

APPENDIX 7

Report of the licensing visit of the 22nd December 2016 at approx 11.00am.
Below are the current licensing conditions and findings of the Licensing Officer in italic.

1. The premises will undertake the implementation of a Challenge 25 policy, and a poster or posters to this effect will be displayed stating what IDs are accepted;

Numerous posters detailing a Challenge 25 scheme evident as per photographs in Appendix 7.

2. The CCTV system shall be installed to the satisfaction of the Metropolitan Police Services to record images both internally and externally for 24 hours each day and shall retain those recordings for 31 days;

Mr Lamba was unable to retrieve any images but stated that if any were required he could get someone in to do this. The system appeared to be working well with 8 camera shots showing on the multi screen. Retention not known.

3. The CCTV system shall be maintained in effective working order and any recording shall be made available to the Police and any Authorised Officer of the Council on request;

Recordings not requested

4. If the Premises Licence Holder becomes aware that any alcohol or tobacco goods at the premises may or appear to be non duty paid then the Premises Licence Holder shall inform the police immediately;

Not tested at time of visit.

5. Posters will be displayed requesting customers to leave the premises quietly, when required the staff shall ask a customer/s to leave quietly;

Posters were present.

6. Alcoholic products shall be offered for sale in an area distinctly separate to non-alcoholic products;

There are separate shelving units present for alcohol products which are separate from the shelving units used to store general groceries. The chiller units are used to display both alcoholic and non-alcoholic products with no clear separation.

7. Spirits and cigarettes will be kept behind the counter;

Not entirely all spirits were behind the counter a couple of bottles here and there elsewhere in the shop.

8. There shall be a personal licence holder on duty at the premises at all times during opening hours;

Mr Lamba has a personal licence and was present at the time of the visit.

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9. The DPS shall provide all staff members with a written authorisation for selling alcohol. Records and copies of authorisations shall be available to authorised officers on request;

See appendix 7 authorisations book photographed at the shop it does not contain the name of the only member of staff, Manmeet Singh. Manmeet Singh being a personal licence holder.

10. All staff members shall attend a recognised training course (ie BII Level 1 Award in responsible alcohol retailing) prior to making alcohol sales;

It was not established if Mr Manmeet Singh the employee has this level of training. No record of training could be provided. He does hold a Personal Licence.

11. No member of staff shall make sales of alcohol until such time as the member of staff completes a recognised training course (i.e. BII Level 1 Award in responsible alcohol retailing). Training will be reviewed regularly and updated training shall be provided in accordance with changes in legislation and staffing;

Answer as above

12. An incident log shall be kept at the premises and shall be made available to police and Authorised Officers of the Council on request. The incident log shall be used to record any incidents, dates and times and the name of the staff member involved. Incidents can include but not limited to:
- a. All crimes reported by the premises to the Police;
 - b. Any incidents of disorder/anti-social behaviour;
 - c. Any faults with the CCTV system and details about remedial action/repair
 - d. Any refusal of age restricted products;
 - e. Any visit by an authorised officer or the emergency services

The incident log was checked and photographed and did not have any entries.

13. All future purchases of stock must be from reputable and proper wholesale businesses. The purchase of such stock shall be made by the Premises Licence Holder or persons authorised by him;

Mr Lamba produced a pile of loose invoices which were not in any particular order. These were not checked in close detail.

14. All receipts/invoices relating to all purchases for goods at the premises must be kept in accordance with the statutory terms and made available for inspection at the request of the Metropolitan Police Services or an Authorised Officer of the Council;

As previous answer.

15. A minimum of 2 staff shall be on duty at the premises each day from 16:00 hours until the close of business;

Not applicable at the time of the visit.

16. The Premises Licence Holder shall provide a copy of the completed lease agreement between himself and the freeholder of the premises on or before 25 August 2016;

No copy of the lease agreement has been provided to the Council. Mr Lamba stated that it was with Mr Panchal, his agent.

17. The Premises Licence Holder shall exclude Mr Ulgeet Singh and his spouse of (insert address), Mr Jasmeet Singh and his spouse of (insert address) and Mr Amarjeet Singh and his spouse of (insert address) from the premises and all of its business and operational activities including all licensable activity at all times.

At time of visit Mr Lamba was lone working.