

# Public Document Pack

**Date of meeting** Thursday, 14th July, 2016  
**Time** 10.00 am  
**Venue** Committee Room 1, Civic Offices, Merrial Street,  
Newcastle-under-Lyme, Staffordshire, ST5 2AG  
**Contact** Sandra Bradbury 742231

## Licensing Sub-Committee

### AGENDA

#### PART 1 – OPEN AGENDA

- |   |  |                 |
|---|--|-----------------|
| 1 | Appendix A - Natural Justice Guidance Notes  | (Pages 3 - 4)   |
| 2 | Appendix B Human Rights Guidance Notes   | (Pages 5 - 6)   |
| 3 | Appendix C Procedure to be followed by the Sub-Committee                                   | (Pages 7 - 8)   |
| 4 | Application For the review of a Premise Licence - Keele Road Stores. Keele Road, Newcastle | (Pages 9 - 74)  |
| 5 | Background Information   | (Pages 75 - 82) |

**Members:** Councillors Hambleton (Chair), White and Winfield

**PLEASE NOTE:** The Council Chamber and Committee Room 1 are fitted with a loop system. In addition, there is a volume button on the base of the microphones. A portable loop system is available for all other rooms. Should you require this service, please contact Member Services during the afternoon prior to the meeting.

**Members of the Council:** If you identify any personal training/development requirements from any of the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Democratic Services Officer at the close of the meeting.

**Meeting Quorums :-** 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.

**FIELD\_TITLE**

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

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### GUIDANCE NOTES

#### NATURAL JUSTICE AND FAIRNESS

These are the principles used in the determination of just or fair processes and stem from the common law legal system.

According to Roman law, certain basic legal principles were so obvious that they should be applied universally without the need to be enacted into the law.

The rules of natural justice are now regularly applied by courts in both common law and civil law jurisdictions.

Natural justice operates on the principles that man is basically good, that a person of good intent should not be harmed and one should treat others as they would like to be treated.

Natural justice includes the notion of procedural fairness and may incorporate the following guidelines:-

- A person accused of a crime, or at risk of some form of loss, should be given adequate notice about the proceedings (including any charges);
- A person making a decision should declare any personal interest they may have in the proceedings;
- A person who makes a decision should be unbiased and act in good faith. He therefore cannot be one of the parties in the case, or have an interest in the outcome. This is expressed in the Latin maxim, *nemo iudex in causa sua*: “no man is permitted to be judge in his own cause”;
- Proceedings should be conducted so they are fair to all the parties – expressed in the Latin maxim, *audi alteram* : “let the other side be heard”;
- Each party to a proceeding is entitled to ask questions and contradict the evidence of the opposing party;
- A decision-maker should take into account relevant considerations and extenuating circumstances, and ignore irrelevant considerations;
- Justice should be seen to be done. If the community is satisfied that justice has been done they will continue to place their faith in the courts.

Where a person’s legal rights are concerned, the principles of natural justice are bolstered by Article 6 of the European Convention on Human Rights which is now incorporated into domestic law.

#### THE RULE AGAINST BIAS

It is elementary to the rules of natural justice that the deciding body is to be free from bias.

The rule is that the body must be and be seen to be impartial, independent and disinterested.

There are two broad categories of bias:

- (a) Actual Bias: when the decision-maker has an economic interest in the outcome of the case (also known as a material or pecuniary interest) subject to the De Minimum doctrine;
- (b) Reasonable Apprehension: unbiased appearance is an essential part of procedural fairness. The test is whether, having regard to the circumstances, a well informed person (“reasonably informed bystander”) would consider that the interest might have an influence on the exercise of the decision-maker’s duties.

### **GUIDANCE NOTES**

#### **HUMAN RIGHTS ACT 1998**

In considering allegations against Members you should have regard to the provisions of the Human Rights Act 1998 which embody the rules of natural justice.

#### **Rights and Freedoms to be considered when determining matters**

##### ARTICLE 6: RIGHT TO A FAIR TRIAL

1. In the determination of his civil rights and obligations or of any criminal charge against him, everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law. Judgement shall be pronounced publicly, but the press and public may be excluded from all or part of the trial in the interest of morals, public order or national security in a democratic society, where the interests of juveniles or the protection of the private life of the parties so require, or to the extent strictly necessary in the opinion of the court in special circumstances where publicity would prejudice the interests of justice.
2. Everyone charged with a criminal offence shall be presumed innocent until proved guilty according to law.
3. Everyone charged with a criminal offence has the following minimum rights:
  - (a) to be informed promptly, in a language which he understands and in detail, of the nature and cause of the accusation against him;
  - (b) to have adequate time and facilities for the preparation of his defence;
  - (c) to defend himself in person or through legal assistance of his own choosing or, if he has not sufficient means, to pay for legal assistance, to be given it free when the interests of justice so require;
  - (d) to examine or have examined witnesses against him and to obtain the attendance and examination of witnesses on his behalf under the same conditions as witnesses against him;
  - (e) to have the free assistance of an interpreter if he cannot understand or speak the language used in court.

