

Appendix 1



* required information

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You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

sgl:202325

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

- Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

Sirazum

* Family name

Monira

* E-mail

[REDACTED]

Main telephone number

[REDACTED]

Include country code.

Other telephone number

[REDACTED]

- Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Continued from previous page...

Your Address

Address official correspondence should be sent to.

* Building number or name	<input type="text"/>
* Street	<input type="text"/>
District	<input type="text"/>
* City or town	<input type="text"/>
County or administrative area	<input type="text"/>
* Postcode	<input type="text"/>
* Country	<input type="text" value="United Kingdom"/>

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PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

- Address OS map reference Description

Postal Address Of Premises

Building number or name	<input type="text" value="117 A"/>
Street	<input type="text" value="Parnell Road"/>
District	<input type="text" value="Old Ford"/>
City or town	<input type="text" value="London"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text" value="E3 2RT"/>
Country	<input type="text" value="United Kingdom"/>

Further Details

Telephone number	<input type="text"/>
Non-domestic rateable value of premises (£)	<input type="text" value="7,700"/>

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

Confirm The Following

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

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INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

Family name

Is the applicant 18 years of age or older?

- Yes No

Continued from previous page...

Current Residential Address

Is the address the same as (or similar to) the address given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes No

Building number or name

District

City or town

County or administrative area

Country

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes No

Telephone number

Other telephone number

* Date of birth

* Nationality

Right to work share code

[Documents that demonstrate entitlement to work in the UK](#)
[Right to work share code if not submitting scanned documents](#)

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OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of the premises

Continued from previous page...

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

The premises trades as a supermarket/ convenience store, which has held a premises licence in the past, but this was revoked in 2021. An appeal to the magistrates court in 2023 was unsuccessful. This application seeks to allow the sale of alcohol for consumption off the premises, and is now to be controlled by a premises licence holder and DPS.

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

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PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes No

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PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes No

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes No

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PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes No

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

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Will you be providing recorded music?

- Yes No

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes No

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- Yes No

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

n/a

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

n/a

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Family name

Date of birth

Continued from previous page...

Enter the contact's address

Building number or name	<input type="text"/>
	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>
Personal Licence number (if known)	<input type="text" value="Not yet issued"/>
Issuing licensing authority (if known)	<input type="text"/>

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

n/a

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

n/a

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

n/a

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LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

Continued from previous page...

List here steps you will take to promote all four licensing objectives together.

The premises will operate to a high standard, and will do so should this licence be granted in terms of the sale of alcohol. All staff will be fully trained in their responsibilities with regard to the sale of alcohol, and will be retrained every six months, with recorded training records kept for inspection.

b) The prevention of crime and disorder

CCTV will be provided in the form of a recordable system, capable of providing pictures of EVIDENTIAL QUALITY in all lighting conditions particularly facial recognition.
Cameras shall encompass all ingress and egress to the premises, fire exits, outside areas, and all areas where the sale/ supply of alcohol occurs.

Equipment MUST be maintained in good working order, be correctly time and date stamped, recordings MUST be kept in date order, numbered sequentially and kept for a period of 31 days and handed to Police on demand.

The Premises Licence Holder must ensure at all times a DPS or appointed member of staff is capable and competent at downloading CCTV footage in a recordable format EITHER DISC or VHS to the Police/Local Authority on demand.

The Recording equipment and tapes/discs shall be kept in a secure environment under the control of the DPS or other responsible named individual. An operational daily log report must be maintained endorsed by signature, indicating the system has been checked and is compliant, in the event of any failings actions taken are to be recorded.

In the event of technical failure of the CCTV equipment the Premises Licence holder/DPS MUST report the failure to the Police immediately.

All Spirits to be displayed behind the counter only.

An incident record will be kept in a bound book, as will all refusals recorded. These books will be made available to the police and officer from the council on request.

c) Public safety

Staff will be trained to be alert to any potential danger to customers and react accordingly. If they are unable to quickly defuse the situation without risk to customer or staff, then they are instructed to call the police. All relevant fire procedures are in place for a premise of this size.

d) The prevention of public nuisance

Customers will be reminded by way of a notice at the entrance/ exit door to please leave the premises quietly and have consideration for the neighbouring properties. Sufficient litter bins will be provided to allow the customers to deposit their waste/ rubbish in the correct manner.

e) The protection of children from harm

Challenge 25 shall be operated as the proof of age policy and only a valid passport, photo driving licence, HM forces photographic IID card or proof of age card with the PASS logo or hologram on it may be accepted as proof of age. Prominent, clear and legible signage (in not less than 32 font bold) shall also be displayed at all entrances to the premises as well as at, at least one location behind any counter advertising the scheme.

A notice will be displayed at the till either electronically or physically to remind staff to ask for identification.

The Premises Licence Holder shall ensure that all staff members engaged or to be engaged, in selling alcohol at the premises shall receive the following induction training. This training will take place prior to the selling of such products:

· The lawful selling of age restricted products

· Refusing the sale of alcohol to a person who is drunk

Further verbal reinforcement/refresher training covering the above will be carried out thereafter at intervals not to exceed six months, with the date and time of the verbal reinforcement/refresher training documented.

All such training undertaken by staff members shall be fully documented and recorded. All training records will be kept at

Continued from previous page...

the premises and made available to officers of any responsible authority upon request.

The premises shall at all times maintain and operate refusals recording system (either in book or electronic form) which shall be reviewed by the Designated Premises Supervisor at intervals of no less than 4 weeks and feedback given to staff as relevant. This refusals book will be kept at the premises and made available to officers of any responsible authority upon request.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

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- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

Continued from previous page...

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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NOTES ON REGULATED ENTERTAINMENT

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In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

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- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4,300 = £100.00

Band B - £4,301 to £33,000 = £190.00

Band C - £33,001 to £8700 = 315.00

Band D - £87001 to £12500 = £450.00*

Band E - £125001 and over = 635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £7001 to £12500 = £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment only where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 = £1,000.00

Capacity 10000 -14999 = £2,000.00

Capacity 15000-19999 = £4,000.00

Capacity 20000-29999 = £8,000.00

Capacity 30000-39000 = £16,000.00

Capacity 40000-49999 = £24,000.00

Capacity 50000-59999 = £32,000.00

Capacity 60000-69999 = £40,000.00

Capacity 70000-79999 = £48,000.00

Capacity 80000-89999 = £56,000.00

Capacity 90000 and over = £64,000.00

NOTE: From 1st January 2018 Licences if you are granted a Licence to permit the sale/supply of alcohol between midnight and 6am (00:00 and 06:00 hours) on any day you will be liable to pay the Late Night Levy charge. The charge must be paid 14 days after the grant of your Licence, unless you fall within one of the exemption categories. Non-payment of the levy can result in suspension of your licence, as per sections 55A and 92A of the Licensing Act 2003, as amended and section 229(6) of the Police and Social Responsibility Act 2011. For more information below visit <https://www.towerhamlets.gov.uk/latenightlevy>

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* Fee amount (£)

190.00

DECLARATION

* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

[APPLICABLE TO INDIVIDUAL APPLICANTS ONLY, INCLUDING THOSE IN A PARTNERSHIP WHICH IS NOT A LIMITED LIABILITY PARTNERSHIP] I UNDERSTAND I AM NOT ENTITLED TO BE ISSUED WITH A LICENCE IF I DO NOT HAVE THE ENTITLEMENT TO LIVE AND WORK IN THE UK (OR IF I AM SUBJECT TO A CONDITION PREVENTING ME FROM DOING WORK RELATING TO THE CARRYING ON OF A LICENSABLE ACTIVITY) AND THAT MY LICENCE WILL BECOME INVALID IF I CEASE TO BE ENTITLED TO LIVE AND WORK IN THE UK (PLEASE READ GUIDANCE NOTE 15). THE DPS NAMED IN THIS APPLICATION FORM IS ENTITLED TO WORK IN THE UK (AND IS NOT SUBJECT TO CONDITIONS PREVENTING HIM OR HER FROM DOING WORK RELATING TO A LICENSABLE ACTIVITY) AND I HAVE SEEN A COPY OF HIS OR HER PROOF OF ENTITLEMENT TO WORK, IF APPROPRIATE (PLEASE SEE NOTE 15).

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

Stewart Gibson

* Capacity

Licence Agent

* Date

14 / 03 / 2023
dd mm yyyy

Add another signatory

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/tower-hamlets/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED

OFFICE USE ONLY

Applicant reference number	<input type="text" value="sgl:202325"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
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Is Digitally signed	<input type="checkbox"/>

