

APPLICATION FOR A PREMISES LICENCE

**MOOR PARK POST OFFICE
8 MAIN AVENUE
MOOR PARK
HA6 2HJ**

SUPPORTING DOCUMENTS FOR LICENSING SUB COMMITTEE 16/3/2021;

- 1. Copy of the letter to objectors;**
- 2. Copy of post office transfer of Postmaster form;**
- 3. Some examples of posters, due diligence records etc to be used in the shop;**
- 4. Photograph of the front of the shop**

7 March 2021

Dear Sir/Madam

**APPLICATION FOR A PREMISES LICENCE
STORE/POST OFFICE AT 8 MAIN AVENUE, MOOR PARK.**

I hope you are keeping safe and well.

I am contacting you on behalf of my client, Mr Sasikumar Rathinasingham (known as Sasi) in respect of the above application.

The Council have sent me a copy of your recent representations and I thought I would contact you to outline this application further, and to explain the steps that would be taken by the shop to promote the licensing objectives. Hopefully we may be able to reach a suitable compromise in this matter.

As you know, this is a well-established shop and post office serving the the local community selling a range of goods including, bread, milk, sweets, snacks, dairy goods, cigarettes, soft drinks, household goods etc, and offering the usual office services.

The focus of the shop will continue as a general convenience store and post office. The proposed alcohol sales would just be a part of the overall business to help it develop and offer customers an improved convenience service. Sasi is keen to co-operate and work with the local community and he doesn't want to cause any problems in the area. He is a responsible person with plenty of retail experience and he knows how to run licensed convenience stores.

Please note that after considering the views of the community, Sasi has decided to reduce the proposed times for alcohol sales to 8am to 8pm daily.

The shop would open at 6am for the sale of other goods including newspapers, and would close at 8pm. The shop would then like to open for just an hour later until 9pm on various 'special' days such as New Years Eve, Christmas Eve, and bank holidays - again to offer/provide a good service.

The Post Office is of course a valuable asset to the local community and that will continue here. Sasi has taken over the business (including the Post office part) and he plans on extending the opening hours for the Post Office to provide a better service - the Post Office would be open when the shop is open. I understand that the Post Office may have previously just been open for around 4 hours a day.

The licence application includes a document called an Operating Schedule. This is a really important document submitted by an applicant which outlines the steps to be taken at the shop to promote the licensing objectives. Each of the steps on an operating schedule become legally enforceable licence conditions should the application be approved. The shop would sell alcohol in a responsible manner and the proposals for this shop are pretty comprehensive including;

A good quality CCTV camera system covering the inside and the area immediately outside the shop;

the challenge 25 under age policy to ensure that no one under 18 is able to buy alcohol,;

a strict alcohol refusals policy;

regular staff training;

staff to monitor outside the shop to check that youths aren't congregating causing a nuisance;

staff to check for and dispose of any litter from the shop.

Every new licence application involves an extensive consultation exercise carried out by the Council with the responsible authorities including the Police, the Councils Licensing Authority, Trading Standards, Environmental Health, Public Health, Child Protection, Planning, etc

All of these authorities have assessed this application and none of them have submitted any representations – they are all satisfied that the application can be granted.

In particular, the Police are crucial in terms of new licence applications as they are the Council's main source of information regarding local crime and disorder. The Police are satisfied that this application would not impact on crime and disorder, and that the licence can be granted. We spoke to the Police in advance of submitting the application and they were fine with this shop being granted a licence.

Many of the representations from local residents refer to the initial proposed closing time of 11pm, saying that this could lead to the increased likelihood of trouble, noise and general anti social behaviour in the area. The new proposed closing time of 8pm should hopefully alleviate these concerns and I can assure you that Sasi will do everything within his control to ensure that the shop continues to run well and not cause any problems for the local community.

I understand that there is a nearby shop selling alcohol and that their licence allows alcohol sales Monday to Saturday 8am to 11pm, and 10am to 10.30pm on Sundays (although I am aware that it closes earlier at around 6 to 7pm). However, please note that the 'need' for licensed premises isn't something that can be taken into account under the Licensing Act 2003.

Licensed premises are very well-regulated and they must, by law, promote the licensing objectives or they can have action taken against them. This includes prosecution, a licence review, losing the licence - the Police and the Council will target any 'problem premises' and can take action against them. So if this shop (or indeed any licensed premises) ever caused a problem with a licence then action can be taken. This allows the well-run shops to continue trading whilst problem premises can lose their licence.