##### ARTICLE 8: RIGHT TO RESPECT FOR PRIVATE AND FAMILY LIFE

1. Everyone has the right to respect for his private and family life, his home and his correspondence.
2. There shall be no interference by a public authority with the exercise of this right except such as is in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic well being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.

##### ARTICLE 10: FREEDOM OF EXPRESSION

1. Everyone has the right to freedom of expression. These rights shall include freedom to hold opinions and to receive and impart information and ideas without interference by public authority and regardless of frontiers. This Article shall not prevent States from requiring the licensing of broadcasting, television or cinema enterprises.

2. The exercise of these freedoms, since it carries with it duties and responsibilities, may be subject to such formalities, conditions, restrictions or penalties as are prescribed by law and are necessary in a democratic society, in the interests of national security, territorial integrity or public safety, for the prevention of disorder or crime, for the protection of health or morals, for the protection of the reputation or rights of others, for preventing the disclosure of information received in confidence, or for maintaining the authority and impartiality of the judiciary.

### ARTICLE 14: PROHIBITION OF DISCRIMINATION

The enjoyment of the rights and freedoms set fourth in this Convention shall be secured without discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.

NB This is not a substantive right, but comes into play if other rights are likely to have been infringed. The prohibition is wide, but not exhaustive

### ARTICLE 1: OF THE FIRST PROTOCOL PROTECTION OF PROPERTY

Every natural or legal person is entitled to the peaceful enjoyment of his possessions. No one shall be deprived of his possessions except in the public interest and subject to the conditions provided for by law and by the general principles of international law.

The preceding provisions shall not, however, in any way impair the right of a State to enforce such laws as it deems necessary to control the use of property in accordance with the general interest or to secure the payment of taxes or other contributions or penalties.

NB Possessions, in this context, includes the right to apply for a licence, the right to hold and retain a licence and the goodwill of a business.

NOTE In this context it is also particularly important for members to observe the rule against bias.

### PROCEDURE TO BE FOLLOWED BY THE LICENSING SUB-COMMITTEE

#### **NOTE:**

All hearings will normally be held in public. However, the Licensing Sub-Committee may exclude the public from all or part of a hearing where it considers that the public interest in so doing outweighs the public interest in the hearing or that part of the hearing taking place in public. A party or that party's representatives may be treated as a member of the public and therefore excluded from the meeting for all or part of the hearing, and all parties have the right to be represented and to call witnesses.

The Clerk to the Committee will have the right to ask questions on behalf of the Committee of any party to the proceedings.

#### **PROCEDURE:**

1. The Chair of the Sub-Committee will open the meeting and introduce the members of the committee and call upon the parties to identify themselves and their representatives and to identify any witnesses they intend to call.
2. The Chair of the Sub-Committee will call upon the Clerk to the Committee to explain to the parties the procedures which will be followed at the hearing. Unless the Chair directs otherwise, each party will normally have a maximum period of one hour in which to give further information and call any witnesses in support of their case. In every case, all parties will have an equal maximum period.
3. The Chair of the Sub-Committee will then normally call upon the interested party or the responsible authority which has made a relevant representation against the grant of an application to provide evidence in support of their representation.
4. The applicant will then have an opportunity to question that person
5. Members of the Sub-Committee will then have the opportunity to question that party or responsible authority.
6. Any person who has made relevant representations will then call any witness in support.
7. The applicant will then have an opportunity to question that witness.
8. Members of the Sub-Committee will then have the opportunity to question that person.
9. Stages 6 to 8 will then be repeated for each person making relevant representations.
10. The applicant will then have the opportunity to give evidence in response to the application and in response to the relevant representations which have been made.
11. The interested party or responsible authority will then have an opportunity to question the applicant.

12. Members of the Sub-Committee will then have the opportunity to question the applicant.
13. Stages 10 to 12 will be repeated for any witnesses on behalf of the holder of the applicant.
14. The interested party or responsible authority will have the right to address the sub committee.
15. The applicant will have the right to address the Sub-Committee in summing up his case.
16. All parties will then leave the room while the Sub-Committee consider their decision.
17. The Sub-Committee will normally make their determination at the conclusion of the hearing, but when this is not possible, will make its determination within the period of five working days beginning with the day on which the hearing was held.