Appendix 2

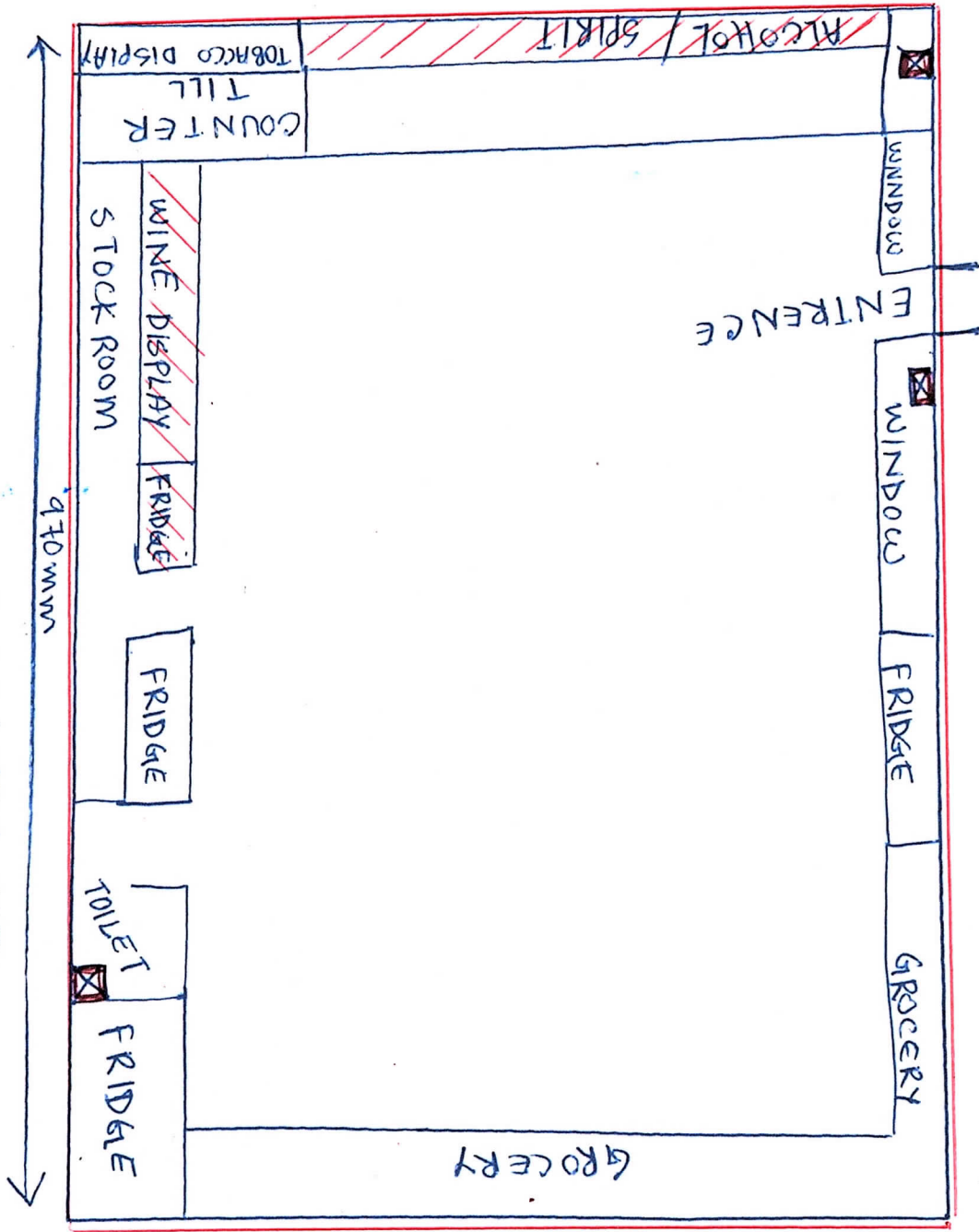
FLOOR PLAN

PARNELL SUPERMARKET

117A PARNELL ROAD, E3 2RT

PARNELL ROAD

OLD FORD ROAD



KEY

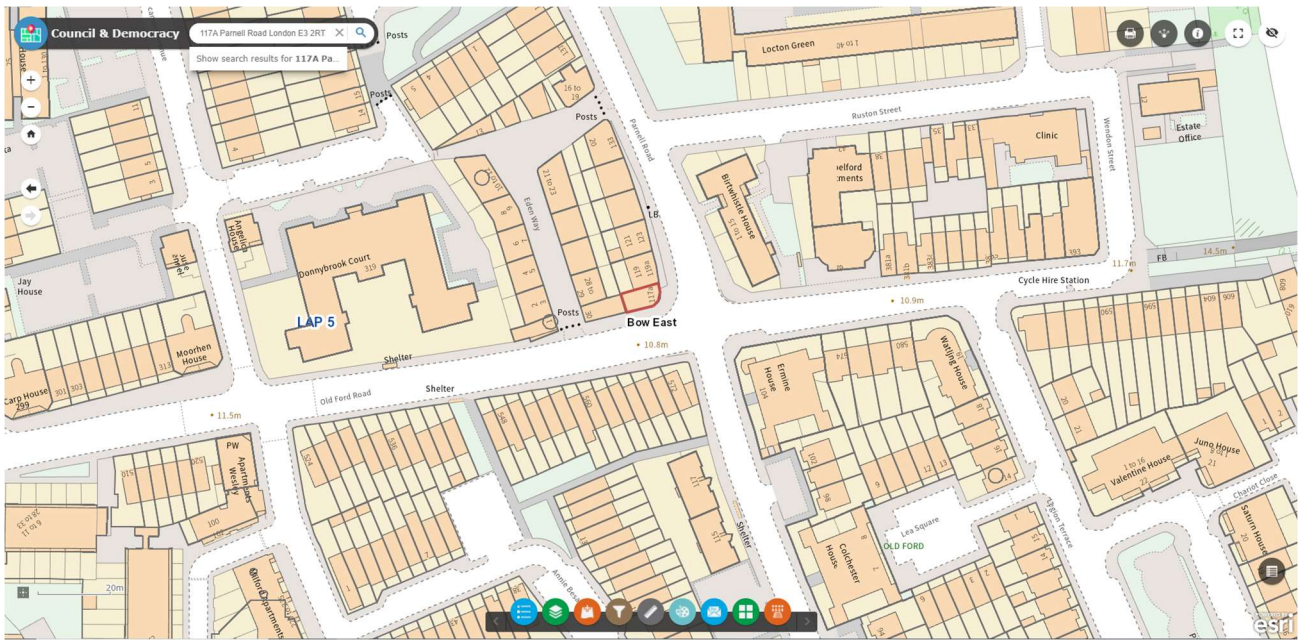


FIRE
EXTINGUISHER

430mm

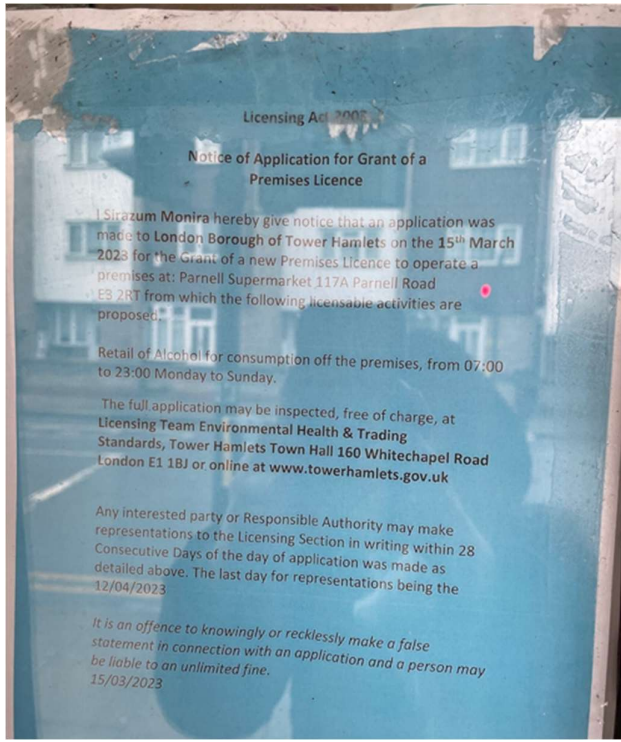
Appendix 3

Map showing location of 117a Parnell Road



Appendix 4

Photos - 117a Parnell Road









Appendix 5

Address	Licensable activities/times	Opening hours
Old Ford Mini Market) 389 Old Ford Road	The sale by retail of alcohol (off sales): <ul style="list-style-type: none"><li data-bbox="586 289 959 352">• Monday to Sunday, from 08:00 hrs to 23:59 hrs	<ul style="list-style-type: none"><li data-bbox="1081 222 1308 352">• Monday to Sunday, from 08:00 hrs to 23:59 hrs

Appendix 6

By Email:

Licensing Authority:
licensing@towerhamlets.gov.uk

12th April 2023

Your reference
My reference: LIC/158040/MA

Dear Licensing Authority,

**Place Directorate
Public Realm**

**Head of Environmental Health and
Trading Standards: David Tolley**

Environmental Health & Trading Standards
Licensing & Safety Team
4th Floor, Tower Hamlets Town Hall
160 Whitechapel Road
London E1 1BJ

Tel: [REDACTED]
Enquiries to: **Mohshin Ali**
Email: [REDACTED]

Licensing Act 2003 www.towerhamlets.gov.uk

New premises licence application: (Parnell Mini Market), 117a Parnell Road, London E3 2RT

The Licensing Authority (acting a Responsible Authority) is making a representation against the above application on the grounds of *the prevention of crime and disorder and the protection of children from harm*

The previous licence holder was Huq Neighbours Ltd. Mr Md Mamunal Huq was the sole Director of the company and was also the Designated Premises Supervisor. Following a review application by Trading Standards, the previous licence was revoked by the Licensing Sub-Committee on the 22nd March 2022. This was due to age-restricted goods being sold to people under the age of 18 on three separate occasions between March 2020 and December 2021. Please see attached the minutes.

Following an appeal hearing at Thames Magistrates' Court on the 28th February 2023, the decision to revoke the premises licence was upheld. A new application was made shortly afterwards on the 15th March 2023 by Monira Sirazum, the wife of Md Mamunal Huq. On a balance of probability, I believe that there is a strong link to Mr Huq being involved in the running of the premises and these changes are just artificial. It has also been noted that Monira Sirazum has become the sole director of Parnell Supermarket Ltd, a company that was only incorporated on 13th March 2023.

