disorderly anti-social behaviour. These are specifically:

- S17 Crime and Disorder Act 1998
- S13 Criminal Justice and Police Act 2001
- S4 Licensing Act 2003
- S27 Violent Crime Reduction Act 2006

These acts impose duties on either or both the Police & Local Authorities to reduce anti-social incidents that result in crime and disorder from the misuse of alcohol as well as other substances.

Various strategies are being considered and will continue to be reviewed on a local authority by local authority basis such as Early Morning Restriction Orders and Late Night Levies (to fund extra policing at night etc.) Additional legislation has also been introduced by central government to ensure a minimum level of price per unit of alcohol is enforced by the licensing section and monitored by local government to try to eradicate cheap alcohol being offered for sale in shops and pubs.

Super Strength Beer, Lager & Cider

Nothing has yet been formally announced regarding super strength beer, lager and cider products being banned or reduced in strength or the packaging in which they are offered for sale being cut in size but there is a growing consensus amongst health professionals and the police that government must do more.

Street Drinkers

Strong beers, lagers and cider have over the last decade or so have become the preferred alcohol product of choice by street drinkers who can generally be described as persons who have limited financial resources, are unemployed, have underlying health and/or mental issues and possibly homeless.

A street drinker has been defined by a community safety partnership as: "Someone who regularly drink alcohol, or is drunk in public places, and their behaviour significantly raises the risk of the following:

- Offending behaviour - if littering or urinating in public, or begging.
- Harm to themselves
- Harm to others
- Anti-Social behaviour - causing harassment, alarm or distress.
- Drawing other vulnerable people into the same type of lifestyle.
- Homelessness.

Street drinkers themselves describe health issues when asked, that mirror health problems experienced by dependent drinkers such as:

- Damage to heart, liver and stomach.
- High blood pressure.
- Double incontinence.
- Fits.
- Mental health problems.
- Depression.
- Black Outs
- Memory loss.

The ramifications of the above include:

- Anger
- Loss of self-esteem.
- Sickness in morning if no alcohol is available.
- Bleeding veins
- Stomach ulcers
- Aching bones
- Loss of balance
- Sleep deprivation

Fortunately the vast majority of adults who drink, do so responsibly whilst street drinking affects a very small minority of people. However the cost to the public is disproportionate as it is very expensive for the police, NHS, local authorities and others to initially respond to the issues caused and then fund the cost of helping the street drinkers themselves - and who in some cases do not want to accept help.

Other groups of street drinkers can be described as ethnic drinkers where drinking outside for example may be considered the social norm and therefore they drink outside as a matter of choice.

Some local authorities have adopted a legal instrument called a DPPO (Designated Public Places Order) although some may know this as a DACZ (Designated Alcohol Control Zone) both mean that should an individual drink in public and is observed causing a criminal nuisance offence by a police officer then the alcohol can be confiscated.

DPPO/DACZ are so effective that in some cases the street drinking problems are moved into areas where there is no DPPO/DACZ in force and therefore move the problem from one area to another.

Voluntary agreements to not stock cheap high strength alcohol will in some cases resolve the issue as long as it is adopted consistently by other similar retailers within the designated geographical area. Otherwise the street drinkers will just congregate near to businesses that stock their favourite product rather than loiter in the areas that do not.

3.16 ALCOHOL DELIVERY SERVICES

There are an increasing number of licensing applications by small independent operators for the provision of off-sales of alcohol ordered by customers direct to their home via the telephone or online.

Premises that wish to deliver alcohol direct to customers should seek professional assistance on how to run such an operation be it during normal shop hours or for up to 24 hours a day.

The applicant must comply, for example, with the following:

- the premises to be licensed should be where the product is stored prior to its dispatch and not a separate call centre where the money is taken.
- the applicant cannot license the delivery vehicle.
- there needs to be a robust procedure in place to ensure the alcohol is delivered to the person ordering the product including checking proof of age. The delivery person should also, as far as possible, check that the customer is not buying alcohol for the consumption by under 18s e.g. a party at the same premises where young people are in attendance.
- the application should ensure that the four licensing objectives are not compromised.
- the advertisement of the alcohol delivery services show potential customers a full list of the terms and conditions.
- payment should not be taken at the point of delivery.

It is recommended that the applicant seeks proper guidance before submitting such an application. R.B. Licensing Services would be pleased to assist.

3.17 BAN ON THE SELLING OF BELOW COST ALCOHOL

The Government launched its Alcohol Strategy which was published on 17th July 2013 following the analysis of all the consultation responses received and concluded that a policy was needed to reshape the approach to alcohol and specifically reduce the number of people drinking to excess. The Alcohol Strategy is targeted at harmful and hazardous consumers and aimed to limit the impact on responsible consumers. The document set out its intention to ban below cost selling to tackle the worst examples of sales of cheap alcohol.

The ban prevents businesses from selling alcohol at heavily discounted prices and aims to reduce excessive alcohol consumption and its associated impact on alcohol related crime and health harm.

The ban is a new licensing condition of the Mandatory Code of Practice. The Mandatory Code of Practice applies to all licensed premises, including those with club premises certificates, in England and Wales.

Responsibility for ensuring compliance within the mandatory condition part of your premises licence will always be the responsibility of the premises licence holder and/or designated premises supervisor irrespective whether the pricing was undertaken by a member of staff or not.

The level of duty plus VAT is calculated by taking the relevant excise duty figure for a particular product and the applying the current rate of VAT to this amount. Duty rates differ in accordance with the type of alcohol and often the strength of the product. There are three categories for calculating the permitted price of duty plus VAT.

The three categories are:

1. Beer
2. Spirits, spirit-based ready-to-drinks, wine and made-wine (exceeding 22% ABV)
3. Wine, made-wine and cider (not exceeding 22% ABV)

The following calculations are used to determine the permitted price for each product:

Beer permitted price = Duty + VAT

Where Duty (pence) = volume (litres) x strength (% ABV) x duty rate

Spirits, spirit-based ready-to-drinks, wine and made-wine (exceeding 22%) permitted price = Duty + VAT

Where Duty (pence) = volume (litres) x strength (% ABV) x duty rate

Wine, made-wine and cider (not exceeding 22% ABV) permitted price = Duty + VAT

Where Duty (pence) = volume (litres) x duty rate

(Note: duty rates for beer, wine, made-wine and cider are given in pounds per hectolitre. For clarity of calculation, and because of the small quantities involved, this has been translated into pence per litre, which is an identical figure. Duty rates for spirits and other products over 22% ABV are given in pounds per litre of pure alcohol. For clarity of calculation, and because of the small quantities involved, this has been translated into pence per centilitre (i.e. 10ml) of pure alcohol, which is also an identical figure.)

It should be noted that there are different duty rates within each of the categories of beer and wine and cider, and that the appropriate rate should be used.

Duty rates may change each year, typically following the Chancellor's Budget. Therefore, those who supply alcohol will need to ensure the new duty rates are applied to the three formulae in the preceding section when duty rates change.

Businesses and others who supply alcohol will need to ensure that their pricing systems are accurate enough to prevent any sale of alcohol below the cost of duty plus VAT. This includes ensuring that prices are accurate on shelves, barcodes, menus and price lists, where appropriate.

Care should be taken when undertaking any of the following activities:

- Multibuy promotions
- Multibuy promotions that include alcohol and non-alcohol products
- Multipack products that consist of bulk packs of alcohol
- A package that includes inclusive alcoholic drinks
- Complimentary alcoholic drinks
- Discount coupons which include alcoholic drinks
- Reward cards which can include alcoholic drinks
- Staff discount Companies can offer staff discount, as long as the price after all discounts are applied is above the permitted price of the alcohol
- Online internet sales. The ban will apply to all sales of alcohol that take place (i.e. the alcohol is despatched to the customer) within England and Wales.

If unsure regarding any of the above please contact either your wholesale supplier or contact RB Retail & Licensing Services Limited.

3.18 ON LICENSES

Businesses that sell alcohol for consumption on the premises are known sometimes as “On Licenses” as opposed to Off Licenses, which include convenience stores and supermarkets whose customers must not consume alcohol purchased within the confines of the shop.

On Licenses are more commonly known as Public Houses (Pubs), Night Clubs, Bars and Restaurants.

Special care must be taken as the risk of customers becoming intoxicated is a real possibility, so staff should be trained to be vigilant and to be prepared to refuse service as and when the point of intoxication is reached.

Useful tools such as CCTV, refusal logs, incident books, notices regarding Challenge 25 are all good due diligence procedure measures but consideration also needs to be given to the employment of SIA (Security Industry Association) registered door supervisors/trained staff & drug searching and drug disposal polices/training. A risk assessment prior to commencement of business should be undertaken to identify the level of security awareness required.

It is also wise to consider the wider community who could be affected by rowdy customers leaving On Licence premises late at night - so the provision of taxi services (who do not slam doors or honk horns) are also important in the quick and effective dispersal of patrons at night.

Late night music and dancing is another factor these types of premises should consider specifically when dealing with the effective damping down of noise emanating from these venues that may affect the local residents, therefore the keeping of doors/windows closed during licensable activities is a responsible and sensible measure to take.

3.19 STAFF TRAINING - Revision

The Licensing Act 2003 introduced a single integrated system throughout England and Wales to regulate the sale and supply of alcohol, the provision of entertainment to the public and the provision of late-night refreshment - the sale of hot food and hot drinks between the hours of 11pm and 5am.

Under the Act there is a statutory requirement that retail sales of alcohol can only be made from premises that have been granted a premises licence.

In addition all premises licensed for the sale of alcohol must have a designated premises supervisor (DPS) appointed for those premises who must be a personal licence holder.

Sales of alcohol can only be made or authorised by a personal licence holder.

UNDERSTANDING THE LICENSING LANGUAGE

The licensing objectives - these are the governing principles of licensing law in England and Wales. Everyone involved with any of the licensable activities including the sale of alcohol must be aware of and actively promote these objectives at work.

The four licensing objectives, all of which are of equal importance, are as follows:

- ***The prevention of crime and disorder***
- ***Public safety***
- ***The prevention of public nuisance***
- ***The protection of children from harm***

LICENSABLE ACTIVITIES

For a business to carry out any of the following activities, a premises licence is required. The licensable activities are defined as:

sale of alcohol by retail

supply of alcohol in club premises

provision of regulated entertainment

provision of late night refreshment 11pm - 5am

The penalties for carrying out a licensable activity without a licence or failure to comply with the conditions on a premises licence are severe:

**A MAXIMUM FINE OF £20,000
AND/OR 6 MONTHS IMPRISONMENT**

Make yourself aware of the hours and any conditions on the premises licence

Premises licence

The licence required by a business to allow it to carry on any of the licensable activities listed above.