## **APPLICATION FOR THE REVIEW OF A PREMISES LICENCE UNDER SECTION 51 OF THE LICENSING ACT 2003**

### **1. DETAILS OF APPLICATION FOR REVIEW OF A PREMISES LICENCE**

**PREMISES:** Keele Road Services.

**LOCATION:** 28 Keele Road Newcastle under Lyme  
Staffordshire ST5 2JX.

**APPLICANT:** Staffordshire County Council Trading Standards.

**APPLICATION FOR:** Review of the Premises licence on the grounds of the  
Protection of Children from Harm.

**DATE OF HEARING:** 14 July 2016.

### **2. GROUNDS FOR REVIEW**

This application for the review of a premises licence relates to the sale of alcohol to children and the failure of the premises to meet the Licensing Objective of the Protection of Children from Harm.

### **.3 THE APPLICATION FOR REVIEW**

An application for the review of a premises licence for Keele Road Stores, 28 Keele Road, Newcastle, Staffordshire, ST5 2JX was received from Staffordshire County Council Trading Standards in respect of the licensing objective relating to the Protection of Children from Harm (A copy of this application is attached at Appendix X). On the 25<sup>th</sup> March 2011 and 15<sup>th</sup> February 2016, the premise was subject to test purchase operations whereupon volunteer children under the legal age were sold alcohol, (please see image in Appendix 2). The sale on 15<sup>th</sup> February 2016 was witnessed by an Officer from Staffordshire Police.

Despite visits from Trading Standards staff to provide routine age restricted advice, the premise licence holder and Designated Premises Supervisor, Mr Harpal Singh has under caution, admitted that he has breached the licensing conditions for the maintenance of staff training records and refusals book. Mr Singh could only produce 2 staff training tests despite having 6 members of staff. The licencing objective relating to the Protection of children from Harm includes the failure to train staff on Challenge 25 and the failure to maintain records of training as of the premises licence conditions.

Trading Standards are requesting that additional conditions are attached to the premise licence. The conditions can be viewed on page 6 of the review application.

### **4 REPRESENTATIONS FROM OTHER RESPONSIBLE AUTHORITIES**

- i. On 12 May 2016, a representation was received from the Environmental Health Department at Newcastle-under-Lyme Borough Council in support of the review application (Attached at Appendix Y).

- ii. On 31 May 2016, a representation was received from Staffordshire Police in support of the review application (Attached at Appendix Z).

## **5. REPRESENTATIONS FROM OTHER PERSONS**

**There are no representations from any other persons.**

## **6. LEGAL CONSIDERATIONS**

### a). Licensing Objectives

The Licensing Act 2003 requires the Council to carry out its various licensing functions so as to promote the following four licensing objectives. These are:

- (i) The Prevention of Crime and Disorder
- (ii) Public Safety
- (iii) The Prevention of Public Nuisance
- (iv) The Protection of Children from Harm

### b). Policy Statement

The Licensing Act 2003 required the Council to publish a “Statement of Licensing Policy” that set out the policies the Council will generally apply to promote the licensing objectives when making decisions on applications made under the Act.

Copies of the Council’s Statement of Licensing Policy and the Government’s Statutory Guidance will be available at the Sub-Committee meeting .In making their decision on the application, the Sub-Committee are obliged to have regard to the Statutory Guidance and the Council’s own Statement of Licensing Policy. The Sub-Committee must also have regard to all the representations made and the evidence they hear. However the Sub-Committee must disregard any representations that do not relate to the promotion of the four licensing objectives.

The Sub-Committee may, where it considers that action under its statutory powers is appropriate, take any of the following steps for the promotion of the licensing objectives as set out above:-

- (a) to modify the conditions of the licence; either permanently or temporarily for a period of up to three months;
- (b) to remove the designated premises supervisor;
- (c) to suspend the licence for a period not exceeding three months;
- (d) to revoke the licence.

and for this purpose the conditions of the licence are modified if any of them are altered or omitted or any new condition is added.

The Sub-Committee are asked to note that they may not modify the conditions or take any other steps merely because they consider it desirable to do so. Any action taken must be appropriate in order to promote the licensing objectives

## **7. DETERMINATION REQUIRED**

**The Sub-Committee is asked to determine what action may be required in order to ensure that the licensing objectives are met at the Keele Road Services having regard to the legislation, the 4 licensing objectives, the council's licensing policy and guidance issued by the Secretary of State under s182 of the Licensing Act 2003.**

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Licensing Team  
Civic Offices  
Merrial Street  
Newcastle  
Staffs  
ST5 2AG



Public Protection  
20 Sidmouth Avenue  
Newcastle  
ST5 0QN

Telephone: (01782) 297012  
Facsimile: (01782) 297010  
E-mail: [fiona.chapman@staffordshire.gov.uk](mailto:fiona.chapman@staffordshire.gov.uk)  
Website: [www.staffordshire.gov.uk](http://www.staffordshire.gov.uk)

Please ask for Fiona Chapman  
For hearing impaired callers only, please call  
Minicom (01785) 854156

4<sup>th</sup> May 2016

Dear Responsible Authority

**Re: Application for Review of a Premise Licence under Section 51, Licensing Act 2003 – Keele Road Stores, 28 Keele Road, Newcastle, ST5 2JX**

Please find attached the standard form for the application for the review of a premises licence under the Licensing Act 2003. I also enclose together with the application form as appendices, copies of relevant exhibits as supporting evidence.