It will therefore be for the applicant Monira Sirazum, to prove to the members that, the previous licence holder has no involvement in the business and that the premises will run effectively, whilst upholding the licensing objectives and any conditions imposed by members if they are minded to grant the licence

Yours faithfully,



Mohshin Ali
Senior Licensing Officer (Acting as a Responsible Authority)

LONDON BOROUGH OF TOWER HAMLETS**MINUTES OF THE LICENSING SUB COMMITTEE****HELD AT 6.45 P.M. ON TUESDAY, 22 MARCH 2022****THE COUNCIL CHAMBER, TOWN HALL, MULBERRY PLACE, 5 CLOVE
CRESCENT, LONDON, E14 2BG****Members Present:**

Councillor Mohammed Pappu (Chair)

Councillor Shad Chowdhury

Councillor Victoria Obaze

Officers Present:

David Wong	–	(Legal Services)	
Corinne Holland	–	(Licensing Officer)	
Farhana Zia	–	(Democratic Services Officer, Committees, Governance)	

Representing applicants

	Item Number	Role
Suleyman Solak	4.1	Applicant
Alex Brander	4.3	(Trading Standards Officer)
PC Mark Perry	4.3	(Metropolitan Police)

Representing objectors

	Item Number	Role
Laura Spenceley	4.1	(Resident)
Anwar Khan	4.3	(Solicitor for DPS)
MD Al Mamunul Huq	4.3	(Designated Premises Supervisor)
Mohammed Mehedi Hasan	4.3	Cashier

Apologies**1. DECLARATIONS OF INTEREST**

There were no declarations of interest made.

2. RULES OF PROCEDURE

The rules of procedure were noted.

~~3. MINUTES OF THE PREVIOUS MEETING(S)~~

~~The minutes of the meetings held on 8th and 22nd February were agreed and approved as a correct record.~~

~~4. ITEMS FOR CONSIDERATION~~

~~4.1 Licensing Act 2003 Application for a new Premises Licence for Organic Grocery Store, 284 286 Poplar High Street, London, E14 0BB~~

~~At the request of the Chair, Ms Corinne Holland, Licensing Officer, introduced the report which detailed the application for a new premises licence for Organic Grocery Store, 284 286 Poplar High Street, London E14 0BB. It was noted that an objection had been received from a local resident, in relation to the prevention of public nuisance.~~

~~At the request of the Chair, Mr Suleyman Solak, the Applicant explained the premises was operated by a new business, a convenience store, looking to sell organic fruit and vegetables, alcohol, and household products. Mr Solak said the premises had taken all the necessary precautions to ensure the licensing objectives would be upheld. Public notices advertising the Challenge 25 policy have been placed in the premises and CCTV had been installed. Mr Solak said his staff had been trained not to sell alcohol to those who were drunk or those who would cause anti-social behaviour. He said there would be no drinks promotions and they would fully cooperate with the responsible authorities.~~

~~Members then heard from the Objector, Ms Laura Spenceley, who said she lived directly above the premises. She said she already felt threatened by the anti-social behaviour of teenagers in the vicinity and felt unsafe when passing by them. Ms Spenceley said she was concerned about the late opening of the premises and the sale of alcohol until 23:00 hours.~~

~~In response to questions the following was noted;~~

- ~~— The objector was advised to speak to her landlord about the sale of the flats above the commercial property and her claim that the flats were sold on the premise that an alcohol led business would not be occupying the commercial space. It was made clear to the objector this was outside the remit of the Licensing Sub Committee and therefore this could not be given consideration.~~
- ~~— The Applicant confirmed he had tried to meet with Ms Spenceley and had sent her two emails requesting a meeting. Ms Spenceley confirmed the Applicant had been in touch.~~

- ~~— The Applicant clarified the alcohol was not the core element of the business and said this would only make up 20 – 30% of the overall business revenue.~~
- ~~— The Applicant confirmed that he would be happy to reduce the sale of alcohol hours to the Council's framework hours. The Objector agreed to this and said she did not object to the business, but was concerned about the selling of alcohol so late in the evening in light of existing local anti social behaviour that she had experienced.~~

~~Concluding remarks were made by both parties.~~

The Licensing Objectives

~~In considering the application, Members were required to consider the same in accordance with the Licensing Act 2003 (as amended), the Licensing Objectives, the Home Office Guidance and the Council's Statement of Licensing Policy and in particular to have regard to the promotion of the four licensing objectives:~~

- ~~1. The Prevention of Crime and Disorder;~~
- ~~2. Public Safety;~~
- ~~3. The Prevention of Public Nuisance; and~~
- ~~4. The Protection of Children from Harm.~~

Consideration

~~The Sub Committee considered an application for a new premises licence in respect of Organic Grocery Store, 284-286 Poplar High Street, London E14 0BB ("the Premises"). The application sought a sale of alcohol (off sales) licence Monday to Thursday from 07:00 hours to 23:00 hours and Friday and Saturday from 7:00 hours to 00:00 hours (midnight). The application had received an objection from a resident living directly above the premises who was concerned about the opening times of the premises and the sale of alcohol late into the evening.~~

~~The Sub Committee noted the concerns of the resident, who stated there were existing issues with anti-social behaviour in the area, with teenagers congregating in the vicinity and behaving in an anti-social manner. The objector said the selling of alcohol late in the evening, would exacerbate the problem.~~

~~The Sub Committee considered the Applicant's submission, who stated that this was a new business whose primary source of business would be the selling of organic groceries such as fruit and vegetables as well as household products. The Applicant stated the sale of alcohol would contribute 20%–30% of sales and said they would comply with the conditions offered up in the operating schedule. The Sub Committee asked the Applicant if he would consider reducing the hours of operation to the legal framework hours, in particular for Sunday and asked if this would be acceptable to the business.~~

~~Mr Solak agreed to this amendment, which was also acceptable to the objector.~~

~~Whilst the Sub Committee sympathised with the objector's concerns, the Sub Committee considered that the low percentage of alcohol forming part of the overall sales, meant that this would not be an alcohol led business, which combined with the conditions offered up in the operating schedule and the above reduction in operating hours, should not lead to these premises exacerbating anti-social behaviour issues in the area.~~

~~Therefore, Members of made a decision and the decision was unanimous. Members granted the application, with reduced hours for the sale of alcohol, as per the Council's legal framework hours.~~

~~Accordingly, the Sub Committee unanimously;~~

~~RESOLVED~~

~~That the application for a new premises licence for Organic Grocery Store, 284-286 Poplar High Street, London E14 0BB be **GRANTED** with reduced operating hours for the sale of alcohol.~~

~~Sale of Alcohol (Off sales)~~

~~Monday to Thursday, from 07:00 hours to 23:00 hours~~

~~Friday and Saturday, from 07:00 hours to 00:00 hours (midnight)~~

~~Sunday, from 07:00 hours to 22:30 hours~~

~~Opening times~~

~~Sunday to Thursday 07:00 to 23:00 hours~~

~~Friday and Saturday 07:00 hours to 00:00 hours (midnight)~~

~~Conditions~~

- ~~1. The premises shall install and maintain a comprehensive CCTV system. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of the Police or an authorised officer throughout the entire 31day period.~~
- ~~2. An incident log shall be kept at the premises and be available on request to the Police or an authorised officer. It must be completed within 24 hours of any incident and will record the following:~~
 - ~~a) all crimes reported to the venue;~~
 - ~~b) any incidents of disorder;~~

- ~~e) any faults in the CCTV system,~~
- ~~d) any refusal of the sale of alcohol;~~
- ~~e) any visit by a relevant authority or emergency service.~~

- ~~3. There will be a prominent signage near the door to the premises reminding the customers to leave the area quietly.~~
- ~~4. Deliveries to the premises shall only be made during normal working hours.~~
- ~~5. Rubbish from the premises shall be securely stored in a bin in a designated area. No refuse, including bottles shall be placed outside the premises between 22:00 hours and 08:00 hours the following day.~~
- ~~6. A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.~~
- ~~7. A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record shall be available for inspection at the premises by the police or an authorised officer at all times whilst the premises is open.~~
- ~~8. Children under the age of 14 years shall not be allowed to enter the premises after 21:00 hours unless accompanied by a person over the age of 18 years.~~

~~4.2 Licensing Act 2003 Application for a new Premises Licence for St Peter's Church Crypt, St Peter's Close, London, E2 7AE~~

~~The objector having withdrawn her objection shortly before the meeting, this application was granted.~~

4.3 Licensing Act 2003 Application to Review the Premises Licence for (Parnell Mini-Market) 117a Parnell Road, London, E3 2RT

At the request of the Chair, Ms Corinne Holland, Licensing Officer, introduced the report which detailed the application for a review of the premises licence for Parnell Mini-Market, 117a Parnell Road, London E3 2RT. It was noted that the review had been brought by Trading Standards and was based on the licensing objective of protection of children from harm.

At the request of the Chair, Mr Alex Brander, Trading Standards Officer, explained the grounds for the review and said that following a complaint from a concerned parent on the 1st December 2021, a test purchase was undertaken by two police cadets on the 13th December 2021. The cadets

were sold a can of larger, with no proof of age being asked for by the cashier. During the investigation, Mr MD Al Mamunul Huq, the Designated Premises Supervisor (DPS), provided additional information and stated that the cashier did not believe the female cadet was underage and therefore allowed the sale.

Mr Brander said when Mr Huq, when questioned by Trading Standards at the interview on the 20th January 2022, he did not fully comprehend what a sale by proxy was or how to apply the Challenge 25 policy. Mr Brander said this was equally true for the members of staff employed by Mr Huq. He said the signage within the premises was obscure and did not meet with licensing requirements.

Furthermore, Mr Brander said Mr Huq could not explain the entries that had been retrospectively added to the training log. Mr Brander said that as part of a separate investigation into the sale of tobacco to underage children, the Trading Standards Tobacco Enforcement Officer, had visited the premises on the 12th November 2021. The Enforcement Officer had taken a photograph of the log, in which three entries existed, dated 08/03/21, 10/03/21 and 07/09/21. However, after that visit, Mr Huq had provided a copy of the training log to Trading Standards, at which point Trading Standards noted that further entries had been made to the training log predating the above visit, which had not been in that log at the time of that visit, namely entries dated 17/10/21, 24/10/21, and 15/11/21. Mr Brander said Mr Huq had been unable to provide a satisfactory explanation for this and admitted he had made entries in the log.