The premises licence will usually be held in the name of the owner of the business or the operator and can be a company or an individual person or persons.

Personal licence

The licence needed to be held by a person to allow that person to sell alcohol from premises that hold a premises licence (that allows the sale of alcohol) and to authorise others who do not hold personal licences to do so. There must be at least one personal licence holder at your site but there can be more than one.

Designated premises supervisor

Usually the person in day-to-day control of the premises named to the Licensing Authority as the person responsible for the sale of alcohol at the premises by the premises licence holder. A person must have a current personal licence to hold this position and there can only be one named DPS for each site.

Understanding your duties with regard to the sale of alcohol

The sale of alcohol is a licensable activity controlled by law and carrying penalties that reflect the important social responsibilities that apply to people who sell it.

These penalties only relate to those people who break the law, committing what is a criminal offence punishable by measures varying from a fixed penalty notice of £90 to a £20,000 fine and/or six months imprisonment and forfeiture of the premises licence.

When selling alcohol it is your responsibility to ensure that you carry out this action lawfully. Remember you can only sell alcohol when you have been authorised to do so and then only to customers who it is lawful for you to sell it to.

Authorised sales

Regardless of your age or training you are only legally allowed to sell alcohol when you have been authorised to do so by your DPS or another personal licence holder at the site. You will only receive this authorisation when you have demonstrated to the DPS that you understand your responsibilities and the law controlling these sales. You will have to be re-authorised on a regular basis and this would normally follow refresher training in the sale of alcohol.

Do not sell alcohol unless you are sure that you have been authorised to do so.

Do not accept authorisation if you are unclear on the law and/or your responsibilities involved in these sales.

SALE OF ALCOHOL

It is a criminal offence for any person to sell or supply alcohol to a person under the age of 18.

THERE ARE NO EXCEPTIONS TO THIS

It is an offence to sell alcohol to someone under 18.

It is an offence to deliver alcohol to someone under 18.

It is an offence for anyone under 18 to purchase or attempt to purchase alcohol.

It is an offence to obtain alcohol for someone under 18.

It is an offence to sell alcohol if you are under 18 unless you are authorised to do so and the individual sale is supervised by somebody over 18 who is also authorised by a Designated Premises Supervisor.

You must not sell alcohol to someone you believe to be buying for a person under 18 (proxy purchasing).

It is an offence to allow another person to sell alcohol to somebody under 18 where you could have prevented that sale.

Those who commit such offences could be fined up to £5000.

A fixed penalty notice of £90 may be applied to the person selling the alcohol.

The holder of the relevant premises licence may also have their licence reviewed which could result in the alcohol sales at the premises being suspended for up to three months or in serious cases removed permanently.

Our rules for the sale of alcohol

In order to avoid under age sales and committing an offence we have twelve basic rules which must be obeyed at all times. These basic rules for the sale of alcohol are simple and straight forward and once a member of staff has been properly trained there can be no excuse for not obeying them at all times, please refer to Page 3.34 for Rules.

SUMMARY OF AGE RELATED PRODUCTS TYPICALLY SOLD IN RETAIL STORES

You must not sell liqueur confectionery (chocolates with alcohol inside) to a person under the age of 16.

Your site may have other age-restricted products that you must know about, including:

PRODUCT GROUP	Minimum age to purchase
Liqueur confectionery	16
Cigarettes, tobacco and tobacco products	18
Lottery tickets/Scratch Cards	16
Knives and blades	18
Glue, Lighter fluids, butane, refills and solvents	18
Alcohol products	18
Spray Paints	16
Adult magazines	18
Petrol/Diesel	16
Fireworks	18
DVDs & videos/Games	dependant on classification e.g.: 12, 15, 18.
Analgesics & Medicines	Up to the discretion of the retailer

Please speak to your supervisor about the products you have on sale at your site and the age restrictions that relate to them.

Weights & measures inspectors may also send under 18 test purchasers to attempt to purchase cigarettes, tobacco or tobacco products from any premises to check compliance with the law.

**Remember, you commit an offence
if you sell age-related products
to somebody who is under age.**

MY 12 BASIC RULES FOR SELLING ALCOHOL

- 1. I can only be authorised to sell alcohol for the hours stated on our licence summary and once authorised will not do so outside of those hours.**
- 2. Alcohol sales are only for consumption off the premises and I must be aware of customers actions at all times & not allow consumption on the premises.**
- 3. I will not sell alcohol to anybody under the age of 18.**
- 4. I will challenge anybody attempting to purchase alcohol who appears to be under the age of 21/25 (delete one) to prove that they are over 18 by producing acceptable proof of age.**
- 5. I will only accept a Passport, a Photo Driving Licence or a PASS accredited card as proof of age such as the Citizen Card.**
- 6. I will not sell alcohol to anybody who I believe is purchasing to supply somebody under the age of 18 (proxy selling).**
- 7. I will not sell alcohol to anybody who I believe is, or appears to be drunk.**
- 8. I will not sell alcohol to anybody who I believe is purchasing for somebody who is, or appears to be drunk.**
- 9. If I am in any doubt at all on numbers 3, 6, 7 and 8 as written above I will refuse the sale.**
- 10. I will record all incidents of refusals in the refusals book noting the date and time, plus a description of (and name of) the person (if known) together with a note of the product refused.**
- 11. I will advise my supervisor of the refusal as soon as possible and certainly no later than the end of my shift.**
- 12. I acknowledge that I am not authorised to sell alcohol unless I comply with all of the above at all times.**

Example of refusal log

RB Retail & Licensing
Services Limited

REFUSAL LOG

DATE: 12th July 2014	TIME: 17.02	PRODUCT: can of Boddingtons
Reason for refusal: looked under 18, no ID with him and got aggressive		
Description of person: white male, 6'3", goatee beard, short blond hair, earring in both ears, blue jeans, black hoody.		
Till Operator Aaron Brown	Manager Geoffery James	
Premise Supervisor Geoffery James	Area manager n/a	

DATE: 18th July 2014	TIME: 6.55 pm	PRODUCT: Bulmers Cider
Reason for refusal: Girl looked under 21, not happy with ID shown as she would not give it to me		
Description of person: white, 5'7", long black gothic style hair, black vest top and black trousers, lots of tattoos and jewellery		
Till Operator Miranda Hastings	Manager Geoffery James	
Premise Supervisor Geoffery James	Area manager n/a	

DATE:	TIME:	PRODUCT:
Reason for refusal:		
Description of person:		
Till Operator	Manager	
Premise Supervisor	Area manager	

SECTION 4: Due diligence records

4.1 A: Alcohol procedure and law quiz

Name:	Date:
Site Address:	Site Name:
DPS Name:	Date test marked and number of questions answered incorrectly Date: Answered incorrectly:

Please ring around the answer that you think MOST correct - there is only ONE correct answer

INITIAL TRAINING

Staff signature:

4.1 B: Alcohol procedure and law quiz

Site:	Site Address:
-------	---------------

Master Answers

INITIAL TRAINING

Staff signature:

4.2 A: Alcohol procedure and law quiz

Name:	Date:
Site Address:	Site Name:
DPS Name:	Date test marked and number of questions answered incorrectly Date: Answered incorrectly:

Please ring around the answer that you think MOST correct - there is only ONE correct answer

REFRESHER TRAINING 1

Staff signature:

4.2 B: Alcohol procedure and law quiz

Site:	Site Address:
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Master Answers

REFRESHER TRAINING 1

Staff signature:

4.3 A: Alcohol procedure and law quiz

Name:	Date:
Site Address:	Site Name:
DPS Name:	Date test marked and number of questions answered incorrectly Date: Answered incorrectly:

Please ring around the answer that you think MOST correct - there is only ONE correct answer

REFRESHER TRAINING 2

Staff signature:

4.3 B: Alcohol procedure and law quiz

Site Name:	Site Address:
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Master Answers

REFRESHER TRAINING 2

Staff signature:

4.4 A: Alcohol procedure and law quiz

Name:	Date:
Site Address:	Site Name:
DPS Name:	Date test marked and number of questions answered incorrectly Date: Answered incorrectly:

Please ring around the answer that you think MOST correct - there is only ONE correct answer

REFRESHER TRAINING 3

Staff signature:

4.4 B: Alcohol procedure and law quiz

Site Address:	Site Name:

Master Answers

REFRESHER TRAINING 3

Staff signature:
page 150

4.5 Training statement

Premises name:

Premises address:

TRAINING STATEMENT

I am over 18 years of age and confirm that I have been trained in the sale of alcohol and alcohol products. I am fully conversant with my obligations in the sale of these products and the penalties that will apply if I serve a customer illegally. These range from a fixed penalty notice of £90 to a criminal conviction with a fine of up to £20,000 and/or 6 months imprisonment.

I warrant that:

1. Once authorised I can only sell alcohol during the hours specified on our Licence Summary as displayed on the premises.
2. Alcohol sales are only allowed for consumption off the premises and I will not allow consumption on the premises.
3. I will not sell alcohol to anybody under the age of 18.
4. I will challenge anybody attempting to purchase alcohol who appears to be under the age of 21/25 (delete one) to prove that they are over 18 by producing acceptable proof of age.
5. I will only accept a Passport, a Photo Driving Licence or a PASS accredited card as proof of age such as the Citizen card.
6. I will not sell alcohol to an adult who I believe is purchasing to supply somebody under the age of 18 (proxy selling).
7. I will not sell alcohol to an adult who is, or appears to be drunk.
8. I will not sell sell alcohol to anybody who I believe is purchasing for somebody who is, or appears to be drunk.
9. If I am in any doubt at all regarding numbers 3, 6, 7 and 8 as written above I will refuse to make the sale.
10. I will record all incidents of refusals in the refusals book noting the date and time, plus a description of and name of the person if known together with a note of the product refused.
11. I will advise my supervisor of the refusal as soon as possible and certainly no later than at the end of my shift.
12. I acknowledge that I am not authorised to sell alcohol unless I comply with all of the above at all times.

Staff Name (print):

Signature:

DPS Name (print):

Signature:

Date:

Two copies to be signed - one for the staff member and one to be filed in the premises manual at the rear of Section 4

4.6 Authorisation to sell alcohol

Licensing Act 2003

Site Name & Number:

Site Address:

Authorisation for Staff to sell Alcohol

As the Designated Premises Supervisor (DPS) I confirm that the following staff have been fully trained in the sale of alcohol and alcohol products and that in my opinion they have demonstrated their understanding of the legal requirements relating to these sales.