Please consider the postal copy of the application for review to be the copy served in accordance of the requirements of s.29 of the Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005, and that service conforming to the first class postal system is deemed achieved 1 working day from the date of this letter. Therefore, in accordance with s.38 of the 2005 regulations advertisement of the review by the licensing authority will be effective from Thursday 5<sup>th</sup> May 2016 for 28 consecutive days.

Please can you contact me to arrange the date of hearing before it is agreed with members of the licensing sub-committee?

Please do not hesitate to contact me for further information or clarification on the attached application.

Yours Sincerely

pp

Fiona Chapman  
Senior Community Safety Officer – Crime and Licensing



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*[Insert name and address of relevant licensing authority and its reference number (optional)]*

**Application for the review of a premises licence or club premises certificate under the  
Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form.  
If you are completing this form by hand please write legibly in block capitals. In all cases ensure  
that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.  
You may wish to keep a copy of the completed form for your records.

**I Tony Shore**

*(insert name of applicant)*

apply for the review of a premises licence under section 51 of the Licensing Act 2003 for the  
premises described in Part 1 below

**Part 1 – Premises or club premises details**

Postal address of premises or, if none, Ordnance Survey map reference or description Keele Road Stores 28 Keele Road	
Post town Newcastle Under Lyme	Post code (if known) ST5 2JX

Name of premises licence holder or club holding club premises certificate (if known) Harpal Singh
--

Number of premises licence or club premises certificate (if known) PL0046
--

**Part 2 - Applicant details**

I am

Please tick ✓ yes

- 1) an individual, body or business which is not a responsible authority (please read guidance note 1, and complete (A) or (B) below)
- 2) a responsible authority (please complete (C) below)
- 3) a member of the club to which this application relates (please complete (A) below)

**(A) DETAILS OF INDIVIDUAL APPLICANT (fill in as applicable)**

Please tick ✓ yes

Mr  Mrs  Miss  Ms  Other title  
(for example, Rev)

Surname  First names

I am 18 years old or over

Please tick ✓ yes

Current postal  
address if  
different from  
premises  
address

Post town

Post Code

Daytime contact telephone number

E-mail address  
(optional)

**(B) DETAILS OF OTHER APPLICANT**

Name and address
Telephone number (if any)
E-mail address (optional)

**(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT**

<b>Name and address</b> Tony Shore Community Protection Manager Public Protection Staffordshire County Council Wedgewood Building Tipping Street Stafford ST16 2DH
<b>Telephone number (if any)</b> 01785 277870
<b>E-mail address (optional)</b> antony.shore@staffordshire.gov.uk

**This application to review relates to the following licensing objective(s)**

- Please tick one or more boxes ✓**
- |   |                                     |
|---|-------------------------------------|
| 1) the prevention of crime and disorder | <input type="checkbox"/>            |
| 2) public safety                        | <input type="checkbox"/>            |
| 3) the prevention of public nuisance    | <input type="checkbox"/>            |
| 4) the protection of children from harm | <input checked="" type="checkbox"/> |



**Please state the ground(s) for review (please read guidance note 2)**

This application to review relates to the failure of the premise to meet the licensing objectives for the protection of children from harm.

**Responsible Authority:**

Section 13(4) of the Licensing Act 2003 and Regulation 7 of the Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005 makes a Local Weights and Measures Authority a responsible authority for the purposes of the legislation. Staffordshire County Council is a Weights and Measures Authority and that function is carried out by the Public Protection Trading Standards Team.

Staffordshire County Council seeks a review of the premise licence on the grounds that the premise licence holder (PLH), and designated premise supervisor (DPS), Mr Harpal Singh, has failed to take adequate steps at his premises to protect the children from harm which raises questions as to whether the business is operated in accordance with the promotion of the licensing objectives.

**Protection of Children from Harm**

By virtue of section 4 of the Licensing Act 2003, offences under s.146(1) of the Act, involving the sale of alcohol to an individual aged under 18 are relevant offences when considering a personal licence. Such offences can lead to the suspension or forfeiture of a personal licence.

Revised guidance issued by the Home Office in March 2015 states that the Government believes that it is completely unacceptable to sell alcohol to children. The guidance goes on to say the Secretary of State considers certain criminal activity that may arise in connection with licensed premises which should be taken particularly seriously. These include the use of the licensed premise 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.