Mr Brander continued that Trading Standards were concerned about the lack of leadership at the premises and the consistent disregard for the licensing objectives. Mr Brander informed the Sub-Committee that the premises and the DPS had previously been fined £440 each due to selling cigarettes to underage children, on the 8th March 2020 and 29th July 2021. Mr Brander said he was alarmed at the text messages Mr Huq had sent staff, following the incident of 29th July, whereby he appeared to warn staff to be careful of test purchasers rather than focusing staff on upholding the licensing objectives.

PC Mark Perry, from the Metropolitan Police concurred with Mr Brander and supported the application for review. He stated that the history of selling to underage children, demonstrated that the premises and the DPS showed scant regard for the licensing objectives and therefore recommended the premises licence be revoked.

Members then heard from Mr Anwar Khan, solicitor for the DPS – Mr Huq, who initially asked to be able to cross-examine Mr Brander. Mr Wong, legal adviser to the Sub-Committee advised the Members that this was not permissible. Whilst the Sub-Committee was a quasi-judicial body, these were civil administrative proceedings governed by the Licensing Act 2003 (Hearings) Regulations 2005, regulation 23 of which said, “A hearing shall take the form of a discussion led by the authority and cross-examination shall not be permitted unless the authority considers that cross-examination is required for it to consider the representations, application or notice as the

case may require.” Mr Anwar proceeded to state that the staff at the premises had undertaken a professional training course and were now fully conversant with the Challenge 25 policy and its application. He said Mr Huq intended to follow up the training with monthly in-house refresher courses and would ensure staff were monitored when he was not in the premises, by calling and texting his staff members. He said he would do this so to ensure they did not sell age-restricted products to underage children. Mr Anwar said the signage in the premises had been improved to show they operated a Challenge 25 policy. Mr Anwar said his client, Mr Huq apologised for the errors made and asked that the licence not to be revoked.

In response to questions the following was noted:

- Mr Brander clarified that company operating the premises and Mr Huq had been fined £440 each, for the breach of selling tobacco to underage children. Mr Brander confirmed these related to incidents on the 8th March 2020 and 29th July 2021.
- In response, Mr Huq stated that the business was relatively new at the time, and they were confused about the rules. He said staff had been sent on a training course and are now aware of the rules and regulations.
- Mr Huq said the staff member who sold the can of larger to the police cadet did not think the customer was 16 years of age or under. He referred to video footage of a sale an hour before the test purchase, which allegedly showed a purchase where the cashier had applied the Challenge 25 policy.
- Mr Huq accepted the signage in the premises was obscure and said this had been improved to make it more visible to customers.
- Mr Huq said prior to the test purchase of 13th December, staff were personally trained by him, but since then, all members of staff had been on a professional training course.
- Mr Huq said the training log had been adjusted to record training that had been completed previously.
- Mr Huq said it was common practice for the premises to operate a ‘tab’ system of payment, once the customer’s ID had been verified and the customer was known to them.

Concluding remarks were made by both parties.

The Licensing Objectives

In considering the application, Members were required to consider the same in accordance with the Licensing Act 2003 (as amended), the Licensing Objectives, the Home Office Guidance and the Council’s Statement of Licensing Policy and in particular to have regard to the promotion of the four licensing objectives:

1. The Prevention of Crime and Disorder;

2. Public Safety;
3. The Prevention of Public Nuisance; and
4. The Protection of Children from Harm.

Consideration

The Sub-Committee considered an application by Mr Alex Brander, on behalf of Tower Hamlets Trading Standards, for a review of the premises licence held by Huq Neighbours Limited in respect of Parnell Mini Market, 177a Parnell Road, London E3 2RT ("the Premises"). The review was based on the licensing objective of the protection of children from harm.

The Sub-Committee heard from Mr Brander that on the 1st December 2021, Trading Standards received a complaint from a concerned parent about the sale of alcohol to underage children. The parent stated the child had been able to purchase alcohol despite not having money for it, with the premises allowing the child to have a 'tab' with them. Mr Brander stated that as part of the Trading Standards operation, on the 13th December 2021, two underage police cadets were instructed to buy alcohol from the premises. Mr Brander said the test purchase occurred at approximately 18:48 hours, when the cadets were sold a can of lager. Mr Brander said that at no point during the transaction did the person serving at the till challenge the cadets for proof of age.

The Sub-Committee heard from Mr Brander that when Mr MD Al Mamunul Huq, the Designated Premises Supervisor, was interviewed by Trading Standards, he stated that the person at the till, Mr Mehedi Hasan did not think the female cadet was underage and therefore allowed the transaction. Mr Brander said it was clear the person manning the till did not understand what it meant to operate a Challenge 25 policy. Furthermore, when interviewed Mr Huq did not comprehend what a proxy sale was as it is illegal for an adult to buy alcohol on behalf of a child. Although in this instance the cadet was 16 years of age. Mr Brander said it was evident Mr Huq's staff did not know how to apply the Challenge 25 policy, nor had he trained his staff on sales by proxy.

The Sub-Committee heard from Mr Brander that as part of the investigation, entries had been made in the training log to show staff had been given training in regard to the sale of age-restricted products. He said originally three entries were in the log, 08/03/21, 10/03/21 and 07/09/21. This was verified by a photograph taken by the Trading Standards Tobacco Enforcement Officer, who had visited the premises on the 12th November 2021, in respect to the selling of tobacco products to underage children. However further entries had been made in the log for 17/10/21, 24/10/21, 15/11/21 and 29/11/21. Mr Brander said Mr Huq sent the training records to him on the 20th December 2021 (page 231 of the agenda pack). Mr Brander had noted that the last four entries then appearing on the extract of the training log sent by Mr Huq had been added after the visit from the Trading Standards Tobacco Enforcement Officer. The Sub-Committee noted that only the last of these four entries should have been added to the training log since

the Trading Standards Tobacco Enforcement Officer's visit on 12th November 2021, and that the entries dated 17/10/21, 24/10/21, and 15/11/21 had not been there at the time of the visit to the premises on 12th November 2021, according to Mr Brander's evidence, with particular reference to page 238 of the agenda pack. The Sub-Committee noted from Mr Brander that when Mr Huq was interviewed on the 20th January 2022, he was unable to satisfactorily explain these additions to the log.

The Sub-Committee were concerned to hear from Mr Brander that the premises had a track record of selling age-restricted goods to minors. He said the premises had been prosecuted for the sale of cigarettes to underage people, following a test purchase operation on the 8th March 2020 and 29th July 2021. Mr Brander said following those occasions, Mr Huq and the premises were each fined £440.

The Sub-Committee heard from Mr Brander about the text messages Mr Huq had sent his staff following the incident of 29th July 2021, whereby he instructed his staff to be careful of test purchasers, and the Sub-Committee shared Mr Brander's concern that this was no substitute for adequate training or operation of an effective challenge policy. The Sub-Committee shared concern expressed by Mr Brander that Mr Huq was unfit to operate a premises licence, as he did not fully comprehend or appreciate the licensing objectives and had on a number of occasions as designated premises supervisor, presided over a licensed business which had sold age-restricted goods to underage persons.

The Sub-Committee noted representations made by Mr Anwar Khan, solicitor for the designated premises supervisor, that his client had sent his staff on a professional training course, since the incident of 13th December 2021; staff were now aware of how to apply the Challenge 25 policy; Mr Huq intended to follow this up with monthly in-house refresher courses; Mr Huq would be monitoring his staff, when not in the premises by calling and texting his staff members to ensure they did not sell age-restricted products to underage children; the signage within the premises had also been improved to show they operated the Challenge 25 policy; and Mr Huq apologised for the errors and asked for the licence not to be revoked.

However, the Sub-Committee found the designated premises supervisor's representations wholly unconvincing, especially because when questioned about whether the premises operated a 'tab' system of payment, Mr Huq said it was common practice for the premises to offer 'tabs' in lieu of payment, which they did once they had verified the identity of the customer and the customer was known to them. The Sub-Committee found this to be a serious breach of responsibility in terms of leaving it open to minors to obtain alcohol through a tab system.

Furthermore, the Sub-Committee considered that the track record of the business in relation to underage sales of age-restricted goods left them with no confidence that the premises licence holder and designated premises supervisor would uphold the licensing objective of protecting children from harm. A premises licence to sell alcohol is granted on trust. If that trust has

been severely broken by a poor track record of compliances in relation to preventing underage sales, then that business cannot be trusted to retain its licence. Nor does it suffice to point to instances where underage sales have not taken place, because compliance with the law on some occasions cannot excuse non-compliances on other occasions, nor show that the business can be trusted to be consistent in upholding the licensing objectives.

Accordingly, the Sub-Committee unanimously;

RESOLVED

That the application for a review of the Premises licence for Parnell Mini-Market, 117a Parnell Road, London E3 2RT be **GRANTED and that the premises licence be revoked.**

~~5. EXTENSION OF DECISION DEADLINE: LICENSING ACT 2003~~

~~Extension of deadline: Licensing Act 2003~~

~~Members agreed to extend the decision deadlines for the applications below to the dates stated; Licensing applications were extended due to the impact of the pandemic, and were adjourned under regulation 11 of the Licensing Act 2003 (Hearings) Regulations 2005, it was in the public interest to do so, and did not require representation from parties to the applications.~~

Premises	Extended to:
Kill the Cat 14 Market Street, London E1	30/06/2022
Silver Sockeye AKA The Terrible Thames, Wapping Pier, King Henry's Stairs, Wapping High Street, London E1W 2NR	30/06/2022
Snake Collective, 144-146 Commercial Street, London E1 6N	30/06/2022
Rapha Racing Cycle Club, Café & Store, Spitalfields Market, 61-63 Brushfield Street, London E1 6AA	30/06/2022

The meeting ended at 8.09 p.m.