(Initial training level is indicated by the initials IT and refresher training by the initial R).

I therefore authorise by delegated authority the following staff to sell alcohol from these premises known as:

<i>Staff Name (print)</i>	<i>Staff Signature</i>	<i>DPS Signature</i>	<i>Training level</i>	<i>Date</i>

PLEASE NOTE THAT REFRESHER TRAINING IS TO BE CARRIED OUT AT LEAST EVERY 12 MONTHS FOR EACH STAFF MEMBER

4.7 DPS Checklist summary

ANNUAL DPS REFRESHER TRAINING PLANNER		
Year:	Staff member planned to receive refresher training	DPS Initials
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		

4.8

**Licensing Act 2003
DPS Premises Licence Monthly Checklist**

Site Name:.....

Site No:.....**Total No of Staff:**.....

Licensable Activities authorised by the premises licence:

Sale of Alcohol by Retail

Late Night Refreshment

Regulated Entertainment

Are there any specific conditions listed on the premises licence * yes/no

Are all staff aware of these conditions and are they being adhered to yes/no

Do the site's **opening** hours match the hours listed on the licence yes/no

Do the site's **alcohol** trading hours match those listed on the licence yes/no

Does the DPS named on the licence still work at the site yes/no

Does the site sell hot food/hot drinks between 11pm & 5am * yes/no

Is Late Night Refreshment approved on the licence for these hours yes/no

Does the site have any Regulated Entertainment * yes/no
(background music and live radio do not count as regulated entertainment)

Is Part B summary of the premises licence prominently on display yes/no
(ie. behind the counter)

Is the letter showing the nominated keeper of the licence on display yes/no
(ie. behind the counter)

Is Part A the main part of the premises licence available for inspection yes/no

Where is it kept?.....

continued on second sheet

continued from page one

Is all Challenge 21 material clearly on display yes/no

Please list all Personal Licence Holders working at the site including yourself and note the licence numbers and expiry date

.....
.....
.....

Have all cashiers been issued with "your guide to selling alcohol" yes/no

Have all cashiers taken the "alcohol sales questionnaire" yes/no

Have all cashiers signed a "training statement" yes/no

Have all cashiers signed the "authorisation for staff to sell alcohol" yes/no

Have you signed the "authorisation for staff to sell alcohol" yes/no

Does each cashier have complete records maintained for the above yes/no

When was refresher training last carried out

How many staff have had refresher training

When was the refusals book last used and by whom

Is it being countersigned by you AND the area manager yes/no

continued on third page

continued from page two

- Are you named on the premises licence as the DPS yes/no
- Are your name/address details current & correctly listed on this licence yes/no
- Do all staff use Challenge 21 / Challenge 25 at all times (delete one) yes/no
- Do you have your personal licence with you during working hours yes/no
- Do all other personal licence holders have their licences with them too yes/no
- Are their name/address details current & correctly listed on their licence yes/no

Signed:.....**Date:**.....

Print Name:.....

**IF YOU HAVE ANSWERED NO TO ANY
QUESTION APART FROM ONES
MARKED BY * THEN YOU MUST
CONTACT YOUR LINE MANAGER
IMMEDIATELY**

4.10 Nominated keeper of the premises licence

Date

Premises Address:

Re: Nominated Keeper of the Premises Licence

With reference to the premises licence for this site, I/We, Any Company Ltd, nominate the Designated Premises Supervisor/Manager for these premises to be the keeper of the licence.

Signed:

Print Name:

Position:

Company Name:

4.12: Staff training pamphlet

SECTION 5: Product Knowledge

5.1 Product knowledge

Please copy this section leaving a copy at the point of sale to support your staff when needed.

• *How wine is made*

HARVEST

Winemaking begins with the grape harvest, the time for picking is determined by scientific testing of the juice's sugar and acid content, but the decision to pick is still subject to chance.

CRUSHING

After picking, the grapes are transported to the winery and they are crushed and de-stemmed to produce 'must,' which is treated with sulphur dioxide to kill any harmful microbes.

PRESSING

The separation of the juice from the skins, stems and pips is known as the pressing. For red wine, the juice is separated at a later stage, with rose wine the juice is run off after a short time, but white wines are pressed immediately after crushing before the juice picks up the tannins and pigments from the skins and stems.

FERMENTATION

The juice or 'must' is transferred to a fermentation tank, where pure wine yeasts are added. During the process of fermentation the yeast acts upon the sugars in the grape juice, converting them into alcohol and carbon dioxide. Under normal conditions, the yeast will go on working until all the sugar is converted to alcohol, therefore, the wine would be dry. However, it is possible to stop fermentation by adding sulphur to kill the yeasts or by filtering the yeasts out.

RACKING

After fermentation the wine is transferred to a new tank and the process of racking or clarification begins. The wine is allowed to stand quietly so all the suspended material falls to the bottom: the residue is known as the 'lees.' The clear wine is then pumped off and undergoes a final clarification prior to blending and/or bottling. Most wines will go into wooden casks for ageing during which time they are racked periodically.

BOTTLING

This final process is carried out under scrupulously clean conditions. The right moment must be chosen to bottle the wine; white wines and light reds are usually bottled a few months after they are made, but the finer wines spend up to five years in cask. Some types of wine need bottle aging as well, to reach their full potential.

• *Wine labels*

HOW TO READ A WINE LABEL

1. CONTENTS: All alcoholic drinks must show the contents either in litres or centilitre. In 1989 EEC regulations decreed that the standard wine bottle size would be 75cl. An 'e' stated after the contents indicates that all necessary quality checks have been completed by the bottler.

2. COUNTRY OF ORIGIN: This must appear on the label regardless of where the wine comes from. Only wines from the EEC may be blends of more than one country. Such a blend must have on the label, in english, 'a blend of wines from different countries of the EEC.'

3. **NAME & ADDRESS OF BOTTLER:** By law, in case of complaint, the name and address at which the bottler can be contacted must appear on the label. If the wine is bottled outside the EEC, the name of the importer should be shown.

4. **ALCOHOL CONTENT:** Alcohol content is measured in per cent by volume. The possible range is from 6.5% to 20% or more.

5. **TABLE WINE:** Refers to light wine produced in EEC. It must be labelled as such, but if produced outside the EEC, it need only be labelled 'wine.' If the wine meets certain yield and quality factors, it can be described as Vin de Pays, etc.

6. **QUALITY WINES:** Stringent labelling requirements, and must show the region of production as well as country. No blending is allowed. The words 'Quality Wine' or equivalent must be shown:

FRENCH:	VDQS.AC.AOC
ITALIAN:	DOC.DOCG
GERMAN:	Qba.QmP
SPANISH:	Do

• **Food and wine**

FISH AND SEAFOOD: Can be served with a whole range of whites, from dry Burgundies to light Loire wines. Fresh water fish like trout go well with Chablis or German Mosells. Salmon goes well with dry whites or reds such as Chinon or Beaujolais.

GAME: Hearty robust Burgundy wines, or those from the Rhone or Italy. If the game is served cold, Bordeaux is best.

ROASTS & CASSEROLES: Roast beef is perfect with red Burgundies and Bordeaux. Other roasts go well with Rhones, Californian reds, Italian reds and the classic Spanish red, Rioja.

SMOKED FOOD: Smoked fish is best with dry white Bordeaux and fino sherries or Alsace grape varieties. German wines are also popular.

CHEESE: Strong acidic English cheese are complimented by good ports and red wines such as Chateauneuf or Barolo. Choose sweet or strong regional wines to accompany continental cheeses.

DESERT WINES: Dessert wines are very sweet, and are traditionally served chilled with the dessert course or fruit. One never needs to drink much of these wines, and one bottle will serve up to eight people.

Sweet dessert wines reach their peak among small districts of Sauternes and Barsac in France. These golden wines produced from Semillon and Sauvignon grapes are large and fragrant and age well in the bottle.

• ***Wine sweetness guide***

WHITE WINE:

The following gives an indication of the sweetness of some popular wines, those marked 1 being the driest and 9 the sweetest, with the numbers spanning the remaining dry to sweet spectrum.

- | | |
|--|--|
| <p>1. Muscadet
Chablis
White Bordeaux
Pouilly Fume
Bergerac Blanc</p> | <p>5. Vouvray Demi Sec
Liebfraumilch
Medium British Sherry</p> |
| <p>2. White Burgundy
Chenin Blanc
Chardennay
Pinot Grijio
Soave
Rioja
Fino Sherry</p> | <p>6. Demi Sec Sparkling Wine
Demi Sec Champagne
Medium Spanish Wine</p> |
| <p>3. Anjou Rose
Dry Amontillado Sherry
Dry White Vermouth</p> | <p>7. Asti Spumante
Rosso/Bianco/Rose Vermouth
Pale Cream Sherry</p> |
| <p>4. Moselle Kabinett
Rhine Kabinett
EEC Wines
Yugoslav Laski
Portuguese Rose/Vinho Verde</p> | <p>8. Sauternes
Barsac
Rich Cream Sherry</p> <p>9. Marsala</p> |

RED WINE:

The Guide starts with wines which are comparable to Beaujolais - light and easy to drink, at the other end of the scale at 'E', the wines are more concentrated with more depth and fullness.

- | | |
|--|--|
| <p>a. Bardolino
Lambrusco Rosso
Beaujolais</p> | <p>c. Bordeaux Rouge/Claret
Cotes du Rhone
Chinon
Rioja
Bergerac Red</p> |
| <p>b. Cotes de Rousillon
Pinot Noir
Red Burgundy
Valpolicella
Spanish Red Wine</p> | <p>d. Chateauneuf du Pape
Chianti</p> <p>e. Cyprus Red
Barolo
South African Shiraz</p> |

White Grape Varieties

CHARDONNAY:

The principle white grape of Burgundy and also Champagne, California and Australia. Wines range from pale green to a golden straw in colour.

CHENIN BLANC:

Produces pale greenish tinged wines.

GEWURZTRAMINER:

The spicy speciality of Alsace. Dark, gold and pungent. Also grown in Germany, Australia & California.

MUSCAT/MOSCATO:

Aromatic smell, used in Italian sparkling wines and sweet fortified wines.

RIESLING:

Produces nearly all German fine wines. Pale green/gold, sharp and aromatic.

SAUVIGNON:

Produces soft dry and fruity wines, sometimes smoky.

TREBBIANO/UGNI BLANC:

A versatile grape used in French and Italian blends to give bite and acidity. Also used for distillation in Cognac.