Staffordshire County Council seeks a suspension of the premise licence on the grounds that the premise licence holder and designated premise supervisor Harpal Singh has failed to take adequate steps at the premises to protect children from harm which raises questions as to whether the business is operated in accordance with the promotion of the licensing objectives.

The history of this premise and that of the premise licence holder and designated premise supervisor, Harpal Singh, indicates a general disregard of the law which raises questions as to whether the business is managed in accordance with the promotion of the licensing objectives. The licensing authority has a duty to ensure that steps are taken to promote the licence objectives in the interests of the wider community and not those of the individual licence holder.

Please provide as much information as possible to support the application (please read guidance note 3)

Supporting documentation is provided in appendices to this application as follows;

Appendix 1 – A s.9 witness statement from Police Licensing for the sale of alcohol to our underage volunteers.

Appendix 2 – Photograph of alcohol

Appendix 3 – Copy of Premise Licence

Appendix 4 – Copy of Minor Variation submitted by Harpal Singh following previous failed Test Purchase.

Appendix 5 – Letter sent to Harpal Singh from Claire Ryles Newcastle Borough Council (NBC)

Appendix 6 – Letter sent to Harpal Singh from Kathryn Bevan following advice visit.

Here is a summary of events supporting this application.

**Premise history:**

25/03/2011 Keele Road Stores failed a test purchase for alcohol. The seller was Laura Beeston. Harpal Singh was interviewed following the failed test purchase, and agreed to put conditions on his premise licence.

10/06/2011 Harpal Singh submitted a minor variation to Newcastle Borough Council to add conditions to his premise licence following the failed test purchase.

04/07/2013 Advice visit carried out at the premise by Helen Ford from Trading Standards. No staff training records were available at the time of the visit.

22/01/2015 Claire Ryles (NBC) visited the premise to carry out a Licensing Inspection. During her visit there were no staff training records on site, and the refusals book had not been completed since 11/10/2014.

30/01/2015 Claire wrote to Harpal Singh informing him of the issues.

07/10/15 Kathryn Bevan from Trading Standards visited the premise to provide routine age restricted advice to the premise and spoke with Adreece Bachra (Harpal Singhs daughter) At the time of the visit, compliance with the premise licence conditions could not be demonstrated, as no posters were displayed, only small shelf edge labels, no staff training records available and no refusals book available. Kathryn subsequently wrote to Mr Harpal Singh on the 13th October to highlight these issues.

On 15<sup>th</sup> February 2016 Trading Standards carried out a test purchase operation in the Newcastle district. Keele Road Stores was tested as part of that operation. Sakinderjit Kaur sold 4 x 500ml can of pear cider to a 14 year old volunteer. The sale was witnessed by 9456 Licensing Officer Lisa Roberts from Staffordshire Police.

It is felt that Mr Harpal Singh has erred in his capacity as Premise Licence Holder and has not exercised all due diligence in preventing age restricted sales at the premise. This raises questions with regards to the premise licence holders conduct as a responsible retailer.

When interviewed under caution, Mr Harpal Singh admitted that he had not been complying with the condition regarding staff training, as he only started to complete staff training following the

visit to his premise by Kathryn Bevan in October 2015. He could only produce 2 staff training tests, despite having 6 members of staff. The refusals book produced was dated October 2015, he could not produce any previous ones. He claimed he did not remember the letter sent by Claire Ryles (NBC) but he could not demonstrate that he had been complying with the conditions added to his premise licence following the previous test purchase. Mr Harpal Singh admitted he had been complacent.

Sakinderjit Kaur has a limited understanding of English, and it was admitted at interview that she had not read any of the material produced by Trading Standards and she did not record in the refusals book, as she doesn't understand English very well.

**Recommendations:**

As such Trading Standards question whether Mr Harpal Singh is able to meet the licensing objectives. We therefore ask that the sub-committee consider a suspension of the premise licence.

Trading Standards ask that the sub-committee consider their powers of suspension, up to a maximum period of 3 months and a warning be issued to Mr Harpal Singh regarding his future conduct.

During this process, it has been noticed that the conditions attached to the current premise licence with regard to Protection of Children from Harm do not represent those offered up by the premise licence holder during the previous minor variation submission. Therefore, trading standards seek the attachment of the following conditions in their entirety under the Protection of Children from Harm;

**Protecting Children from Harm**

A Challenge 25 policy must be adopted and enforced at the premise where all persons who appear to be under the age of 25 must be challenged for acceptable identification to prove they are over the age of 18 prior to the purchase of alcohol.

The only acceptable forms of identification will be a valid photo driving licence, valid passport or a valid PASS approved proof of age card.

Challenge 25 posters must be displayed at all entrances to the premise, all areas where alcohol is displayed and at the cash till payment area.

Posters must be displayed prominently and in sight of customers & staffs.

At each till there must be placed a date of birth check card which must be kept updated at all times with the current date at which a person must be born to be aged 18 or over.

