

**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	Police Officer
Postal and email address	St Mary's Wharf P/S, Prime Parkway, Chester Green, Derby.
Contact telephone number	0300 122 5643

Name of the premises you are making a representation about	Discount Food Bargains
Address of the premises you are making a representation about	8 Midland Road, Swadlincote, Derbyshire.

Which of the four licensing objectives does your representation relate to?	Yes Or No	Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary
To prevent crime and disorder	X	
Public safety	X	
To prevent public nuisance		
To protect children from harm	X	

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.	As per attached set of conditions agreed with DPS.
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Signed: 

Date: 13/1/15

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](mailto: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

**Proposed Conditions – Discount Food Bargains, 8  
Midland Road, Swadlincote, Derbyshire.**

- 1) Full training is provided to all staff on commencement of employment relating to all age-restricted products sold and any system or procedures they are expected to follow in the course of dealing with these goods.
- 2) Refresher training should be provided at regular intervals – at least every 6 months.
- 3) Records detailing the training provided shall be kept on the premises for production upon request of a Police Officer or other authorised person acting on behalf of a responsible authority as detailed within Section 13 Of the Licensing Act 2003
- 4) All records will be written and shall be retained on the premise for a minimum of 12 months.
- 5) A challenge 25 Proof of age scheme will be operated at all times.
- 6) Anyone attempting to purchase alcohol that appears under the age of 25 years will be asked to produce a proof of age.
- 7) The only acceptable forms of identification will be:
  - PASS – accreditation proof of age card.
  - Photo Driving Licence.
  - Current Passport
  - HM Armed Forces ID Card
- 9) Clear, prominent and unobstructed signage informing customers of the proof of age scheme in operation, along with the age restrictions on products will be displayed at:
  - All entry points to the premise.
  - Where displayed
- 10) A system of recording sales refused under the proof of age scheme will be operated at all times
- 11) The refusal book/log shall be kept on the premises for production upon request of a Police Officer or other authorised person acting on behalf of a responsible authority as detailed within Section 13 Of the Licensing Act 2003.
- 12) The records relating to the refusal book/log shall be retained on the premises for a minimum of 12 months
- 13) A CCTV system will be installed 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).

14) The CCTV recording system must be operating at all times when the premises are open for licensable activities

15) All CCTV recordings must be retained for a minimum of 28 days unless regulated otherwise. An authorised officer or police constable can view the recording at any reasonable time and obtain a copy if required.

16) The premises holder, DPS and designated members of staff must be able to retrieve and copy any recording/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 a reproduction of the image 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).

17) The CCTV to cover all areas to which the public have access to.

18) All digital recordings to be made in real time, time lapse not to be used.

Hours for the sale by retail of alcohol

Mon - Fri 09:00 hours to 17:00 hours

Saturday - 09:00hrs to 16:00hrs

Sunday - Closed