PALAMINO:

Classic Spanish variety, used for making Sherry. Also grown in California, Australia, Cyprus and South Africa.

Red Grape Varieties

CABERNET SAUVIGNON:

From Bordeaux region of France, produces dark, dry wines which require considerable ageing.

GAMAY:

Only makes first class wines, grown in Beaujolais. Light, fruity and acidic, the wines are designed to drink young.

NEBBIOLO:

Also known as 'Spanna,' it is grown in North West Italy. Produces deep brownish-red wines, high in alcohol and tannin.

PINOT NOIR:

From the Cote d'Or in Burgundy, produces delicate silky wines. In champagne it is pressed before fermentation to make white wines.

SYRAH

The best red grape of the Rhone. The wines tend to be intense and high in alcohol, deep in colour and smoky and spicy when aged. The Australian (Hermitage) makes some excellent wines.

5.2 ALCOHOL STRENGTHS

HOW MUCH?

Because of the different strengths and varying sizes of serving measures, the actual amount of alcohol you drink is measured in units.

1 unit = 8 grams or 1cl of pure alcohol

This is equivalent to:

1 pub measure of spirits (40% alcohol)

Small glass of fortified wine, Sherry etc. (17-20% alcohol)

A glass of table wine (10-12% alcohol)

A half pint of beer (4% alcohol)

The following table shows normal or main range of alcoholic strengths for a variety of types of drink. The strengths must by law be shown on the label by the term ‘% volume’ which states the percentage of the total liquid made up of pure alcohol.

PRODUCT	% Volume
Alcohol free wine	Less than 0.05%
De-alcoholised wine	Less than 0.5%
Reduced alcohol products	1.2 - 5.5%
Light wine	8.5 - 13%
Sherry, Port	15 - 22%
Spirits	37 - 40%
Liqueurs	18 - 40%

**SECTION 6: Other
licensable
activities**

6.1 Late-night refreshments

Since 24th November 2005 you are committing a criminal offence if you sell hot food or hot drink (i.e. above ambient temperature) in your premises after 23.00 hours until 05.00 on any day without the grant of this provision on a current premises licence.

The only authority to sell hot food and hot beverages during the hours of 23.00 hours to 05.00 hours comes from your premises licence and it is only valid if you have applied for this provision under the Act.

If you are in any doubt at all about this activity contact Richard Baker Licencing Consultant for advice.

If the hot food or hot beverages are supplied to the customer via a customer payment vending machine, and providing the customer inserts the payment and removes the product themselves and is not served by premises staff, a licence is not needed.

The only other exception to this are residents in hotels and guest houses, under all other retailing circumstances this provision is required on a premises licence, even if you do not sell alcohol. This includes heating products in a microwave, either by staff or customers and coffee dispensers and jug coffee sales or pot noodle machines!

If you have late-night refreshment as a licensable activity the operating details can be found on your premises licence and summary in section 1.

The area of display or supply and point of production and sale will also be shown on your premises plan.

If you wish to engage in this activity and do not have the provision as a licensable activity on your licence contact RB Retail & Licensing Services Limited for details of how we can assist you to secure this this on your behalf.

6.2 An outline of regulated entertainment

Since 24th November 2005 you are committing a criminal offence if you provide regulated entertainment on your premises at any time of the day or night without the grant of this provision on a current premises licence.

This applies whether you sell alcohol or not and whether or not you provide food and beverages in any form at any time.

Regulated entertainment is defined in the Act by paragraph 2(0) of schedule 1:

performance of a play

exhibition of a film

indoor sporting event

boxing or wrestling entertainment

performance of live music

playing of recorded music

performance of dance

entertainment of a similar description to the performance of live music, the playing of recorded music or the performance of dance where the entertainment takes place in the presence of an audience and includes all forms of live music, dance, theatre and shows as well as presentations and showing of films, pre-recorded TV, dvds, videos etc.

All theatres, cinemas, concert halls and night clubs are now required to have this provision on their current premises licence and restaurants, member clubs and pubs are also required to have it where such a licensable activity occurs.

There are qualifying exemptions which include:

- film exhibitions
- education/information/advertisements
- museums and art galleries

incidental or background music

- shops
- garages
- pubs
- lifts
- restaurants
- shopping malls
- etc.

tv and radio broadcasts

- must be live not recorded e.g.
 - live football
 - live sport commentary

religious services or places of religious worship

garden fetes - unless for private gain

Morris dancing

Amusement machines are not classed as regulated entertainment and are not classed as regulated entertainment and are not therefore licensed under the premises licence but they must be licensed under other legislation.

The details of the grant of the provision of entertainment for your premises is to be found on your premises licence in section 1 of this manual, with further details on your plan.

Should you have any queries on this licensable activity, or if you are unclear as to whether it applies to you or not, or if you wish engage in this activity and do not have the provision as a licensable activity on your licence contact RB Retail & Licensing Services Limited for details of how we can assist you to secure this on your behalf.

**SECTION 7: Staff
training
records**

Staff Training Records

Site Address:

.....

.....

Training Records

Staff Name:

Date: Training Given:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

SECTION 8: Licence Documents

There is no licence or appeal history for the premises

CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE AND CONDITIONS PROPOSED BY A PARTY TO THE HEARING

When determining an application for a new premises licence under the provisions of the Licensing Act 2003, the licensing authority must, unless it decides to reject the application, grant the licence subject to the conditions which are indicated as mandatory in this schedule.

At a hearing the licensing authority may, in addition, and having regard to any representations received, grant the licence subject to such conditions which are consistent with the operating schedule submitted by the applicant as part of their application, or alter or omit these conditions, or add any new condition to such extent as the licensing authority considers necessary for the promotion of the licensing objectives.

This schedule lists those conditions which are consistent with the operating schedule, or proposed as necessary for the promotion of the licensing objectives by a responsible authority or an interested party as indicated. These conditions have not been submitted by the licensing service but reflect the positions of the applicant, responsible authority or interested party and have not necessarily been agreed

Mandatory Conditions

1. No supply of alcohol may be made at a time when there is no designated premises supervisor in respect of this licence.
2. No supply of alcohol may be made at a time when the designated premises supervisor does not hold a personal licence or the personal licence is suspended.
3. Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence.
4.
 - (1) 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.
 - (2) 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.
 - (3) 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.
- 5(i) 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.
- 5(ii) For the purposes of the condition set out in paragraph 5(i) above -

- (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" means value added tax charged in accordance with the Value Added Tax Act 1994.

5(iii). Where the permitted price given by Paragraph 5(ii)(b) above 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.

- 5(iv). (1) Sub-paragraph 5(iv)(2) below applies where the permitted price given by Paragraph 5(ii)(b) above 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.

Conditions consistent with the operating schedule

- 6. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Westminster police licensing team.
- 7. The entrance will be covered with CCTV enabling frontal identification of every person entering the premises in any light condition.
- 8. The CCTV system will record during all hours of licensable activity and recordings will be made with date and time stamping and kept for 31 days. Recordings will be made

available to the police upon reasonable request which will be provided without undue delay by an authorised staff member and no later than 24 hours after initial request.

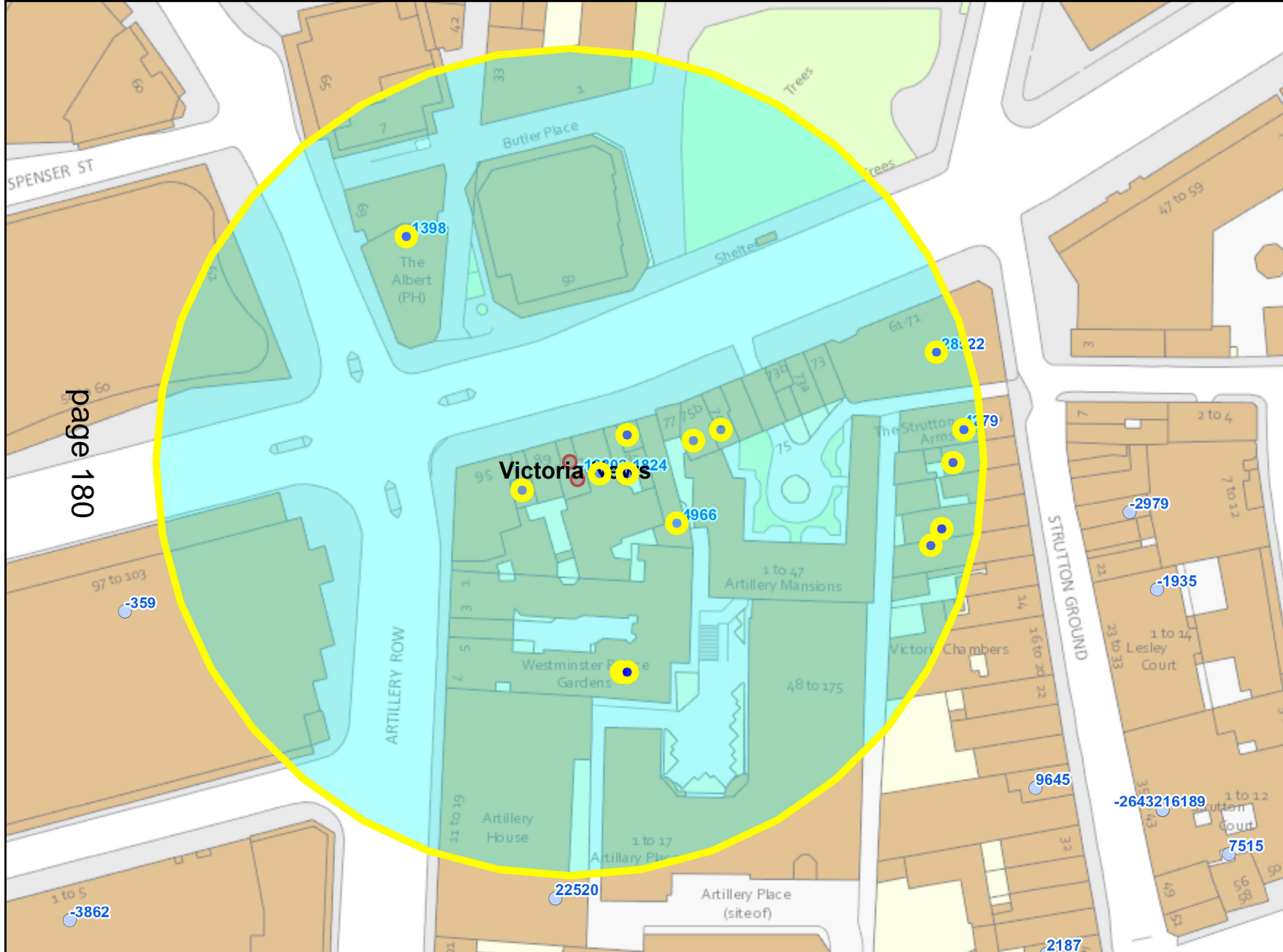
9. No miniature spirit bottles below 10cl are to be stocked.
10. No single cans or bottles of beer, lager or cider will be sold.
11. Appropriate written staff alcohol sales training will be satisfactorily completed prior to any staff member being permitted to sell alcohol.
12. Staff alcohol sales training documents to be available for inspection upon reasonable request to authorised officers of a responsible authority.
13. An incident log will be maintained at the premises noting the date and time of any incidents of crime or disorder occurring in the premises or occurring immediately outside the premises which are then reported to the store staff.
14. A refusal log will be maintained at the premises and available at all times the business is open for inspection by the responsible authorities recording the refusal of age related products. The record will include date & time of the refused sale, and the name of the staff member refusing.
15. There will be a minimum of two staff on duty between 23.00 and 05.00 hours. The staff will not permit customers to loiter either in the shop or outside the premises consuming hot food/beverages. There will also be prominent signage displayed with appropriate wording requesting customers to not to make a noise when leaving the premises and respect local residents – In addition to this notice or a separate notice further wording can be added prohibiting consumption of hot food and drink on the premises by customers as a legal condition of the premises licence.
16. Additional external CCTV cameras can be fitted covering the immediate area in from of the main entrance to alert staff should any customer(s) start to consume hot food/beverages with a few feet of the store between the LNR hours. Staff would respond by politely requesting the people to move away from the shop.
17. A litter bin would also be provided close to the store entrance to reduce any potential litter finding its way to the street.