Cash registers in the premises must be fitted with automatic till prompts to ensure that Challenge 25 is implemented at all times.

A refusals register with details of all refusals must be maintained at the premise. The register must contain details of the staff member refusing the sale and must be checked on a 2 weekly basis by the Designated Premises Supervisor and signed and dated by the Designated Premises Supervisor.

The refusals register must be produced and made available for inspection at the time of the visit by any Responsible Authority.

**All persons involved in the sale of alcohol/age restricted products must receive initial and regular 6 monthly refresher training by the Designated Premises Supervisor or training provider with regards to the law in relation to the sale of alcohol/age restricted products. This will also include a written test of knowledge. Such training must be recorded and up to date training records of all such persons must be maintained at the premise and produced and made available for inspection at the time of the visit by any Responsible Authority.**

**Records for each person must be retained for a minimum of 12 months.**

Have you made an application for review relating to the premises before

Please tick ✓ yes

If yes please state the date of that application

Day Month Year

1	1	1	1	1	1	1	1
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If you have made representations before relating to the premises please state what they were and when you made them

Please tick ✓

yes

- I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate
- I understand that if I do not comply with the above requirements my application will be rejected

**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**

Part 3 – Signatures (please read guidance note 4)

Signature of applicant or applicant's solicitor or other duly authorised agent (please read guidance note 4). If signing on behalf of the applicant please state in what capacity.

Signature

.....

Date 28/4/2016

.....

Capacity Community Protection Manager

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 6) Fiona Chapman Senior Community Safety Officer Staffordshire County Council 20 Sidmouth Avenue Newcastle under Lyme Staffordshire	
Post town Newcastle under Lyme	Post Code ST5 0QN
Telephone number (if any) 01782 297012	
If you would prefer us to correspond with you using an e-mail address your e-mail address (optional) fiona.chapman@staffordshire.gov.uk	

#### Notes for Guidance

1. A responsible authority includes the local police, fire and rescue authority and other statutory bodies which exercise specific functions in the local area.
2. The ground(s) for review must be based on one of the licensing objectives.
3. Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
4. The application form must be signed.
5. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
6. This is the address which we shall use to correspond with you about this application.

# Appendix 1

**WITNESS STATEMENT**

CJ Act 1967, s.9; MC Act 1980, ss.5A(3) (a) and 5B; Criminal Procedure Rules 2005, Rule 27.1

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Statement of: **Lisa Roberts**

Age Over 18

Occupation

Licensing Officer

This statement (consisting of 1 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false, or do not believe to be true.

Signature: \_\_\_\_\_ Date: 11<sup>th</sup> April 2016

Tick if witness evidence is visually recorded  (supply witness details on rear)

I am a Licensing officer for Staffordshire Police, currently based at Hanley Police Station, Bethesda Street, Hanley, Stoke-on-Trent, Staffordshire, ST1 3DR attached to Northern Licensing Unit.

On 15<sup>th</sup> February 2016 I took part in a test purchase operation for underage sales of alcohol at 'off licence' premises led by Staffordshire Trading Standards.

At approximately 18.40 hours I entered Keele Road Stores, 28 Keele Road, Newcastle-under-Lyme, Staffordshire, ST5 2JX and proceeded to browse confectionary. Shortly after, the two volunteers entered the premise. Once they had selected the alcohol and proceeded to the tills, I positioned myself behind them. I witnessed the female behind the till, who I now know to be Sankinterjit KAUR, serve the volunteers with 4 x cans of Strongbow Pear Cider; no challenge was made. I witnessed the payment being made and once the transaction was complete, the volunteers exited the premise. I paid for the confectionary I had selected and then left the premise at approximately 18:45 hours.

Signature: \_\_\_\_\_

Signature Witnessed by: \_\_\_\_\_



# Appendix 2



# Appendix 3

Licensing Act 2003

# Premises Licence

# PL0046

LOCAL AUTHORITY



**NEWCASTLE-UNDER-LYME**  
BOROUGH COUNCIL

**Newcastle-under-Lyme Borough**

Central Services  
Civic Offices  
Merrial Street  
Newcastle-under-Lyme  
Staffordshire  
ST5 2AG

tel: 01782 717717

web: www.newcastle-staffs.gov.uk

## Part 1 - Premises Details

POSTAL ADDRESS OF PREMISES (OR IF NONE, ORDINANCE SURVEY MAP REFERENCE OR DESCRIPTION)

### Keele Road Stores

28 Keele Road, Newcastle-under-Lyme, Staffordshire, ST5 2JX.

Telephone 01782 617185

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- the sale by retail of alcohol

THE TIMES THE LICENCE AUTHORIZES THE CARRYING OUT OF LICENSABLE ACTIVITIES

Activity (and Area if applicable)	Description	Time From	Time To
M. The sale by retail of alcohol for consumption OFF the premises only			
	Monday - Saturday	8:00am	11:00pm
	Sunday	10:00am	10:30pm

