

REPRESENTATION FORM FROM RESPONSIBLE AUTHORITIES

Responsible Authority (please delete as applicable):

Police / Fire / Environmental Protection / Health and Safety / Child Protection / Trading
Standards/ Planning Authority / Licensing Authority / Health Authority

Name	Kelvin Hannah
Job Title	PC
Postal and email address	St Mary's Wharf Police Station, Wyatts Way, Derby.
Contact telephone number	0300 122 5643

Name of the premises you are making a representation about	UPOS Fish Bar
Address of the premises you are making a representation about	Unit 3, 42 High Street, Woodville, Swadlincote.

Which of the four licensing objectives does your representation relate to?	Yes Or No	<i>Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary</i>
To prevent crime and disorder	Yes	ASB is a problem in the local area and conditions need to be agreed to satisfy Police concerns in the way the Alcohol is offered for sale at the Premises.
Public safety		
To prevent public nuisance	Yes	Hours of operation need to be agreed to combat concerns over ASB and noise emanating from the operation of the Premises.
To protect children from harm	Yes	No conditions received to satisfy concerns raised by the Police of underage sales in the delivery of Alcohol and the sale of Alcohol on the Premises.

Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist.	Conditions have been suggested to the Applicants Solicitor and we await a reply from them regards these.
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Signed:

Date: 17/4/15

Please return this form along with any additional sheets to the Licensing Section, South Derbyshire District Council, Council Offices, Civic Way, Swadlincote, Derbyshire, DE11 0AH or email to licensing@south-derbys.gov.uk This form must be returned within the statutory period. For more details please check with the Licensing Office on 01283 595 716/890/724

APPLICATION FOR A NEW PREMISES LICENCE

Proposed Conditions

UPO'S Fish Bar, 42 High Street, Woodville, Derbyshire

1. A written "Challenge 25" age verification policy will be employed at the premise with regards to the sale of alcohol. This policy shall be adopted for any delivery vehicles, when in use for the supply of alcohol to effect the onward transportation of a food delivery.
2. Clear signage in relation to the "Challenge 25" age verification policy operated at the premises will be clearly displayed.
3. There shall be sufficient signage in relation to the age verification policy in all areas where alcohol is displayed for sale, at the point of sale, on any vehicles used to deliver alcohol and on any literature that advertise the availability of delivery.
4. Any person who appears to be under 25 years of age will be required to provide a suitable proof of age before any alcohol is sold to them. A method of establishing any telephone sales will form part of the age verification policy as stated in condition (1)
5. The proof of age will be established with the production by the customer of either a 1) photo driving licence 2) current passport 3) Ministry of Defence identity card 4) Government approved "PASS" identity card.
6. A system of recording sales refused shall be operated at all times. This shall include sales refused at the point of order and at the point of delivery.
7. The refusal register shall be a log book with sequentially numbered pages. Due to the offering of deliveries, one refusal book will be located at all times in the premises; others will be located in any vehicle used to deliver alcohol.
8. All refusals in relation to the sale of alcohol will be entered in log books or registers kept for this purpose.
9. These log books/registers shall be kept on the premise for a period of not less than 12 months and shall be produced upon request of a Police Officer or other authorised person as defined in the Licensing Act 2003.
10. A Personal Licence Holder shall be on the premise whilst they are open for licensable activities.
11. Full training is to be provided by the Designated Premises Supervisor to all staff on commencement of employment relating to all age restrictive products sold and any system or procedures they are expected to follow in the course of dealing with these goods. This training shall include the procedures for any deliveries of alcohol.