Conditions proposed by the Environmental Health and agreed by applicant

18. The provision of late night refreshment shall be no more than 15% of the sales area at any one time and shall be ancillary to the main function of the premises as a convenience store
19. The provision of late night refreshment shall be limited to hot drinks and food items that shall be warmed by microwave
20. There shall be no primary cooking at the premises
21. All sales of alcohol for consumption off the premises shall be in sealed containers only, and shall not be consumed on the premises
22. All tills shall automatically prompt staff to ask for age verification identification when presented with an alcohol sale

23. 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
24. No more than 15% of the sales area shall be used at any one time for the sale, exposure for sale, or display of alcohol
25. Outside of the hours authorised for the sale of alcohol and whilst the premises are open to the public, the licence holder shall ensure that all alcohol within the premises (including alcohol behind the counter) is secured in a locked store room or behind locked grilles, locked screens or locked cabinet doors so as to prevent access to the alcohol by both customers and staff
26. There shall be no self-service of spirits on the premises, save for spirit mixtures less than 5.5% ABV
27. A 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
28. Prominent signage indicating the permitted hours for the sale of alcohol shall be displayed so as to be visible before entering the premises, where alcohol is on public display, and at the point of sale
29. The number of persons permitted in the premises at any one time (excluding staff) shall not exceed 12 persons
30. No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
31. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly
32. All waste shall be properly presented and placed out for collection no earlier than 30 minutes before the scheduled collection times
33. No waste or recyclable materials, including bottles, shall be moved, removed from or placed in outside areas between 23.00 hours and 08.00 hours on the following day
34. No collections of waste or recycling materials (including bottles) from the premises shall take place between 23.00 hours and 07.00 hours on the following day.
35. No deliveries except for newspapers and magazines to the premises shall take place between 23.00 hours and 08.00 hours on the following day
36. During the hours of operation of the premises, the licence holder shall ensure sufficient measures are in place to remove and prevent litter or waste arising or accumulating from customers in the area immediately outside the premises, and that this area shall be swept and or washed, and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements by close of business
37. No fumes, steam or odours shall be emitted from the licensed premises so as to cause a nuisance to any persons living or carrying on business in the area where the premises are situated

38. No licensable activities shall take place at the premises until the premises have been assessed as satisfactory by the Environmental Health Consultation Team and at which time this condition has shall be removed from the Licence by the Licensing Authority.



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Residential / Proposed Residential	67
Under Construction	N/A
Other Uses	N/A
Proportion Residential of all Uses	%AllUses%

10

Meters

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Data Source: Uniform Database

Date: 18/07/2016

Premises within 75 metres of: Victoria News, 87 Victoria Street, London, SW1H 0HW

p / n	Name of Premises	Premises Address	Licensed Hours
-13802	Pizza Express	85 Victoria Street London SW1H 0HW	Monday to Saturday 10:00 - 00:30 Sunday 12:00 - 00:00
-4966	Colosseo Restaurant	79 Victoria Street London SW1H 0HW	Monday to Saturday 10:00 - 00:30 Sunday 12:00 - 23:30
-1398	The Albert Public House	52 Victoria Street London SW1H 0NP	Sunday 07:00 - 00:00 Monday to Saturday 07:00 - 00:30
-28522	The Munich Cricket Club	61 - 71 Victoria Street London	Monday to Saturday 10:00 - 23:30 Sunday 12:00 - 23:00
-1824	Wineweaver	2.07 Second Floor 83 Victoria Street London SW1H 0HW	Monday to Sunday 01:00 - 00:59
4279	The Grafton Arms	2 Strutton Ground London SW1P 2HP	Friday to Saturday 07:00 - 00:00 Sunday 07:00 - 22:30 Monday to Thursday 07:00 - 23:30

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City of Westminster

Licensing Sub-Committee Report

Agenda Item 4

Item No:	
Date:	
Licensing Ref No:	16/03487/LIPV - Premises Licence Variation
Title of Report:	Blush Basement 37 Duke Street London W1U 1LN
Report of:	Director of Public Protection and Licensing
Wards involved:	Marylebone High Street
Policy context:	City of Westminster Statement of Licensing Policy
Financial summary:	None
Report Author:	Mr Ola Owojori Senior Licensing Officer
Contact details	Telephone: 020 7641 7830 Email: owojori@westminster.gov.uk

1. Application

1-A Applicant and premises			
Application Type:	Variation of a Premises Licence, Licensing Act 2003		
Application received date:	7 April 2016		
Applicant:	Electshow Ltd		
Premises:	Blush		
Premises address:	Basement 37 Duke Street London W1U 1LN	Ward:	Marylebone High Street
		Cumulative Impact Area:	None
Premises description:	The premises are operated as a nightclub in the basement level		
Variation description:	To replace existing condition 34 to then allow addition patrons to enter the premises without the need to have their ID scanned. There is no application to vary permitted licensable activities and hours.		
Premises licence history:	See Appendix 3		
Applicant submissions:	None		

1-B Current and proposed licensable activities, areas and hours						
Regulated Entertainment						
Performance of dance Performance of live music Anything of a similar description to Live Music, Recorded Music or Performance of Dance						
	Current Hours		Proposed Hours		Licensable Area	
	Start:	End:	Start:	End:	Current:	Proposed:
Monday	09:00	06:00	No change		Basement	No change
Tuesday	09:00	06:00	No change		Basement	No change
Wednesday	09:00	06:00	No change		Basement	No change
Thursday	09:00	06:00	No change		Basement	No change
Friday	09:00	06:00	No change		Basement	No change
Saturday	09:00	06:00	No change		Basement	No change
Sunday	09:00	03:00	No change		Basement	No change
Seasonal variations:	Current: On New Year's Eve the premises can remain open for the purpose of providing regulated entertainment from the time when the provision of regulated entertainment must otherwise				Proposed: No change	

	cease on New Year's Eve to the time when regulated entertainment can commence on New Year's Day (or until midnight on New Year's Eve where no regulated entertainment takes place on New Year's Day).	
Non-standard timings:	Current:	Proposed:
	N/A	N/A

Regulated Entertainment						
Recorded music Private Entertainment						
	Current Hours		Proposed Hours		Licensable Area	
	Start:	End:	Start:	End:	Current:	Proposed:
Monday	Unrestricted		No change		Basement	No change
Tuesday	Unrestricted		No change		Basement	No change
Wednesday	Unrestricted		No change		Basement	No change
Thursday	Unrestricted		No change		Basement	No change
Friday	Unrestricted		No change		Basement	No change
Saturday	Unrestricted		No change		Basement	No change
Sunday	Unrestricted		No change		Basement	No change
Seasonal variations/ Non-standard timings:	Current:				Proposed:	
	N/A				N/A	
	N/A				N/A	

Late night refreshment						
Indoors, outdoors or both	Current :				Proposed:	
	Indoors				No change	
	Current Hours		Proposed Hours		Licensable Area	
	Start:	End:	Start:	End:	Current:	Proposed:
Monday	23:00	05:00	No change		Basement	No change
Tuesday	23:00	05:00	No change		Basement	No change
Wednesday	23:00	05:00	No change		Basement	No change
Thursday	23:00	05:00	No change		Basement	No change
Friday	23:00	05:00	No change		Basement	No change
Saturday	23:00	05:00	No change		Basement	No change
Sunday	23:00	03:00	No change		Basement	No change
Seasonal variations/ Non-standard timings:	Current:				Proposed:	
	The terminal hour for late night refreshment on New Year's Eve is extended to 05:00 on New Year's Day.				No change	

Sale by Retail of Alcohol						
On or off sales			Current :			Proposed:
			Both			No change
	Current Hours		Proposed Hours		Licensable Area	
	Start:	End:	Start:	End:	Current:	Proposed:
Monday	10:00	03:00	No change		Basement	No change
Tuesday	10:00	03:00	No change		Basement	No change
Wednesday	10:00	03:00	No change		Basement	No change
Thursday	10:00	03:00	No change		Basement	No change
Friday	10:00	03:00	No change		Basement	No change
Saturday	10:00	03:00	No change		Basement	No change
Sunday	12:00	00:30	No change		Basement	No change
Seasonal variations/ Non-standard timings:	Current:				Proposed:	
	The permitted hours on New Year's Eve will extend to the start of permitted hours on the following day, or if there are no permitted hours on 1 January, to 00.00 on New Year's Eve.				No change	

Hours premises are open to the public						
	Current Hours		Proposed Hours		Premises Area	
	Start:	End:	Start:	End:	Current:	Proposed:
Monday	09:00	06:00	No change		Basement	No change
Tuesday	09:00	06:00	No change		Basement	No change
Wednesday	09:00	06:00	No change		Basement	No change
Thursday	09:00	06:00	No change		Basement	No change
Friday	09:00	06:00	No change		Basement	No change
Saturday	09:00	06:00	No change		Basement	No change
Sunday	09:00	03:00	No change		Basement	No change
Seasonal variations/ Non-standard timings:	Current:				Proposed:	
	N/A				N/A	