Chair, Councillor Mohammed Pappu
Licensing Sub Committee

Corinne Holland

From: Mohshin Ali
Sent: 02 May 2023 16:58
To: Corinne Holland
Cc: s.gibson [REDACTED]
Subject: FW: Parnell Mini-Market, 117a Parnell Road, London E3 2RT

Dear Licensing Authority,

Licensing Act 2003

New premises licence application: (Parnell Mini Market), 117a Parnell Road, London E3 2RT

I write following my representation of 12th April 2023 with additional evidence.

I have received confirmation that Huq Neighbours Ltd has been paying the business since 22nd March 2019 and is still the current business rates payer for the above premises.

Kind regards,

Mohshin Ali

Senior Licensing Officer
Licensing and Safety Team
Environmental Health & Trading Standards
Tower Hamlets Town Hall
160 Whitechapel Road
London E1 1BJ

[REDACTED]
www.towerhamlets.gov.uk licensing@towerhamlets.gov.uk

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[Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Instagram](#)

From: Christine [REDACTED]
Sent: 13 April 2023 09:48
To: Mohshin Ali <[REDACTED]>
Cc: [REDACTED] <[REDACTED]>
Subject: RE: Parnell Mini-Market, 117a Parnell Road, London E3 2RT

Hi Mohshin

Our records on Business Rates show we have been charging Huq Neighbours Ltd since 22.3.19

Email = huq_rikto*****

Mbe = 07534*****

Kind regards
Christine

Christine Watson (Wednesday PM, Thursday and Friday)
Senior Officer Business Rates (Ratebase Management)
London Borough of Tower Hamlets
Town Hall, 160 Whitechapel Road
London E1 1BJ

[Redacted]

[Redacted]

Appendix 7

Licensing Authority

By email: licensing@towerhamlets.gov.uk

Place Directorate
Public Realm

Head of Environmental Health
& Trading Standards: David
Tolley

Enquiries to: Alex Brander

T: [REDACTED]

E: [REDACTED]

www.towerhamlets.gov.uk

4 April 2023

Ref: CLC/LIC/158040

Dear Sir/Madam

Licensing Act 2003 – Application for a premises licence at 117a Parnell Road, London, E3 2RT

I am a Trading Standards Officer acting as Responsible Authority, making comment on the application for a new premises licence at (Parnell Mini Market) 117a Parnell Road, London, E3 2RT.

The previous licence was revoked by the Tower Hamlets Licensing Sub-Committee on the 22nd March 2022, following an application submitted by this Responsible Authority. The application was made on the grounds of the then licensee, Huq Neighbours Ltd, failing to uphold the licensing objective of the protection of children from harm. Huq Neighbours Ltd owned and operated Parnell Mini Market at 117a Parnell Road, London, E3 2RT.

The application was made as a result of age-restricted goods being sold to people under the age of 18 on three separate occasions between March 2020 and December 2021, specifically:

- Cigarettes sold to a 15 year old on 8th March 2021
- Cigarettes sold to a 16 year old on 29th July 2021
- Alcohol sold to a 16 year old on 13th December 2021

The sale of cigarettes that occurred on the 8th March 2021 was made by Mr Md Mamunal Huq. Mr Huq is the sold Director of Huq Neighbours Ltd and was the Designated Premises Supervisor at 117a Parnell Road. Mr Huq and Huq Neighbours Ltd were prosecuted and fined for this offence. Huq Neighbours Ltd was also prosecuted and fined for the offences that occurred on the 29th July 2021 and 13th December 2021.

The decision to revoke the premises licence was upheld by the Court following an appeal hearing at Thames Magistrates' Court on the 28th February 2023. During this hearing Mr Huq acknowledged that he was the sole decision maker for Huq Neighbours Ltd and at Parnell Mini Market.



This Responsible Authority submits to oppose the new premises licence application, made by Monira Sirazum, on the grounds that the applicant is the wife of Md Mamunal Huq.

To the best of this Responsible Authority's knowledge Monira Sirazum has little to no experience in running a licensed premises and had little involvement at Parnell Mini Market whilst Huq Neighbours Ltd was the licensee.

Monira Sirazum has become the sole director of Parnell Supermarket Ltd, a company that was only incorporated on 13th March 2023.

This Responsible Authority strongly suspects that Md Maminul Huq will effectively be running the business under Monira Sirazum's name. It was the repeated failings in the management of the business by Md Maminul Huq that ultimately led to the licence being revoked. We suspect that this new application has been made to circumvent the revocation which would undermine the decision of the Licensing Sub-Committee and the Court following the appeal.

There is consideration to propose a condition that Md Maminul Huq have no involvement in the operation of the business, including managing or working there. However, we ultimately move to have the application rejected, as we lack confidence that the protection of children from harm will be adhered to should it be granted.

Yours faithfully



Alex Brander
Senior Trading Standards Officer



Appendix 8

Corinne Holland

From: Alex McLean <[REDACTED]>
Sent: 22 March 2023 22:01
To: Licensing
Subject: Parnell Supermarket Licence

Follow Up Flag: Follow up
Flag Status: Completed

Hi,

Parnell Supermarket, (117A Parnell Road, E3 2RT) is my local convenience store.

I live next door at [REDACTED], and have lived here since Parnell Supermarket was set up. I can speak for the whole street when I say I have never had a problem with any antisocial behaviour, noise or had any disturbance of any kind.

The market is of great use to our neighbourhood. I use it daily to grab food, snacks and the occasional bottle of wine. I am very upset to see their alcohol licence be revoked and would be most grateful if it could be restored at the earliest convenience.

Thanks,
Alex Mclean

Appendix 9

Corinne Holland

From: Pirozzolo, Dan <[REDACTED]>
Sent: 20 March 2023 19:37
To: Licensing
Subject: Premises License Representation -- Parnell Supermarket (117A Parnell Road, E3 2RT)

Follow Up Flag: Follow up
Flag Status: Completed

Hi there,

I'm writing as an individual who lives incredibly close to Parnell Supermarket and as someone who is happy to vouch for the store.

The store serves the local community by selling a very broad range of products from a location very close by to where we live, and staying open most hours of the day in order to do so, and it is therefore incredibly convenient to the community living in the close vicinity of the store.

My partner and I live on [REDACTED] which connects to Parnell Supermarket. Due to this proximity, we would know if there was any public nuisance or any kind of antisocial behaviour in the area, but there simply isn't any. Instead the area is quiet, clean, and safe. We therefore always feel very comfortable in the area, and that feeling naturally extends to the Parnell Supermarket convenience store.

On this basis, there's no reason for Parnell Supermarket not to be allowed to sell alcohol like before, amongst the aforementioned very broad range of products they also sell.

It would be nice to have our local store back to selling the full range of products they did previously.

Hope you agree.

Many thanks,
Dan

Dan Pirozzolo

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Appendix 10

Corinne Holland

From: Julian Ball <[REDACTED]>
Sent: 22 March 2023 20:59
To: Licensing
Subject: Parnell Supermarket

Follow Up Flag: Follow up
Flag Status: Completed

Hi

I understand that Parnell Supermarket in Bow, E3 2RT, has had its licence revoked. Please reinstate this, this local shop is the community's best convenience store in the area, known and loved by all my neighbours and me. I have never seen any issues with trouble or bad behaviour, and the staff are always helpful, it would be a great loss if this decent local business were forced out.

Thank you

JULIAN CHARLES BALL

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Appendix 11



Tom Lewis
Head of Licensing
Tower Hamlets Council

HT - Tower Hamlets Borough

Licensing Office
Shoreditch Police Station

Email: [REDACTED]
www.met.police.uk

12 April 2023

Dear Sir,

Central East Police Licensing formally object to the application for a premises license for 117a Parnell Road, London, E3 2RT. The objection is on the grounds of preventing crime and disorder and protecting children from harm.

The previous license was revoked by Tower hamlets Licensing Sub-Committee on the 22nd March 22, following an application made by Tower Hamlets Council Trading Standards. The review was instigated as a result of age-restricted goods being sold to people under the age of 18 on three separate occasions between March 2020 and December 2021, specifically cigarettes and alcohol.

The current applicant is the wife of Mr Huq the previous Designated Premises Supervisor and the sole director of the company that held the license. We fear that Mr Huq will unless prevented continue to have effective control of the premises, which would be circumventing the decision of the licensing sub committee.

We therefore request that the following conditions are added to the license to ensure that the licensing objectives are upheld. Should the applicant be unwilling to accept these conditions we would ask that the application is refused.

1. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Tower Hamlets Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time

stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31 day period.

2. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
3. An incident log shall be kept at the premises, and be available on request to the Police or an authorised officer. It must be completed within 24 hours of any incident and will record the following:
 - a) all crimes reported to the venue;
 - b) all ejections of patrons;
 - c) any complaints received concerning crime and disorder
 - d) any incidents of disorder;
 - e) all seizures of drugs or offensive weapons;
 - f) any faults in the CCTV system, searching equipment or scanning equipment;
 - g) any refusal of the sale of alcohol;
 - h) any visit by a relevant authority or emergency service.
4. A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record shall be available for inspection at the premises by the police or an authorised officer at all times whilst the premises is open.
5. All staff whose responsibilities include the retail sale of alcohol shall receive training about the prevention of underage sales on induction and then every 6 months thereafter. This training shall be recorded and the records to be available on request to the Police or any authorised officer. The training to include:
 - a) the operation of the challenge XX scheme;
 - b) types of acceptable ID;
 - c) the method of recording challenges;
 - d) the likely consequences of making an underage sale;
 - e) refusing sales to persons who appear to be drunk;
 - f) proxy sales.