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12. Refresher training will be provided at regular intervals (At least every six months). Written records detailing all training shall be kept on the premise for a period of not less than 12 months and shall be produced upon request of a Police Officer or other authorised person as defined in the Licensing Act 2003.
13. Where the Premise Licence Holder employs, whether paid or unpaid, any person, that person shall have received training that shall include confirmation that the employee has read and understood all the conditions attached to the premises licence. The employee shall also be aware of the requirements/policies of restricting any delivery of alcohol to those persons aged 18 years and over. The training records shall be signed by the person providing the training and the trainee.
14. Any authorisation to staff to sell alcohol by a Personal Licence Holder shall be in writing. A copy of authorisation will be kept on the premises at all times and shall be produced upon request of a Police Officer or other authorised person as defined in the Licensing Act 2003. The authorisation is to include any personnel delivering alcohol.
15. No consumption of alcohol will be permitted within the immediate vicinity of the premises. Signage advising customers of this fact shall be displayed both at the point of sale and the main façade of the building.
16. Alcohol shall only be sold directly to customers visiting the premises where the customer orders a substantial meal. The meal shall consist of several component parts. This should not be an "individual" item of food stuff. Any other sale of alcohol shall be made solely in order to appropriate that alcohol to an order or contract previously agreed and effect the onward delivery.
17. A maximum of two alcoholic beverages shall be allowed with each individual meal, or multiples thereof. (For the avoidance of doubt one meal entitles a maximum of two alcoholic beverages).
18. All home deliveries SHALL be paid for at the time of order and if alcohol is purchased as part of that order a copy of the order shall be retained; detailing the full name, address and date of birth of the recipient.
19. Where a courier or similar company is utilised to carry out deliveries on behalf of the premises licence holder, the courier company or similar shall ensure that an age verification procedure is in place to prevent the delivery of any alcohol to those persons under the age of 18.
20. The verification of the age of the person receiving the alcohol upon the delivery shall only take place using photographic forms of identification and take the form of either a 1) photo driving licence 2) current passport 3) Ministry of Defence identity card 4) Government approved "PASS" identity card.

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21. The alcohol allocated to the order shall remain within the designated delivery vehicle until the age verification process has been completed and the age of the recipient has been verified to be over 18 years.
22. The premise licence holder shall ensure that where alcohol is stored at the premises, the alcohol is stored in such a way that it is secured and that only authorised members of staff who are over the age of 16 have access to the alcohol stored.
23. Save for wine, the premises is restricted to stock and sell/supply alcohol with a maximum ABV of 7%. There shall be no sale, supply or storage of spirits, "alco-pops" or vermouths from or on the premises including any delivery vehicle.
24. Only alcohol that has been appropriated to an existing contract or order may be stored on any vehicle that is used for onward delivery.
25. Alcohol shall not be sold or offered for sale at a reduced or discounted price.
26. A list of designated delivery vehicles should be retained on site. This list shall contain the vehicle registration number, driver and passenger details and all areas covered.
27. A vehicle log book should be maintained within each vehicle, the log book shall have the availability to record driver details, times the vehicle is in use and the areas visited for the purposes of a delivery.
28. A CCTV system shall be installed at all times and the recording system must be maintained in good working order and any faults repaired as soon as possible. (It is recommended that all maintenance paperwork be kept to show that the retailer has shown all due diligence in maintaining the system).
29. The CCTV recording system must be operating at all times when the premises are open for licensable activities.
30. All CCTV recordings must be retained for a period of no less than 28 days. These images must be available for viewing at any reasonable time upon request of a Police Officer or other authorised person as defined in the Licensing Act 2003.
31. The Premises Licence Holder, DPS or other person left in charge of the premises must be able to retrieve and copy any recordings/images at the time of asking or within 48 hours if so required. (The police will not meet the cost for a recording or materials used for the production of the images in respect of any crime and disorder; all costs are to be met by the owner of the system. If the incident was unrelated to the premises, the retrieval, if a cost incurred, would be met between the agencies requiring the image).
32. The CCTV recording unit is to be kept secure, to be opened only by the premise licence holder, DPS or other authorised, designated member of staff.

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- 33. Installed CCTV cameras are to be positioned both internally and externally so as to ensure that all parts of the premise to which the public has access are sufficiently covered.
- 34. All cameras installed will be of a standard that will offer an optimum image quality in low light.
- 35. All digital recordings are to be made in real time (time lapse is not to be used).
- 36. The DPS shall ensure that an incident log is maintained within the premises and details of all known incidents are recorded within the log. This log shall be kept on the premise for a period of not less than 12 months and shall be produced upon request of a Police Officer or other authorised person as defined in the Licensing Act 2003.

Sale of alcohol Monday – Sunday (7 days) 11:30 – 22:30