1-C Conditions being varied, added or removed	
Condition	Proposed variation
34. All customers entering the premises after 21:00 will have their ID scanned on entry save for a for a maximum number of 10 guests per night who may be admitted at the managers discretion without ID being scanned and recorded, and that a legible record of these people's names shall be retained on the premises for inspection by the licensing authority and	34. In relation to entry to the premises a) all customers entering the premises after 21:00 will have their ID scanned on entry (save for the exceptions set out below). The details by the ID scanner system shall be made available to the Police upon request. The exceptions are; i. Those attending bona fide private events ii. A maximum number of 10 guests per

police for a period of 31 days. The name of the manager authorising the entrance without scanning will also be recorded. The details recorded by the ID scanner system shall be made available to the Police upon request.

night who may be admitted at the managers discretion without ID being scanned and recorded

In both cases a legible record of these people's name shall be retained on the premises for inspection by the licensing authority and police for a period of 31 days. The name of the manager authorising the entrance without scanning will also be recorded.

b) Notwithstanding paragraph (a) above, bona fide members of the Club will not be required to have their ID scanned on entry subject to the following

- i. A list of the names and addresses of members of the Club shall be kept on the premises at all times. The list shall be produce on demand for inspection by the police or an authorised officer of the Council.
- ii. Members will show ID upon being granted 'membership' and this will be recorded and checked/verified periodically (period to be agreed with police).
- iii. Members will sign in on each visit to the premises and their will be legible log showing all members attending on any day the premises is open.
- iv. All records are to be comprehensive and clearly legible.

c) Notwithstanding paragraph (a) above, each member will be allowed up to 2 guests who will not be required to have their ID scanned on entry subject to the following;

- i. The guest(s) must be know to the member and the member must be present.
- ii. Members will sign in each guest at the time of the visit to the premises.
- iii. There will be a legible log showing all members' guests attending on any day the premises is open
- iv. The log will show the full names of the member and guest(s)
- v.

		Club Rules to be established and maintained and such rules should be available at the premises for inspection by the licensing authority and police.
Adult entertainment:	Current position:	Proposed position:
	N/A	N/A

2. Representations

2-A Responsible Authorities	
Responsible Authority:	Police
Representative:	Bryan Lewis
Received:	4/5/16
<p>The Police, as a Responsible Authority, object to the application to vary the Premises Licence as it is their belief that if granted the application may undermine the Licensing Objectives.</p> <p>During a visit by PC Lewis and a colleague, on behalf of the Police Licensing Team, on Sunday 17/04/2016 at 00:25, the operation of the premises was not found to be satisfactory due to the following:</p> <ol style="list-style-type: none"> 1. Staff could not produce the current premises licence (Part A) 2. Two managers present, neither of whom could operate the CCTV system contrary to condition 26 3. Incident report book provided was pre-printed for 2015, nothing recorded for 2016. CCTV faults not recorded, visits by local Authority not recorded; condition 29 4. Two cameras displayed poor image quality, not recorded: condition 25 <p>Subsequently, they have proposed alternative conditions to be attached to the premises licence if the Committee is minded to grant.</p> <p>34 In relation to entry to the premises</p> <p>(a) All customers entering the premises will have their ID scanned on entry. The details recorded by the ID scanner system, positioned at the entrance. The ID scanner system shall be made available to Police or Licensing Authority upon request; with the exception of the following:</p> <p>A maximum of 10 guests per night who may be admitted at Manager's discretion if their details are recorded and they have provided legitimate ID A legible record of these people's names shall be retained on the premises for inspection by the Licensing Authority and Police for 31 days.</p> <p>(b) Notwithstanding paragraph (a) above, bona fide members of the Club will not be required to have their ID scanned on entry subject to the following:</p>	

(i) a list of the names and current addresses of members of the club shall be kept on the premises at all times. The list shall be produced on demand for the inspection of Police or the Licensing Authority.

(ii) Members will show their ID upon being granted membership and this will be recorded and checked on an annual basis with a current portrait photo of the member attached.

(iii) Members will sign in on each visit to the premises and there will be a legible log showing all members attending on any day the premises is open.

(iv) All records are to be comprehensive and clearly legible.

(c)

Notwithstanding paragraph (a) above each member will be allowed up to 2 guests who will not be required to have their ID scanned on entry subject to the following:

(i) The guest must be previously known to the member and the member shall be present on the premises.

(ii) Members will sign in each guest at the time of the visit to the premises and must remain on the premises while the guest remains. The guest must present legitimate ID before being signed in.

(iii) There will be a legible log showing all members' guests attending on any day, the premises is open.

(iv) The log will show the full names of the members and guests and shall be retained on the premises for inspection by the Licensing Authority and Police for 31 days.

(D)

Club rules to be established and maintained and each such rule should be available at the premises for inspection by the Licensing Authority and Police.

(E)

(i) Clubscan and the current records contained will be used as the current membership file

(ii) Any new members will have their details entered on the Clubscan equipment for future reference.

(iii) New members cannot enter the premises for 24 hours after registration

2-B Other Persons			
Name:		Mr Nigel Halkes	
Address and/or Residents Association:		Apartment 3 11 Picton Place London W1U 1BW	
Status:	Resident	In support or opposed:	Opposed
Received:	19/4/16		
A representation has been received from Mr Halkes stating that planning permission			

should not be granted without an undertaking from the owners of the club to prevent noise from the club or their patrons leaving the club from disturbing neighbours in the early hours of the morning.

The applicant has proposed two additional conditions to be attached to the premises licence that they believe will address the concern raised by the local resident. The resident has been notified in writing that the application is not for a planning permission and of the proposed conditions, but no response has been received from them.

3. Policy & Guidance

The following policies within the City Of Westminster Statement of Licensing Policy apply:

Policy MD1 applies	Applications will only be granted if it can be demonstrated that the proposal meets the relevant criteria in Policies CD1, PS1, PN1 and CH1.
Policy PB1 applies:	Applications will only be granted if it can be demonstrated that the proposal meets the relevant criteria in Policies CD1, PS1, PN1 and CH1.

4. Appendices

Appendix 1	Premises plans
Appendix 2	Applicant supporting documents
Appendix 3	Premises history
Appendix 4	Proposed conditions
Appendix 5	Residential map and list of premises in the vicinity

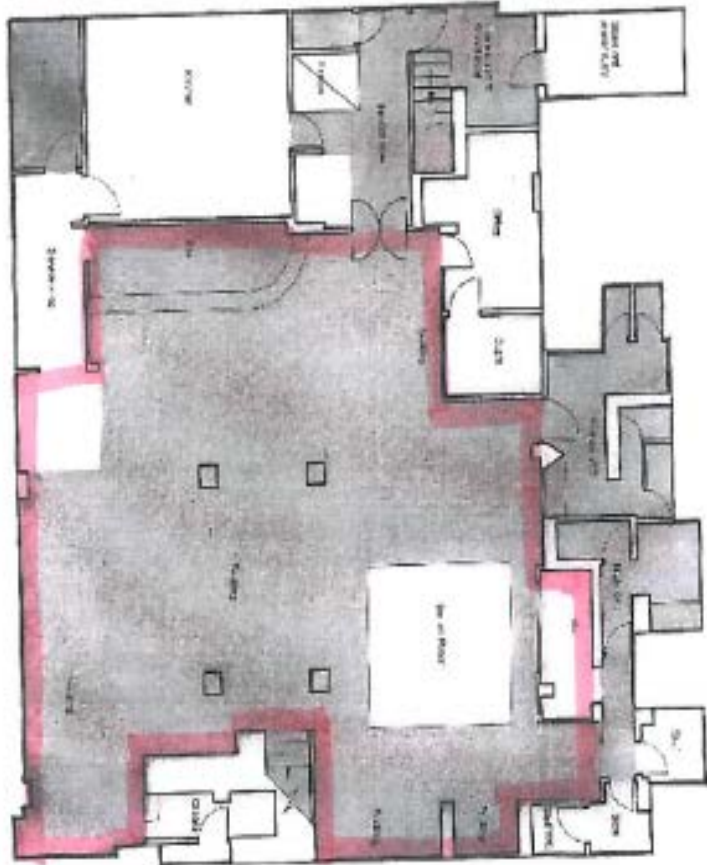
Report author:	Mr Ola Owojori Senior Licensing Officer
Contact:	Telephone: 020 7641 7830 Email: owojori@westminster.gov.uk

If you have any queries about this report or wish to inspect one of the background papers please contact the report author.

Background Documents – Local Government (Access to Information) Act 1972

1	Licensing Act 2003	N/A
2	City of Westminster Statement of Licensing Policy	7 th January 2016
3	Amended Guidance issued under section 182 of the Licensing Act 2003	March 2015
4	Application acknowledged	7/4/16
5	Residents notification	7/4/16
6	Existing licence	11/4/16
7	Plan	11/4/16
8	Application	11/4/16
9	Solicitor's correspondence	11/4/16
10	Resident's representation	19/4/16
11	Police representation	4/5/16
12	Environmental Health no representation	5/5/16
13	Additional correspondence from the Police	7/6/16
14	Correspondence to resident	7/6/16
15	Applicant's adjournment request	10/6/16
16	Hearing notifications	11/6/16
17	Applicant proposed conditions	21/7/16
18	Police proposed condition	21/7/16
19		
20		
21		
22		
23		
24		

Basement



Ground - Entrance



Red line indicates perimeter

Project:
 27 Duke Street
 London W9W
 Floor Plans
 Date: 2008/01
 No: 2187

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None

Licence & Appeal History

Application	Details of Application	Date Determined	Decision
Conversion and Variation	To convert existing Justice on Licence, Special Hours Certificate, Public Entertainment Licence and to extend the hours for sale of alcohol.	7.9.05	Conversion granted and Variation refused by Licensing Sub-Committee
Minor Variation	To add conditions as requested by Westminster Police Licensing Team	16.9.13	Granted under delegated authority
Minor Variation	To add conditions as requested by Westminster Police Licensing Team	30.4.15	Granted under delegated authority

There is no appeal history

CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE AND CONDITIONS PROPOSED BY A PARTY TO THE HEARING

When determining an application for a new premises licence under the provisions of the Licensing Act 2003, the licensing authority must, unless it decides to reject the application, grant the licence subject to the conditions which are indicated as mandatory in this schedule.