6. Md Al Mamunul Huq not to be allowed on the premises when licensable activities are taking place

Kind Regards

Mark



PC Mark Perry
Central East Licensing Unit
Metropolitan Police Service (MPS)
[REDACTED]
A: Licensing Office, 2nd Floor Stoke Newington Police Station

Appendix 12

Corinne Holland

From: Nicola Cadzow
Sent: 22 March 2023 15:39
To: Licensing
Cc: Mark Perry; Stewart Gibson
Subject: 158040 - New premises license application for Parnell Mini-Market 117a Parnell Road

Follow Up Flag: Follow up
Flag Status: Completed

Good afternoon Licensing,

I have no objections to the new premises license application for Parnell Mini-Market 117a Parnell Road following agreement by the application to the addition of the noise condition below:

- No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises, which gives rise to a public nuisance.

Kind regards

Nicola Cadzow
Environmental Protection Officer
Place Directorate

From: Stewart Gibson <[REDACTED]>
Sent: Wednesday, March 22, 2023 3:20 PM
To: Nicola Cadzow <[REDACTED]>
Cc: Mark Perry <[REDACTED]>
Subject: Re: 158040 - New premises license application for Parnell Mini-Market 117a Parnell Road

Hi Nicola.

I can confirm my client is happy to accept the condition you propose.

Kind regards

Stewart

From: Nicola Cadzow <[REDACTED]>
Date: Wednesday, 22 March 2023 at 15:08
To: Stewart Gibson <[REDACTED]>
Cc: Mark Perry <[REDACTED]>
Subject: 158040 - New premises license application for Parnell Mini-Market 117a Parnell Road

Dear Sirazum Monira

I am reviewing your premises license application for Parnell Mini-Market 117a Parnell Road, ref 158040, with particular attention to the licensing objective for the prevention of public nuisance and wish for the following noise condition to apply as below:

- No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises, which gives rise to a public nuisance.

Await your confirmation

Kind regards

Nicola Cadzow
Environmental Protection Officer
Environmental Health and Trading Standards
4th Floor, Tower Hamlets Town Hall
160 Whitechapel Road
London, E1 1BJ



www.towerhamlets.gov.uk

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Please note: all s61 consents, dispensations and variations must be submitted [online](#).

Housing Licensing Consultation

We are currently consulting on the smaller HMO property licensing scheme (additional licensing), whether to renew the designation and extend it boroughwide. Please let us have your views at [Additional Licensing Scheme consultation](#) | [Let's Talk Tower Hamlets](#) and complete the questionnaire – Thank you

Appendix 13

Section 182 Advice by the Home Office Updated on December 2022

Relevant, vexatious and frivolous representations

9.4 A representation is “relevant” if it relates to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives. For example, a representation from a local businessperson about the commercial damage caused by competition from new licensed premises would not be relevant. On the other hand, a representation by a businessperson that nuisance caused by new premises would deter customers from entering the local area, and the steps proposed by the applicant to prevent that nuisance were inadequate, would be relevant. In other words, representations should relate to the impact of licensable activities carried on from premises on the objectives. For representations in relation to variations to be relevant, they should be confined to the subject matter of the variation. There is no requirement for a responsible authority or other person to produce a recorded history of problems at premises to support their representations, and in fact this would not be possible for new premises.

9.5 It is for the licensing authority to determine whether a representation (other than a representation from responsible authority) is frivolous or vexatious on the basis of what might ordinarily be considered to be vexatious or frivolous. A representation may be considered to be vexatious if it appears to be intended to cause aggravation or annoyance, whether to a competitor or other person, without reasonable cause or justification. Vexatious circumstances may arise because of disputes between rival businesses and local knowledge will therefore be invaluable in considering such matters. Licensing authorities can consider the main effect of the representation, and whether any inconvenience or expense caused by it could reasonably be considered to be proportionate.

9.6 Frivolous representations would be essentially categorised by a lack of seriousness. Frivolous representations would concern issues which, at most, are minor and in relation to which no remedial steps would be warranted or proportionate.

9.7 Any person who is aggrieved by a rejection of their representations on either of these grounds may lodge a complaint through the local authority’s corporate complaints procedure. A person may also challenge the authority’s decision by way of judicial review.

9.8 Licensing authorities should not take decisions about whether representations are frivolous, vexatious or relevant to the licensing objectives on the basis of any political judgement. This may be difficult for councillors who receive complaints from residents within their own wards. If consideration is not to be delegated, contrary to the recommendation in this

Guidance, an assessment should be prepared by officials for consideration by the sub-committee before any decision is taken that necessitates a hearing. Any councillor who considers that their own interests are such that they are unable to consider the matter independently should disqualify themselves.

9.9 It is recommended that, in borderline cases, the benefit of the doubt about any aspect of a representation should be given to the person making that representation. The subsequent hearing would then provide an opportunity for the person or body making the representation to amplify and clarify it.

9.10 Licensing authorities should consider providing advice on their websites about how any person can make representations to them.

Appendix 14

Licensing Policy, updated November 2018

Crime and Disorder

- 7.1 Licensed premises, especially those offering late night / early morning entertainment, alcohol and refreshment for large numbers of people, can be a source of crime and disorder problems and to store prescribed information.
- 7.2 When addressing crime and disorder the applicant should initially identify any particular issues (having regard to their particular type of premises and / or activities) which are likely to adversely affect the promotion of the crime and disorder licensing objective. Such steps as are required to deal with these identified issues should be included within the applications operating schedule. Where the Metropolitan Police, acting as a responsible authority, makes recommendations in respect of an application relating to the licensing objectives the Licensing Authority would expect the applicant to incorporate these into their operating schedule.
- 7.3 Applicants are recommended to seek advice from Council Officers and the Police as well as taking into account, as appropriate, local planning and transport policies, with tourism, cultural and crime prevention strategies, when preparing their plans and Schedules.
- 7.4 In addition to the requirements for the Licensing Authority to promote the licensing objectives, it also has duties under Section 17 of the Crime and Disorder Act 1998 to do all it reasonably can to prevent crime and disorder in the Borough and to share prescribed information.
- 7.5 The Licensing Authority, if its discretion is engaged, will consider attaching Conditions to licences and permissions to deter and prevent crime and disorder both inside and immediately outside the premises and these may include Conditions drawn from the Model Pool of Conditions relating to Crime and Disorder given in the Secretary of State's Guidance.
- 7.6 **CCTV** - The Licensing Authority, if its discretion is engaged, will attach conditions to licences, as appropriate where the conditions reflect local crime prevention strategies, for example the provision of closed circuit television cameras.

7.7 **Touting** – This is soliciting for custom. There has been a historic problem with Touting in the borough, mainly in relation to restaurants, and as such in 2006 the Council introduced a byelaw under Section 235 of the Local Government Act 1972 for the good rule and government of the London Borough of Tower Hamlets and for the prevention and suppression of nuisances.

As a result, in relation to premises where there is intelligence that touting is, or has been carried out, the Licensing Authority, where its discretion is engaged will insert a standard condition that prohibits 'touting' as follows:-

- 1) No person shall be employed to solicit for custom or be permitted to solicit for custom for business for the premises in any public place within a 500 meters radius of the premises as shown edged red on the attached plan.(marked as Appendix -)
- 2) Clear Signage to be placed in the restaurant windows stating that the premises supports the Council's 'No Touting' policy.

7.8 **Responsible Drinking** - The Licensing Authority expects alcohol to be promoted in a responsible way in the Borough. This should incorporate relevant industry standards, such as the Portman Group Code of Practice. Where appropriate and proportionate, if its discretion is engaged, the Licensing Authority will apply conditions to ensure responsible drinking. The Licensing Authority also recognises the positive contribution to best practice that "Pubwatch" and other similar schemes can make in promoting the licensing objectives and is committed to working with them.

Model Pool Conditions can be found in the Secretary of State's Guidance.

7.9 **Criminal Activity** - There is certain criminal activity that may arise in connection with licensed premises which the Licensing Authority will treat particularly seriously. These are the use of the licensed premises:

- for the sale and distribution of drugs controlled under the Misuse of Drugs Act 1971 and the laundering of the proceeds of drugs crime;
- for the sale and distribution of illegal firearms;
- for the evasion of copyright in respect of pirated or unlicensed films and music, which does considerable damage to the industries affected;
- for the illegal purchase and consumption of alcohol by minors which impacts on the health, educational attainment, employment prospects and propensity for crime of young people;
- for prostitution or the sale of unlawful pornography;
- by organised groups of paedophiles to groom children;

- as the base for the organisation of criminal activity, particularly by gangs;
- for the organisation of racist activity or the promotion of racist attacks;
- for employing a person who is disqualified from that work by reason of their immigration status in the UK;
- for unlawful gambling; and
- for the sale or storage of smuggled tobacco and alcohol.

The Secretary State's Guidance states that it is envisaged that licensing authorities, the police, the Home Office (Immigration Enforcement) and other law enforcement agencies, which are responsible authorities, will use the review procedures effectively to deter such activities and crime. Where reviews arise and this Licensing Authority determines that the crime prevention objective is being undermined through the premises being used to further crimes, it is expected that revocation of the licence, even in the first instance, should be seriously considered.

7.10 In particular the Licensing Authority is mindful of the Secretary of State's Guidance "Reviews arising in connection with crime".