The shop has a till system which prompts staff to check the age of anyone trying to purchase an age-restricted product. This would include alcohol, plus other goods such as cigarettes, etc. Anyone underage will not be able to purchase alcohol (or other age restricted goods) from this shop.

I hope the above information is helpful and informative and I ask you to consider the matter further. If you are agreeable to the updated hours, I would be grateful if you could let me know (and also please let the Council know).

Please give the shop a chance to demonstrate that it will continue to be well run - with a licence - and not cause any problems. I'd be happy to speak to you on the phone about this matter - please call me on the number below if you would like to discuss anything about this application.

I look forward to hearing from you and please do not hesitate to contact me if you have any queries.

Yours sincerely


JL Licence and Retail


Transfer/Opening/Closure Pack *

(*delete as applicable)

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Item Transfer Form Version Jan 2020

Branch Name: MOOR PARK

Branch Code: [REDACTED]

Date: 11-2-21

Completed by (Name in BLOCK CAPITALS): [REDACTED]

Role of person completing: TOA.

Items of property transferred to the incoming Postmaster by Post Office Limited, or otherwise required for operational reasons:

Stamp Portfolios	<input checked="" type="radio"/> Yes / <input type="radio"/> No	Quantity..... <u>1</u>
Tape for measuring parcels	<input checked="" type="radio"/> Yes / <input type="radio"/> No	Quantity..... <u>1</u>
Electronic Scales	<input checked="" type="radio"/> Yes / <input type="radio"/> No	Quantity..... <u>1</u>
Test Weights (Circle those on hand)	<input type="checkbox"/> 1 x 50g <input type="checkbox"/> 2 x 100g <input type="checkbox"/> 1 x 200g <input type="checkbox"/> 2 x 500g <input type="checkbox"/> 1 x 1kg <input type="checkbox"/> 2 x 2kg <input type="checkbox"/> 1 x 5kg	
Stationery Cabinet(s) 2, 3 or 4	Yes <input checked="" type="radio"/> No	Quantity.....
Metal Coin Cabinet	<input checked="" type="radio"/> Yes / <input type="radio"/> No	Quantity..... <u>1</u>
Steel Datestamps	Yes <input checked="" type="radio"/> No	Quantity.....
Self-Inking Datestamps:	<input checked="" type="radio"/> Yes / <input type="radio"/> No	Quantity..... <u>1</u>
Size Based Pricing Template	<input checked="" type="radio"/> Yes / <input type="radio"/> No	Quantity..... <u>2</u>
Small Parcels Size Guide	<input checked="" type="radio"/> Yes / <input type="radio"/> No	Quantity..... <u>1</u>
Parcel Scales (mechanical)	Yes <input checked="" type="radio"/> No	Quantity.....
Letter Scales (mechanical)	Yes <input checked="" type="radio"/> No	Quantity.....

Items loaned to the incoming Postmaster by Post Office Limited:

Horizon Equipment

<u>Item</u>	<u>Yes / No</u>	<u>Number</u>
Processing Units	<input checked="" type="radio"/> Yes / No	1
Pin Pads	<input checked="" type="radio"/> Yes / No	1
Printers	<input checked="" type="radio"/> Yes / No	2

<u>Item</u>	<u>Yes / No</u>	<u>Number</u>
Monitors	<input checked="" type="radio"/> Yes / No	1
Keyboards	<input checked="" type="radio"/> Yes / No	1
Scanners	<input checked="" type="radio"/> Yes / No	1

Post Office® Safes [redacted] Quantity..... [redacted]

Post Office® Safe Keys [redacted] Quantity..... [redacted]

Have all safe keys been handed over? [redacted]

Serial number(s) from hinge of safe Safe 1.....

Safe 2..... Safe 3.....

Post Office® alarms - System type [redacted]

Post Office® alarms-Number of Key Fobs Quantity..... 2

Roller Cash Units Yes No Working? Yes/No
Quantity.....

Roller Cash Fobs Yes / No Quantity.....

Bidi Safe Yes / No Working? Yes/No
Quantity.....

Bidi Safe Keys Yes / No Quantity.....

Zip Zap Machine Yes No Quantity.....

UV Lamp Yes No Quantity.....