At a hearing the licensing authority may, in addition, and having regard to any representations received, grant the licence subject to such conditions which are consistent with the operating schedule submitted by the applicant as part of their application, or alter or omit these conditions, or add any new condition to such extent as the licensing authority considers appropriate for the promotion of the licensing objectives.

This schedule lists those conditions which are consistent with the operating schedule, or proposed as appropriate for the promotion of the licensing objectives by a responsible authority or an interested party as indicated. These conditions have not been submitted by the licensing service but reflect the positions of the applicant, responsible authority or interested party and have not necessarily been agreed

Conditions: On Current Licence -

Mandatory:

1. No supply of alcohol may be made at a time when there is no designated premises supervisor in respect of this licence.
2. No supply of alcohol may be made at a time when the designated premises supervisor does not hold a personal licence or the personal licence is suspended.
3. Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence.
4.
 - (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
 - (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to;
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular

characteristic in a manner which carries a significant risk of undermining a licensing objective;

- (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
 - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
5. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
6. (1) 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.
- (2) 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.
- (3) 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.
7. The responsible person must ensure that –
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures -
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml;
 - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
 - (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

A responsible person in relation to a licensed premises means the holder of the premise licence in respect of the premises, the designated premises supervisor (if any) or any individual aged 18 or over who is authorised by either the licence holder or designated

premises supervisor. For premises with a club premises certificate, any member or officer of the club present on the premises in a capacity that which enables him to prevent the supply of alcohol.

- 8 (i) 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.
- (ii) For the purposes of the condition set out in paragraph 8(i) above -
- (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" means value added tax charged in accordance with the Value Added Tax Act 1994.
- (iii). Where the permitted price given by Paragraph 8(ii)(b) above 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.
- (iv). (1) Sub-paragraph 8(iv)(2) below applies where the permitted price given by Paragraph 8(ii)(b) above 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.

9. All persons guarding premises against unauthorised access or occupation or against outbreaks of disorder or against damage (door supervisors) must be licensed by the Security Industry Authority.

Conditions reproducing the effect of conditions subject to which the relevant existing licences have effect.

Conditions relating to regulated entertainment:

10. This licence is subject to all the former Rules of Management for Places of Public Entertainment licensed by Westminster City Council, in force from 4 September 1998 and incorporating amendments agreed by the Council on 25 October 1999, 30 June 2000, 16 January 2001 and 1 October 2001
11. On New Year's Eve the premises can remain open for the purpose of providing regulated entertainment from the time when the provision of regulated entertainment must otherwise cease on New Year's Eve to the time when regulated entertainment can commence on New Year's Day (or until midnight on New Year's Eve where no regulated entertainment takes place on New Year's Day).
12. Notwithstanding the provisions of Rule of Management No. 6 the premises may remain open for the purposes of this licence from 11pm on each of the days Monday to Saturday to 6am on the day following and from 11pm on Sunday to 3am on the day following
13. The number of persons accommodated at any one time (excluding staff) shall not exceed 90.

Conditions for Sale of Alcohol

14. Substantial food and suitable beverages other than intoxicating liquor (including drinking water) shall be available during the whole of the permitted hours in all parts of the premises where intoxicating liquor is sold or supplied.
15. On any evening where the premises or part of the premises are open for music and dancing and a S.77 certificate is in operation, intoxicating liquor shall not be sold or supplied to persons entering the premises after 11.00pm other than to;
 - a) persons who have paid a minimum admission fee of at least £3.00 Monday to Thursday and £5.00 Friday and Saturday for music and dancing or entertainment, such charge not be credited against consumables;
 - b) Artistes or persons employed at the premises;
 - c) persons attending a private function at the premises.
16. No striptease, no nudity and all persons on the premises to be decently attired.
17. No gaming otherwise than by machines authorised under part III, Gaming Act, 1968.
18. There shall be no payment made by or on behalf of the licensees to any person for bringing customers to the premises.
19. The maximum number of persons, including staff, to be present in the licensed premises shall not exceed the number specified from time to time by the proper officer of the London Fire and Civil Defence Authority. The number currently specified is 110 persons.

20. With the exception of the bar area, the area coloured pink on the deposited plan shall be permanently laid out to tables and chairs to a minimum capacity of 90 covers.

Conditions which reproduce the effect of any restriction imposed on the use of the premises by specified enactment's.

21. (a) Subject to the following paragraphs, the permitted hours on Mondays to Saturdays shall commence at 10.00 (12:00 on Christmas Day and Good Friday) and extend until 03.00 on the morning following except that:

- (i). the permitted hours shall end at 00.00 midnight on any day on which music and dancing is not provided after midnight; and
 - (ii). on any day that music and dancing end between 00.00 midnight and 03.00, the permitted hours shall end when the music and dancing end
- (b) In relation to the morning on which summer time begins, paragraph (a) of this condition shall have effect-
- (i). with the substitution of references to 04.00 for references to 03.00
- (c) Except on Sundays immediately before bank holidays (apart from Easter Sunday), the permitted hours on Sundays shall extend until 00.30 on the morning following, except that-
- (i). the permitted hours shall end at 00.00 midnight on any Sunday on which music and dancing is not provided after midnight;
 - (ii). where music and dancing end between 00.00 midnight on any Sunday and 00.30, the permitted hours on that Sunday shall end when the music and dancing end
- (d) On Sundays immediately before bank holidays (other than Easter Sunday), the permitted hours shall extend until 03.00 on the morning, except that-
- (i). the permitted hours shall end at 00.00 midnight on any Sunday on which music and dancing is not provided after 00.00 midnight;
 - (ii). where music and dancing end (or, in the case of casino premises, gaming ends) between 00.00 midnight on any Sunday and 03.00, the permitted hours on that Sunday shall end when the music and dancing end
 - (iii). The terminal hour for late night refreshment shall extend to 30 minutes after the end of permitted hours for the sale of alcohol set out in d(i) and (ii) above.
- (e) The sale of alcohol must be ancillary to the use of the premises for music and dancing and substantial refreshment.
- (f) The permitted hours on New Year's Eve will extend to the start of permitted hours on the following day, or if there are no permitted hours on 1 January, to 00.00 on New Year's Eve.

NOTE - The above restrictions do not prohibit:

- (a) during the first thirty minutes after the above hours the consumption of the alcohol on the premises;
- (b) during the first twenty minutes after the above hours, the taking of the alcohol from the premises unless the alcohol is supplied or taken in an open vessel;

- (c) the sale or supply of alcohol to or the consumption of alcohol by any person residing in the licensed premises;
- (d) the ordering of alcohol to be consumed off the premises, or the despatch by the vendor of the alcohol so ordered;
- (e) the sale of alcohol to a trader or registered club for the purposes of the trade or club;
- (f) the sale or supply of alcohol to any canteen or mess, being a canteen in which the sale or supply of alcohol is carried out under the authority of the Secretary of State or an authorised mess of members of her Majesty's naval, military or air forces;
- (g) the taking of alcohol from the premises by a person residing there;
- (h) the supply of alcohol for consumption on the premises to any private friends of a person residing there who are bona fide entertained by him at his own expense, or the consumption of alcohol by persons so supplied;
- (i) the supply of alcohol for consumption on the premises to persons employed there for the purposes of the business carried on by the holder of the licence, or the consumption of liquor so supplied, if the liquor is supplied at the expense of their employer or of the person carrying on or in charge of the business on the premises.

In this condition, any reference to a person residing in the premises shall be construed as including a person not residing there but carrying on or in charge of the business on the premises.

22. No person under fourteen shall be in the bar of the licensed premises during the permitted hours unless one of the following applies:
- (a) He is the child of the holder of the premises licence.
 - (b) He resides in the premises, but is not employed there.
 - (c) He is in the bar solely for the purpose of passing to or from some part of the premises which is not a bar and to or from which there is no other convenient means of access or egress.
 - (d) The bar is in railway refreshment rooms or other premises constructed, fitted and intended to be used bona fide for any purpose to which the holding of the licence is ancillary.

In this condition "bar" includes any place exclusively or mainly used for the consumption of intoxicating liquor. But an area is not a bar when it is usual for it to be, and it is, set apart for the service of table meals and alcohol is only sold or supplied to persons as an ancillary to their table meals.

23. If any entertainment is provided for children or if an entertainment is provided at which the majority of persons attending are children, then, if the number of children attending the entertainment exceeds 100, it shall be the duty of the holder of this premises licence / club premises certificate:
- (a) to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted to the building, or to any part thereof, than the building or part can properly accommodate,
 - (b) to control the movement of the children and other persons admitted while entering and leaving the building or any part thereof, and
 - (c) to take all other reasonable precautions for the safety of the children.
24. The terminal hour for late night refreshment on New Year's Eve is extended to 05:00 on New Year's Day.

Annex 2 – Conditions consistent with the operating Schedule

25. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Westminster Police Licensing Team. All entry and exit

points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 31 day period.

26. 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 the absolute minimum of delay when requested.
27. There shall be a personal licence holder on duty on the premises at all times when the premises are authorised to sell alcohol.
28. A Challenge 21 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.
29. An incident log shall be kept at the premises, and made available on request to an authorised officer of the City Council or the Police, which 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 or searching equipment or scanning equipment
 - (g) any refusal of the sale of alcohol
 - (h) any visit by a relevant authority or emergency service.
30. All management at the premises shall undergo crime scene management training given by Westminster City Council. All SIA staff shall be given training from management on current licensing issues twice yearly including input of premises licence conditions.
31. All staff training records will be properly maintained by way of a log or record and will be available for inspection on request of Police or other responsible authority. These records will include dates of first aid/crime scene/licensing training and an outline of roles and responsibilities of each staff member working at the premises during licensable hours including SIA staff.
32. 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 City Council at all times whilst the premises is open.
33. The premises licence holder shall ensure that any patrons queuing/smoking outside the premises do so in an orderly manner and are supervised by staff so as to ensure that there is no public nuisance or obstruction of the public highway.
34. All customers entering the premises after 21:00 will have their ID scanned on entry save for a maximum number of 10 guests per night who may be admitted at the managers discretion without ID being scanned and recorded, and that a legible record of these people's names shall be retained on the premises for inspection by the licensing authority and police for a period of 31 days. The name of the manager authorising the entrance without scanning will also be recorded. The details recorded by the ID scanner system shall be made available to the Police upon request. **(Proposed to be varied)**

35. A minimum of three (3) SIA licensed door supervisors shall be on duty when the premises are open on Sunday to Wednesday.
36. A minimum of four (4) SIA licensed door supervisors shall be on duty when the premises are open on Thursday, Friday & Saturday.
37. At least (2) SIA licensed door supervisors shall be on duty at the entrance of the premises at all times whilst it is open for business.
38. On Sunday to Wednesday, the last entry to the premises will be 2.45am and the premises will close at 4.00am, when all persons be off premises.
39. On Thursday, Friday & Saturday there shall be no admittance or re-admittance to the premises after 0430 save for those persons leaving the premises temporarily to smoke.
40. All door supervisors engaged outside the entrance to the premises and ground floor reception area, or supervising or controlling queues, shall wear high visibility yellow jackets or tabards.
41. In the event that a serious assault is committed on or immediately outside the premises (or appears to have been committed) to the managements knowledge, the management will immediately ensure that:
 - (a) The police (and where appropriate, the London Ambulance service) are called without delay, using telephone number 999;
 - (b) All measures that are reasonable practicable are taken to apprehend any suspects pending the arrival of the Police;
 - (c) As is reasonably practicable, the crime scene is preserved so as to enable a full forensic investigation to be carried out by the Police; and
 - (d) Such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises.
42. No taxi drivers, minicab drivers or chauffeurs shall be permitted to enter the premises at any time.
43. All SIA door supervisors working at the premises will be employed by an external independent SIA contractor.