THE OPENING HOURS OF THE PREMISES

Description	Time From	Time To
		Hours Premises are open to the public.
Monday - Saturday	08:00	23:00
Sunday	10:00	22:30

WHERE THE LICENCE AUTHORIZES SUPPLIES OF ALCOHOL, WHETHER THESE ARE ON AND /OR OFF SUPPLIES

- M. The sale by retail of alcohol for consumption OFF the premises only

## Part 2

NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE

Harpal Singh

28 Keele Road, Newcastle-under-Lyme, Staffordshire, ST5 2JX.  
Telephone 01782 617185

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)



Licensing Act 2003

# Premises Licence

**PL0046**

NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORIZES THE SUPPLY OF ALCOHOL

**Harpal SINGH**

**28 Keele Road, Newcastle-under-Lyme, Staffordshire, ST6 2JX.  
Telephone 01782 617185**

PERSONAL LICENCE NUMBER AND ISSUING AUTHORITY OF PERSONAL LICENCE HELD BY DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORIZES FOR THE SUPPLY OF ALCOHOL

**Licence No. STOKEOT 239333**

**Issued by Stoke-on-Trent**



**Premises Licence**

## ANNEXES

**ANNEX 1 - MANDATORY CONDITIONS****Alcohol**

1. No supply of alcohol may be made under the premises licence:-

- a) at a time when there is no designated premises supervisor in respect of the premises licence, or
- b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

**Mandatory Licensing Conditions - In Force from 1st October 2010**

1.

- a) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.
- b) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

2. The responsible person shall ensure that:

Where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures-

- (i) beer or cider: ½ pint;
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
- (iii) still wine in a glass: 125 ml; and
- (b) customers are made aware of the availability of these measures.

**ANNEX 2 - EMBEDDED RESTRICTIONS****Off Licence**

Alcohol shall not be sold or supplied except during the hours as stated on this licence.  
In this condition, authorised hours means:

- a. On weekdays, other than Christmas Day, 8 a.m. to 11 p.m.
- b. On Sundays, other than Christmas Day, 10 a.m. to 10.30 p.m.
- c. On Christmas Day, 12 noon to 3 p.m. and 7 p.m. to 10.30 p.m.
- d. On Good Friday, 8 a.m. to 10.30 p.m.

Alcohol shall not be sold in an open container or be consumed in the licensed premises.

**ANNEX 3 - CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE**

A Challenge 25 policy will be adopted in order to reduce the potential for underage sales of age restricted products including alcohol. If a customer appears to be under 25 years of age and they cannot prove that they are eligible to purchase the age restricted item with a valid UK Photocard Driving Licence, a valid UK Passport or PASS accredited proof of age scheme card, they will be refused service.



# Premises Licence

**ANNEXES (continued)**

Challenge 25 posters will be displayed at the premises to reinforce this policy. The posters will be displayed prominently and in sight of customers and staff.

A Refusals Register is to be used to record all incidents when a sale is refused. The register is to be kept in the store at all times unless it is requested by the police or officers of responsible authorities. (The Refusals Registers are available from Trading Standards; Tel No 0300 111 8000).

All staff working at the premises involved in the sale of age restricted products including the sale and supply of alcohol will receive ongoing training. This will be recorded in a staff training register and will also include a written test of knowledge. The training records must be made available to police and officers of responsible authorities on request.

Records shall be retained at the premise.

A recording CCTV system will be fitted:-

A benchmark recording without recording any people will be made to check against subsequent images recorded in the future;

The picture will be clear enough to identify people, the time and date displayed will be correct;

The cameras will cover all vulnerable areas and will be sited to cover all entrances, exits.

The lighting will be sufficient to enable the camera to see.

All recordings to be retained for a minimum period of 28 days from date of recording;

All recordings are to be made available to the police and officers of responsible authorities on request. Recordings must be provided in a downloadable format (preferably onto a disc) suitable for use in any criminal proceedings.

## ANNEX 4 - CONDITIONS ATTACHED AFTER A HEARING BY THE LICENSING AUTHORITY

Not applicable.