ATM Yes / No Quantity..... N/A

Transfer/Opening/Closure Pack *
(*delete as applicable)

ATM Type	N/A	
ATM Keys	Yes / No	N/A Quantity.....
PayStation Terminal	Yes / <input checked="" type="radio"/> No	Quantity.....
Camelot Terminal	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Quantity.....
Equality Act (DDA) Induction Sticker	<input checked="" type="radio"/> Yes <input type="radio"/> No	Quantity..... 1
Equality Act (DDA) Portable Kit	Yes / <input checked="" type="radio"/> No	Quantity.....
Equality Act (DDA) Signature Template	<input checked="" type="radio"/> Yes <input checked="" type="radio"/> No	Quantity.....

Any other equipment?

	Quantity.....
	Quantity.....

Outgoing Postmaster / Authorised Signatory's Name:

(Block Capitals) _____

Outgoing Postmaster / Authorised Signatory's Signature: _____

Incoming Postmaster / Authorised Signatory's Name:

(Block Capitals) SASIKUMAR RATNASINGAM

Incoming Postmaster / Authorised Signatory's Signature: _____

Signatures of Incoming and Outgoing Postmaster /
Authorised Signatory's witnessed by: Name:

(Block Capitals) _____

Signature:

(Block Capitals) _____

Date: 11-2-21

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**YOUR PERSONAL GUIDE TO SELLING
ALCOHOL & AGE-RESTRICTED PRODUCTS**

YOU MUST COPY THIS AND PROVIDE EACH STAFF MEMBER WITH
THEIR OWN COPY

INTRODUCTION

The licensing Act 2003 introduces 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 premise supervisor (DPS) appointed for those premises who must be a Personal Licence holder.

Understanding the licensing language

The licensing objectives:

There 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.

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 MANDATORY 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 out 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 a personal licence sell. There must be at least one personal licence holder at your site but there can be more than one.

Designated Premises Supervisor (DPS)

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

Understanding the licensing language

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 £30 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.

Under 18s

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!

You must also know that:

- It is an offence to sell alcohol to someone under 18 years of age
- It is an offence to deliver alcohol to someone under 18 years of age
- 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 years of age
- 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
- You must not sell alcohol to someone you believe to be buying for a person under 18 – a proxy sale
- It is an offence to allow another person to sell alcohol to somebody under 18 where you can have prevented that sale

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

There is also a range of fixed penalty notices ranging from £30 to £90 that may be applied to the person selling the alcohol AND 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 3 months or in serious cases removed permanently (revoked).

Our rules for the sale of alcohol

In order to avoid under age sales and committing an offence, we have 12 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:

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 these hours.
2. Alcohol sales are only for consumption off the premises and I must be aware of customers actions at all times and not allow consumption on the premises
3. I confirm that I will not sell alcohol to anybody under the age of 18
4. I confirm that I will challenge anybody attempting to purchase alcohol who appears to be under the age of 25 to prove that they are 18 or over by producing acceptable proof of age – **CHALLENGE 25**
5. I will only accept a passport, a photo driving licence or a PASS accredited card as proof of age such as the Validate card or the Citizen card.
6. I will not sell alcohol to anybody who I believe is purchasing on behalf of somebody under the age of 18
7. I will not sell alcohol to anybody who I believe is, or appears to be drunk (including street drinkers)
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 regarding the above then 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 if possible, 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

Test purchasing

Police and Trading Standards Officers may send under 18s in to your premises to attempt to buy alcohol or cigarettes and tobacco to check compliance with the law. Under some circumstances the test purchaser may not tell the truth when asked if you are over 18 or if they have ID – you **MUST** ask for approved proof of age and check it for all customers who look under 25 years of age.

You must **CHALLENGE 25** and ask for proof of age if **ANY** customer looks under 25 and is attempting to purchase alcohol or cigarettes to avoid committing a criminal offence by serving to under age. If you have any doubt about someone's age even if they have produced proof of age, then **refuse the sale** and note it in the refusals book – remember to tell your supervisor as soon as possible before the end of your shift.

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.

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 the 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 the 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's procedures in order to deal with the incident properly and safely.

Personal Guide to Selling Alcohol

If a customer is not happy that you have asked them to prove he or she is over 18 because you believe they are under 25 then refer them to one of these posters and tell them the CCTV is recording and you have been advised to do this.

Remember – it is your job to ask for ID !