7.11 From 1 April 2017, businesses which sell alcohol (for example, retailers of alcohol and trade buyers) will need to ensure that the UK wholesalers that they buy alcohol from have been approved by HMRC under the Alcohol Wholesaler Registration Scheme (AWRS). They will need to check their wholesalers Unique Registration Number (URN) against the HMRC online database which will be available from April 2017. This is an ongoing obligation and if a business is found to have bought alcohol from an unapproved wholesaler, they may be liable to a penalty or could even face criminal prosecution and their alcohol stock may be seized. Any trader who buys alcohol from a wholesaler for onward sale to the general public (known as a 'trade buyer') does not need to register unless they sell alcohol to other businesses. Examples of trade buyers would be pubs, clubs, restaurants, cafes, retailers and hotels. However, they will need to check that the wholesaler they purchase alcohol from is registered with HMRC. Further information may be found at: <https://www.gov.uk/guidance/the-alcohol-wholesaler-registration-scheme-awrs>.

Smuggled goods

7.12 The Licensing Authority will exercise its discretion to add a standard condition as follows:-

- 1) The premises licence holder and any other persons responsible for the purchase of stock shall not purchase any goods from door-to-door sellers other than from established traders who provide full receipts at the time of delivery to provide traceability.
- 2) The premises licence holder shall ensure that all receipts for goods bought include the following details:
 - i. Seller's name and address
 - ii. Seller's company details, if applicable
 - iii. Seller's VAT details, if applicable
 - iv. Vehicle registration detail, if applicable
- 3) Legible copies of the documents referred to in 2) shall be retained on the premises and made available to officers on request.
- 4) The trader shall obtain and use a UV detection device to verify that duty stamps are valid.
- 5) Where the trader becomes aware that any alcohol may be not duty paid they shall inform the Police of this immediately.

Olympic Park – Football Ground

7.13 Premises where Police intelligence shows that football supporters congregate within the borough should consider in their application form the following conditions:

- 1) On Match Days for premises licensed for the supply of alcohol for consumption on the premises:
 - a) Drinks shall only be supplied in polypropylene or similar plastic and all bottled drinks shall be poured into such drinking vessels before being handed to the customer. These should be made of recyclable materials.
 - b) Registered door staff shall be employed to control the entry and exits to the premises and to manage any licensed outside area(s).

Appendix 15

Guidance Issued by the Home Office under Section 182 of the Licensing Act 2003

Updated December 2022

Crime and disorder

- 2.1 Licensing authorities should look to the police as the main source of advice on crime and disorder. They should also seek to involve the local Community Safety Partnership (CSP).
- 2.2 In the exercise of their functions, licensing authorities should seek to co-operate with the Security Industry Authority (“SIA”) as far as possible and consider adding relevant conditions to licences where appropriate. The SIA also plays an important role in preventing crime and disorder by ensuring that door supervisors are properly licensed and, in partnership with police and other agencies, that security companies are not being used as fronts for serious and organised criminal activity. This may include making specific enquiries or visiting premises through intelligence led operations in conjunction with the police, local authorities and other partner agencies. Similarly, the provision of requirements for door supervision may be appropriate to ensure that people who are drunk, drug dealers or people carrying firearms do not enter the premises and ensuring that the police are kept informed.
- 2.3 Conditions should be targeted on deterrence and preventing crime and disorder including the prevention of illegal working in licensed premises (see paragraph 10.10). For example, where there is good reason to suppose that disorder may take place, the presence of closed-circuit television (CCTV) cameras both inside and immediately outside the premises can actively deter disorder, nuisance, anti-social behaviour and crime generally. Some licence holders may wish to have cameras on their premises for the prevention of crime directed against the business itself, its staff, or its customers. But any condition may require a broader approach, and it may be appropriate to ensure that the precise location of cameras is set out on plans to ensure that certain areas are properly covered and there is no subsequent dispute over the terms of the condition.
- 2.4 The inclusion of radio links and ring-round phone systems should be considered an appropriate condition for public houses, bars and nightclubs operating in city and town centre leisure areas with a high density of licensed premises. These systems allow managers of licensed premises to communicate instantly with the police and facilitate a rapid response to any disorder which may be endangering the customers and staff on the premises.

- 2.5 Conditions relating to the management competency of designated premises supervisors should not normally be attached to premises licences. It will normally be the responsibility of the premises licence holder as an employer, and not the licensing authority, to ensure that the managers appointed at the premises are competent and appropriately trained. The designated premises supervisor is the key person who will usually be responsible for the day to day management of the premises by the premises licence holder, including the prevention of disorder. A condition of this kind may only be justified as appropriate in rare circumstances where it can be demonstrated that, in the circumstances associated with particular premises, poor management competency could give rise to issues of crime and disorder and public safety.
- 2.6 The prevention of crime includes the prevention of immigration crime including the prevention of illegal working in licensed premises. Licensing authorities should work with Home Office Immigration Enforcement, as well as the police, in respect of these matters. Licence conditions that are considered appropriate for the prevention of illegal working in licensed premises might include requiring a premises licence holder to undertake right to work checks on all staff employed at the licensed premises or requiring that evidence of a right to work check, either physical or digital (e.g. a copy of any document checked as part of a right to work check or a clear copy of the online right to work check) are retained at the licensed premises.

Appendix 16

Protection of children from harm

- 10.1 The wide range of premises that require licensing means that children can be expected to visit many of these, often on their own, for food and/or entertainment. The protection of children from harm includes the protection of children from moral, psychological and physical harm. This includes not only protecting children from the harms associated directly with alcohol consumption but also wider harms such as exposure to strong language and sexual expletives (for example, in the context of exposure to certain films or adult entertainment). Home Office Guidance also expects Licensing authorities to consider the need to protect children from sexual exploitation when undertaking licensing functions.
- 10.2 Tackling Child Sexual Exploitation (CSE) is a key target both locally and nationally as such the Licensing Authority expects Licence Holders to:
- Understand that there are criminal offences in relation to sexual exploitation of a child,
 - Ensure that they and their employees have a basic awareness of the signs of CSE and how to report it;
 - Report any concerns to the appropriate authorities or to the Licensing Authority can advise them of the appropriate authority to report concerns to.
- 10.3 Applicants are to consult with the Responsible Authority designated for Child Protection listed in appendix 1 - List of Responsible Authorities of this who this Licensing Authority recognises to be competent body to advise on the protection of children from harm.
- 10.4 The Act does not prohibit children from having access to any licensed premises; the Council recognises that limitations may have to be considered where it appears necessary to protect children from harm.
- 10.5 The Licensing Authority will judge the merits of each separate application before deciding whether to impose conditions limiting the access of children to individual premises. The following are examples of premises that will raise concern:-
- Where there have been convictions, Fixed Penalty Notices (FPNs) or formal cautions for serving alcohol to minors or with a reputation for underage drinking

- With a known association with drug taking or dealing
 - Where there is a strong element of gambling on the premises
 - Where entertainment of an adult or sexual nature is provided
 - Where irresponsible drinking is encouraged or permitted.
- 10.6 Where its discretion is engaged, the Licensing Authority will consider any of the following options when dealing with a licence application where limiting the access of children is considered necessary to prevent harm to children:
- Limitations on the hours when children may be present,
 - Limitations on ages below 18,
 - Limitations or exclusion when certain activities are taking place,
 - Requirements for an accompanying adult,
 - Full exclusion of people under 18 from the premises when any licensable activities are taking place.
- 10.7 No conditions will be imposed requiring that children must be admitted to any premises and, where no limitation is imposed, this will be left to the discretion of the individual licensee.
- 10.8 The Act details a number of offences designed to protect children in licensed premises and the Licensing Authority will work closely with the police to ensure the appropriate enforcement of the law, especially relating to the sale and supply of alcohol to children.
- 10.9 All licence holders will be expected to comply the Portman Group Code of Practice, and in particular the Retailer Alert Bulletin by which the Portman Group informs licensed retailers, which products have been found to be in breach of the code, and should be removed from sale.
- 10.10 The Licensing Authority expects all licensed suppliers of alcohol to have robust measures, effectively managed and monitored, in place to ensure that minors are fully protected from harm. This will require operating plans to specify these measures and management controls taking into account paragraph 10.1 and 10.2 above. Where appropriate a written childcare policy should be available and be incorporated in the induction of staff.

- 10.11 The Licensing Authority will take appropriate and proportionate action where there are serious concerns in relation to the safe guarding of children in connection with a licensed premises, which may include consideration of applying for a review of the licence where there is significant evidence of undermining the licensing objective of the protection of children from harm.
- 10.12 The sale of alcohol to a minor is a criminal offence and Trading Standards will conduct appropriate covert test purchasing exercises and will take account of any complaints and intelligence received. The Act permits the use of children under the age of 18 to undertake test purchases.
- 10.13 Where there are age restrictions imposed by the Act on the licensable activities in respect of children below a certain age, then the licensee will be required to demonstrate that they have age verification systems in place. This Licensing Authority believes that Licensed Premises should have age verification policies to require individuals who appear to the person serving alcohol to be under the age of 25 years of age to produce on request appropriate identification. This is commonly referred to as the "Challenge 25 Scheme". The rationale for this is because it can often be difficult to judge how old teenagers are and "Challenge 25 age verification system" would provide licensed premises with margin of error to prevent underage sales. Thus Challenge 25 can help to empower staff to challenge customers where there is doubt about their age. In turn this is likely to reduce the risk of the owner, or the seller of the alcohol, committing an offence.
- 10.14 Training in age verification systems should be given to all persons who might be in a position to serve or refuse the sale of alcohol to children. The training should include a basic understanding of the law, seeking proof of age, verifying the authenticity of proof of age cards and handling and recording refusals.
- 10.15 Where proportionate and appropriate, and its discretion is engaged, the Licensing Authority will impose the following standard conditions in relation to age verification systems:
- 1) All tills shall automatically prompt staff to ask for age verification identification when presented with an alcohol sale.
 - 2) A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
 - 3) A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record

shall be available for inspection at the premises by the police or an authorised officer at all times whilst the premises is open.

