

**Officer's recommendation:**

The committee refuse the specified Designated Premises Supervisor Mr Myles Golding onto the licence.

The business shall seek to work with an independent consultant that specialises in brining these types of business into compliance.

The following conditions are added to the licence:

1. Last entry to the premises shall be 22:30 daily
2. A personal licence holder will be present on the premises at all times licensable activity is taking place
3. There will be a challenge 25 policy operating at the premises. Challenge 25 means that the holder of the premises licence shall ensure that every individual, who visually appears to be under 25 years of age and is seeking to purchase or be supplied with alcohol at the premises or from the premises, shall produce identification proving that individual to be 18 years of age or older. The form of identification shall contain their photograph, date of birth and a holographic mark.
4. If the person seeking entry is unable to produce acceptable means of identification, no entry to the premises and no sale or supply of alcohol will be made to or for that person.
5. Challenge 25 posters and requests to patrons to leave the premises silently shall be displayed in prominent positions at the premises.
6. Staff will be trained regarding appropriate precautions to prevent the sale of alcohol to persons under the age of 18. The signs and symptoms of intoxicated persons and the refusal of sale due to intoxication. Records will be kept of such training which must be signed and dated by the members of staff who has provided and received that training.
7. All staff will receive refresher training every year as a minimum and records are to be kept of this refresher training which should be signed and dated by members of staff who has provided and received that training.
8. All training records will be made immediately available for inspection by the Metropolitan Police Services and any responsible authority upon request.
9. Training records will be kept for a minimum of two years. Training records will be held on the premises and available for inspection.

10. A daily incident log shall be maintained at the premises and signed at the end of each day by the duty manager. The daily incident log shall be made available upon request to an authorised council officer and / or the Police. The daily incident will record at a minimum the following :
  - A. All crimes reported to the venue
  - B. All ejections of patrons
  - C. Any complaints
  - D. Any incidents of disorder
  - E. Seizure of drugs or weapons
  - F. Any faults in the CCTV system or searching equipment or scanning equipment
  - G. Any refusal of a sale of alcohol
  - H. Any visit by a relevant authority or emergency service
11. The Premises Licence Holder shall ensure that the refusals logs is checked, signed and dated on a weekly basis by himself or an authorised employee acting in place of the Designated Premises Supervisor.
12. The record of refusals will be retained for a minimum of two years.
13. The CCTV system on the premises shall be maintained in good working order, covering all public areas of the premises, including all entry and exit points, the immediate street environment, the till area and any area where alcohol is stored. The CCTV will enable facial identification of all persons whose image is captured in any light condition.
14. No sale of alcohol shall take place when the CCTV system is not fully in good working order
15. The CCTV cameras should continually record while the premises are open to the public and recording shall be kept while the premises are open to the public and recording shall be kept available and unedited for a minimum of 31 days.
16. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public and must be able to produce/download/burn CCTV images upon request by a police officer or any authorised officer of the London Borough of Hillingdon. Any footage must be in a format that can be played back on standard personal computer or standard DVD player.

17. An incident log shall be maintained to record all instances when the CCTV is not fully in good working order. The log will record the date the malfunction was noted ,the date repair work was requested and the date that the repair work was carried out.

The Licensing Sub – Committee exercise statutory powers laid out in section 182 statutory guidance.

**9.37** As a matter of practice, licensing authorities should seek to focus the hearing on the steps considered appropriate to promote the particular licensing objective or objectives that have given rise to the specific representation and avoid straying into undisputed areas. A responsible authority or other person may choose to rely on their written representation. They may not add further representations to those disclosed to the applicant prior to the hearing, but they may expand on their existing representation and should be allowed sufficient time to do so, within reasonable and practicable limits.

**9.38** In determining the application with a view to promoting the licensing objectives in the overall interests of the local community, the licensing authority must give appropriate weight to:

- the steps that are appropriate to promote the licensing objectives;
- the representations (including supporting information) presented by all the parties;
- this Guidance;
- its own statement of licensing policy.

**9.39** The licensing authority should give its decision within five working days of the conclusion of the hearing (or immediately in certain specified cases) and provide reasons to support it. This will be important if there is an appeal by any of the parties. Notification of a decision must be accompanied by information on the right of the party to appeal. After considering all the relevant issues, the licensing authority may grant the application subject to such conditions that are consistent with the operating schedule. Any conditions imposed must be appropriate for the promotion of the licensing objectives; there is no power for the licensing authority to attach a condition that is merely aspirational. For example, conditions may not be attached which relate solely to the health of customers rather than their direct physical safety. Any conditions added to the licence must be those imposed at the hearing or those agreed when a hearing has not been necessary.

**9.40** Alternatively, the licensing authority may refuse the application on the grounds that this is appropriate for the promotion of the licensing objectives. It may also refuse to specify a designated premises supervisor and/or only allow certain requested licensable activities. In the interests of transparency, the licensing authority should publish hearings procedures in full on its website to ensure that those involved have the most current information.