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

None

Conditions proposed by the applicant

44. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
45. Doorstaff shall remind patrons leaving the premises of the residential nature of the area and to keep noise to a minimum
46. In relation to entry to the premises

a) all customers entering the premises after 21:00 will have their ID scanned on entry (save for the exceptions set out below). The details by the ID scanner system shall be made available to the Police upon request. The exceptions are;

- i. Those attending bona fide private events
- ii. A maximum number of 10 guests per night who may be admitted at the managers discretion without ID being scanned and recorded

In both cases a legible record of these people's name shall be retained on the premises for inspection by the licensing authority and police for a period of 31 days. The name of the manager authorising the entrance without scanning will also be recorded.

b) Notwithstanding paragraph (a) above, bona fide members of the Club will not be required to have their ID scanned on entry subject to the following

- i. A list of the names and addresses of members of the Club shall be kept on the premises at all times. The list shall be produce on demand for inspection by the police or an authorised officer of the Council.
- ii. Members will show ID upon being granted 'membership' and this will be recorded and checked/verified periodically (period to be agreed with police).
- iii. Members will sign in on each visit to the premises and their will be legible log showing all members attending on any day the premises is open.
- iv. All records are to be comprehensive and clearly legible.

c) Notwithstanding paragraph (a) above, each member will be allowed up to 2 guests who will not be required to have their ID scanned on entry subject to the following;

- i. The guest(s) must be know to the member and the member must be present.
- ii. Members will sign in each guest at the time of the visit to the premises.
- iii. There will be a legible log showing all members' guests attending on any day the premises is open
- iv. The log will show the full names of the member and guest(s)
- v. Club Rules to be established and maintained and such rules should be available at the premises for inspection by the licensing authority and police.

Alternative conditions proposed by the Police

47 In relation to entry to the premises

(a)

All customers entering the premises will have their ID scanned on entry. The details recorded by the ID scanner system, positioned at the entrance. The ID scanner system shall be made available to Police or Licensing Authority upon request; with the exception of the following:

A maximum of 10 guests per night who may be admitted at Manager's discretion if their details are recorded and they have provided legitimate ID

A legible record of these people's names shall be retained on the premises for inspection by the Licensing Authority and Police for 31 days.

(b)

Notwithstanding paragraph (a) above, bona fide members of the Club will not be required to have their ID scanned on entry subject to the following:

(i) a list of the names and current addresses of members of the club shall be kept on the premises at all times. The list shall be produced on demand for the inspection of Police or the Licensing Authority.

(ii) Members will show their ID upon being granted membership and this will be recorded and checked on an annual basis with a current portrait photo of the member attached.

(iii) Members will sign in on each visit to the premises and there will be a legible log showing all members attending on any day the premises is open.

(iv) All records are to be comprehensive and clearly legible.

(c)

Notwithstanding paragraph (a) above each member will be allowed up to 2 guests who will not be required to have their ID scanned on entry subject to the following:

(i) The guest must be previously known to the member and the member shall be present on the premises.

(ii) Members will sign in each guest at the time of the visit to the premises and must remain on the premises while the guest remains. The guest must present legitimate ID before being signed in.

(iii) There will be a legible log showing all members' guests attending on any day, the premises is open.

(iv) The log will show the full names of the members and guests and shall be retained on the premises for inspection by the Licensing Authority and Police for 31 days.

(D)

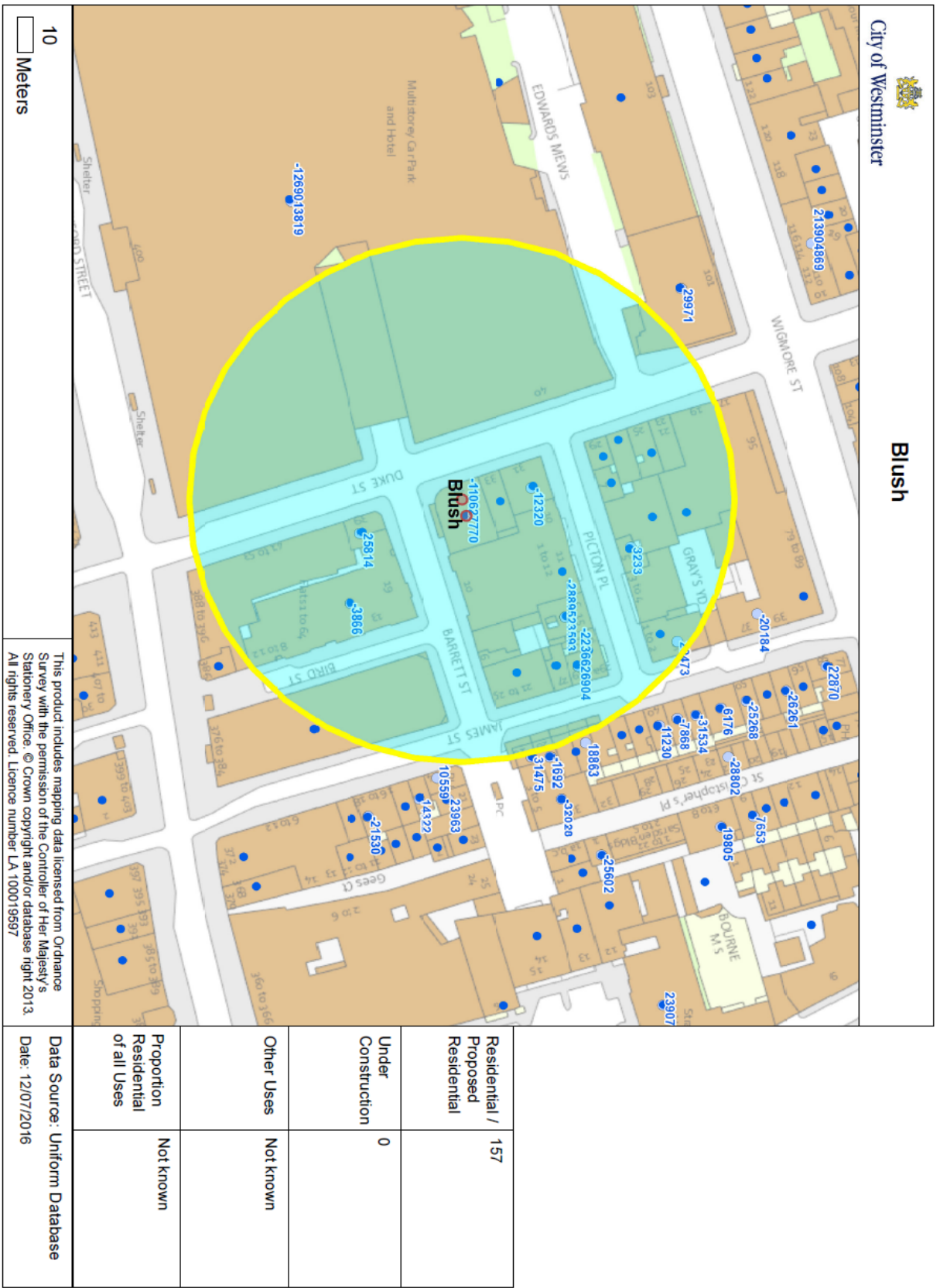
Club rules to be established and maintained and each such rule should be available at the premises for inspection by the Licensing Authority and Police.

(E)

(i) Clubscan and the current records contained will be used as the current membership file

(ii) Any new members will have their details entered on the Clubscan equipment for future reference.

(iii) New members cannot enter the premises for 24 hours after registration



Premises within 75 metres of Blush 37 Duke Street			
p / n	Name of Premises	Premises Address	Opening Hours
23593	Mole	16-17 Picton Place London W1U 1BP	Monday to Saturday 10:00 - 23:30 Sunday 12:00 - 23:00
25814	Henry Holland Public House	39 Duke Street London W1U 1LP	Monday to Thursday 10:00 - 00:30 Friday to Saturday 10:00 - 01:30 Sunday 11:00 - 23:00
26904	Ping Pong	29A James Street Marylebone London W1U 1DZ	Monday to Saturday 10:00 - 00:30 Sunday 12:00 - 00:00
29473	Giraffe Burgers	35 James Street Marylebone London W1U 1EA	Monday to Saturday 10:00 - 23:30 Sunday 12:00 - 23:00
-12320	Noir	31 Duke Street London W1U 1LG	Monday to Thursday 09:00 - 02:30 Friday to Saturday 09:00 - 03:30 Sunday 09:00 - 23:00
-28895	Amjadia Indian Restaurant	15-16 Picton Place London W1U 1BW	Monday to Saturday 10:00 - 00:30 Sunday 12:00 - 00:00
-22366	James Newsagent	Ground Floor 29 James Street Marylebone London W1U 1DU	Monday to Saturday 08:00 - 23:00 Sunday 10:00 - 22:30
-11062	Blush	Ground Floor Front 37 Duke Street London W1U 1LN	Sunday 09:00 - 03:00 Monday to Saturday 09:00 - 06:00
-3866	Busaba Eathai	8 - 13 Bird Street London W1U 1BU	Sunday 08:00 - 00:30 Monday to Saturday 08:00 - 01:00
3233	All Bar One	5A Picton Place London W1U 1BH	Sunday 08:00 - 23:00 Monday to Saturday 08:00 - 23:30
7770	Silvio's Quality Sandwich Bar	Ground East 37 Duke Street London W1U 1LN	Monday to Saturday 10:00 - 23:30 Sunday 12:00 - 23:00