- 4) All staff whose duties include the serving of alcohol must be trained in the requirements of this scheme including the importance of recording any refusals.

11 Access to Cinemas

- 11.1 Films cover a vast range of subjects, some of which deal with adult themes and / or contain, for example, scenes of horror or violence that may be considered unsuitable for children within certain age groups.
- 11.2 In order to prevent children from seeing such films, the Licensing Authority will impose conditions requiring licensees to restrict children from viewing age restricted films classified according to the recommendations of the BBFC, or the Council itself. The Licensing Authority will not consider reclassifying any films already classified by the BBFC. The Council will charge for classifying films, on a full cost recovery basis.
- 11.3 The Licensing Authority will classify films itself where it is satisfied that no BBFC classification exists. It will inform relevant licensee and require such classifications to be clearly contained in any advertising or informative material relating to such films.

12 Children and Public Entertainment

- 12.1 Many children go to see and / or take part in an entertainment arranged substantially for them. Consequently additional arrangements are required to safeguard them at such times.
- 12.2 Where 10.1 applies, and its discretion is engaged, the Licensing Authority will require the following arrangements in order to control their access and egress and to assure their safety:-
 - An adult member of staff to be stationed in the vicinity of each of the exits from any level, subject to there being a minimum of one member of staff per 50 children or part thereof,
 - No child unless accompanied by an adult to be permitted in the front row of any balcony,
 - No standing to be permitted in any part of the auditorium during the Performance.
- 12.3 Where children are taking part in any regulated entertainment, and its

discretion is engaged, the Licensing Authority will require the operating schedule to clearly state the steps taken to assure their safety.

- 12.4 Where its authority is engaged, the Licensing Authority will consider attaching conditions to licences and permissions to prevent harm to children, and these may include conditions drawn from the Model Pool of. Conditions that can be found in the Secretary of State's Guidance.

Appendix 17

Guidance Issued by the Home Office under Section 182 of the Licensing Act 2003

Updated December 2022

Protection of children from harm

- 2.22 The protection of children from harm includes the protection of children from moral, psychological and physical harm. This includes not only protecting children from the harms associated directly with alcohol consumption but also wider harms such as exposure to strong language and sexual expletives (for example, in the context of exposure to certain films or adult entertainment). Licensing authorities must also consider the need to protect children from sexual exploitation when undertaking licensing functions.
- 2.23 The Government believes that it is completely unacceptable to sell alcohol to children. Conditions relating to the access of children where alcohol is sold and which are appropriate to protect them from harm should be carefully considered. Moreover, conditions restricting the access of children to premises should be strongly considered in circumstances where:
- adult entertainment is provided;
 - a member or members of the current management have been convicted for serving alcohol to minors or with a reputation for allowing underage drinking (other than in the context of the exemption in the 2003 Act relating to 16 and 17 year olds consuming beer, wine and cider when accompanied by an adult during a table meal);
 - it is known that unaccompanied children have been allowed access;
 - there is a known association with drug taking or dealing; or
 - in some cases, the premises are used exclusively or primarily for the sale of alcohol for consumption on the premises.
- 2.24 It is also possible that activities, such as adult entertainment, may take place at certain times on premises but not at other times. For example, premises may operate as a café bar during the day providing meals for families but also provide entertainment with a sexual content after 8.00pm. It is not possible to give an exhaustive list of what amounts to entertainment or services of an adult or sexual nature. Applicants, responsible authorities and licensing authorities will need to consider this point carefully. This would broadly include topless bar staff, striptease, lap-, table- or pole-dancing, performances involving feigned violence or horrific incidents, feigned or actual sexual acts or fetishism, or entertainment involving strong and offensive language.

- 2.25 Applicants must be clear in their operating schedules about the activities and times at which the events would take place to help determine when it is not appropriate for children to enter the premises. Consideration should also be given to the proximity of premises to schools and youth clubs so that applicants take appropriate steps to ensure that advertising relating to their premises, or relating to events at their premises, is not displayed at a time when children are likely to be near the premises.
- 2.26 Licensing authorities and responsible authorities should expect applicants, when preparing an operating schedule or club operating schedule, to set out the steps to be taken to protect children from harm when on the premises.
- 2.27 Conditions, where they are appropriate, should reflect the licensable activities taking place on the premises. In addition to the mandatory condition regarding age verification, other conditions relating to the protection of children from harm can include:
- restrictions on the hours when children may be present;
 - restrictions or exclusions on the presence of children under certain ages when particular specified activities are taking place;
 - restrictions on the parts of the premises to which children may have access;
 - age restrictions (below 18);
 - restrictions or exclusions when certain activities are taking place;
 - requirements for an accompanying adult (including for example, a combination of requirements which provide that children under a particular age must be accompanied by an adult); and full exclusion of people under 18 from the premises when any licensable activities are taking place.
- 2.28 Please see also Chapter 10 for details about the Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010.

- 2.29 Licensing authorities should give considerable weight to representations about child protection matters. In addition to the responsible authority whose functions relate directly to child protection, the Director of Public Health may also have access to relevant evidence to inform such representations. These representations may include, amongst other things, the use of health data about the harms that alcohol can cause to underage drinkers. Where a responsible authority, or other person, presents evidence to the licensing authority linking specific premises with harms to children (such as ambulance data or emergency department attendances by persons under 18 years old with alcohol-related illnesses or injuries) this evidence should be considered, and the licensing authority should also consider what action is appropriate to ensure this licensing objective is effectively enforced. In relation to applications for the grant of a licence in areas where evidence is presented on high levels of alcohol-related harms in persons aged under 18, it is recommended that the licensing authority considers what conditions may be appropriate to ensure that this objective is promoted effectively.
- 2.30 The 2003 Act provides that, where a premises licence or club premises certificate authorises the exhibition of a film, it must include a condition requiring the admission of children to films to be restricted in accordance with recommendations given either by a body designated under section 4 of the Video Recordings Act 1984 specified in the licence (the British Board of Film Classification is currently the only body which has been so designated) or by the licensing authority itself. Further details are given in Chapter 10.
- 2.31 Theatres may present a range of diverse activities and entertainment including, for example, variety shows incorporating adult entertainment. It is appropriate in these cases for a licensing authority to consider restricting the admission of children in such circumstances. Entertainments may also be presented at theatres specifically for children. It will be appropriate to consider whether a condition should be attached to a premises licence or club premises certificate which requires the presence of a sufficient number of adult staff on the premises to ensure the wellbeing of the children during any emergency.

Offences relating to the sale and supply of alcohol to children

2.32 Licensing authorities are expected to maintain close contact with the police, young offenders' teams and trading standards officers (who can carry out test purchases under section 154 of the 2003 Act) about the extent of unlawful sales and consumption of alcohol by minors and to be involved in the development of any strategies to control or prevent these unlawful activities and to pursue prosecutions. Licensing authorities, alongside the police, are prosecuting authorities for the purposes of these offences, except for the offences under section 147A (persistently selling alcohol to children). Where, as a matter of policy, warnings are given to retailers prior to any decision to prosecute in respect of an offence, it is important that each of the enforcement arms should be aware of the warnings each of them has given.

Table of relevant offences under the 2003 Act Section	Offence	Prosecuting Authority
Section 145	Unaccompanied children prohibited from certain premises	Police and/or Licensing Authority
Section 146	Sale of alcohol to children	Police, Licensing Authority and/or Local Weights and Measures Authority
Section 147	Allowing the sale of alcohol to children	Police, Licensing Authority and/or Local Weights and Measures Authority
Section 147A	Persistently selling alcohol to children	Police and/or Local Weights and Measures Authority
Section 148	Sale of liqueur confectionery to children under 16. (This offence will be repealed by the Deregulation Act 2015 on 26 May 2015).	Police and/or Licensing Authority
Section 149	Purchase of alcohol by or on behalf of children	Police and/or Licensing Authority
Section 150	Consumption of alcohol by children	Police and/or Licensing Authority
Section 151	Delivering alcohol to children	Police and/or Licensing Authority
Section 152	Sending a child to obtain alcohol	Police and/or Licensing Authority
Section 153	Prohibition of unsupervised sales by children	Police and/or Licensing Authority

Appendix 18

Licensing Policy Relating to Hours of Trading

All applications have to be considered on their own merits.

The Council has however adopted a set of framework hours as follows:

- Monday to Thursday, from 06:00 hrs to 23:30 hrs
- Friday and Saturday, from 06:00 hrs to 00:00 hrs (midnight)
- Sunday, from 06:00 hrs to 22:30 hrs

(see 14.8 of the Licensing Policy)

In considering the applicability of framework hours to any particular application regard should be had to the following

- Location
- Proposed hours of regulated activities, and the proposed hours the premises are open to the public
- The adequacy of the applicant's proposals to deal with issues of crime and disorder and public nuisance
- Previous history
- Access to public transport
- Proximity to other licensed premises, and their hours

(See 14.9 of the licensing policy)

Subject to any representations to the contrary in individual cases the following premises are not generally considered to contribute to late night anti-social behaviour and will therefore generally have greater freedom

- Theatres
- Cinemas
- Premises with club premises certificates

Appendix 19

Planning

An application for a Premises Licence can be made in respect of a premises even where the premises does not have relevant Planning Permission. That application has to be considered and Members can only refuse the application where the application itself does not promote one of more of the Licensing Objectives. Members cannot refuse just because there is no planning permission. Where a Premises Licence is granted and which exceeds what is allowed by the Planning Permission and that Premises then operates in breach of planning then the operator would be liable to enforcement by Planning.