## ANNEX 5 - PLAN(S)


Head of Central Services



Licensing Act 2003

# Premises Licence Summary

**PL0046**

LOCAL AUTHORITY	
 <p><b>NEWCASTLE-UNDER-LYME</b> BOROUGH COUNCIL</p>	<p><b>Newcastle-under-Lyme Borough</b>                  Central Services                  Civic Offices                  Merril Street                  Newcastle-under-Lyme                  Staffordshire                  ST5 2AG</p> <p>tel: 01782 717717                  web: www.newcastle-staffs.gov.uk</p>

## Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION	
<p><b>Keele Road Stores</b>                  28 Keele Road, Newcastle-under-Lyme, Staffordshire, ST5 2JX.</p>	<p>Telephone 01782 617185</p>

WHERE THE LICENCE IS TIME LIMITED THE DATES
Not applicable

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE
- the sale by retail of alcohol

THE TIMES THE LICENCE AUTHORIZES THE CARRYING OUT OF LICENSABLE ACTIVITIES			
Activity (and Area if applicable)	Description	Time From	Time To
M.	The sale by retail of alcohol for consumption OFF the premises only		
	Monday - Saturday	08:00	23:00
	Sunday	10:00	22:30

THE OPENING HOURS OF THE PREMISES			
Description	Time From	Time To	Hours Premises are open to the public.
Monday - Saturday	08:00	23:00	
Sunday	10:00	22:30	

WHERE THE LICENCE AUTHORIZES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES
- M. The sale by retail of alcohol for consumption OFF the premises only

NAME (REGISTERED) ADDRESS OF HOLDER OF PREMISES LICENCE
<p>Harpal Singh                  28 Keele Road, Newcastle-under-Lyme, Staffordshire, ST5 2JX.</p>

REGISTERED NUMBER OF HOLDER (FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE))





Licensing Act 2003

# Premises Licence Summary

**PL0046**

NAME OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL

**Harpal Singh**

STATE WHETHER ACCESS TO THE PREMISES BY CHILDREN IS RESTRICTED OR PROHIBITED

**Not applicable.**



# Appendix 4

Rec no 353203

Est

Please note  
Premises to be known as  
KEELE ROAD STORES, NOT Premier  
Keele Rd Stores.

£89  
charge  
7-7-11  
18/7/11 16.25  
S/A

Application for a minor variation to a premises licence or club premises certificate under the Licensing Act 2003 as confirmed via telephone call with Mrs Singh

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the Guidance Notes at the end of the form, especially Note 1. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and in black ink. Use additional sheets if necessary. Once completed please send your application to the relevant licensing authority. You may wish to keep a copy of the completed form for your records.

HARPAL SINGH

(Insert name(s) of applicant)

being the premises licence holder(s) / club holding a club premises certificate, apply to vary a premises licence under section 41A / club premises certificate under section 86A of the Licensing Act 2003 for the premises described in Part 1 below.

Part 1 - Premises details

Postal address of premises (or, if none, ordnance survey map reference, or description)	
28 KEELE ROAD NEWCASTLE-UNDER-LYME	
Post town	Post Code
STAFFORDSHIRE	ST5 2JX

Telephone number at premises (if any)

01782 617185

Premises licence number/club premises certificate number

PL0046

Brief description of premises (Please see Guidance Note 2)
CONVENIENCE STORE, OFFERING PAYPOINT, PAYZONE AND LOTTERY SERVICES TO CUSTOMERS, ALSO LICENSED AND PROVIDES DAILY NEWSPAPERS.

## Part 2 – Applicant Details

I am/ we are the premises licence holder/~~club premises certificate holder~~  
Contact phone number in working hours (if any)

Please tick  yes

Applicant Postal address IF DIFFERENT FROM PREMISES ADDRESS	
Post town	Postcode
Please provide email address if you would prefer us to contact you by email (optional)	

## Part 3 – Proposed variation(s)

Do you want the proposed variation to have effect as soon as possible?

Please tick  yes

Day Month Year

If not, from what date do you want the variation to take effect?

Please describe the proposed variation(s) in detail in the box below and explain why you consider that they could not have an adverse effect on the promotion of any of the licensing objectives (See Guidance Note 1). This should include whether new or increased levels of licensable activities will be taking place indoors or outdoors (indoors may include a tent):

<p>Details of proposed variations (Please see Guidance Note 3)</p> <p><del>We would like to operate the 'under 25' rule,</del> <del>whereby any customer we feel looks under the age</del> <del>of 25 years will be asked for identification.</del></p> <p>See attached licensing conditions.</p>
---

**Details of proposed variations (Continued)**

\*

[Empty box for details of proposed variations]

**Part 4 – Operating Schedule**

Please tick those parts of the Operating Schedule which would be subject to change if this application to vary were successful.

Provision of regulated entertainment

- |   |                          |
|---|--------------------------|
|   | <i>Please tick ✓ yes</i> |
| a. plays  | <input type="checkbox"/> |
| b. films  | <input type="checkbox"/> |
| c. indoor sporting events   | <input type="checkbox"/> |
| d. boxing or wrestling entertainment  | <input type="checkbox"/> |
| e. live music   | <input type="checkbox"/> |
| f. recorded music   | <input type="checkbox"/> |
| g. performances of dance  | <input type="checkbox"/> |
| h. anything of a similar description to that falling within (e), (f) or (g) | <input type="checkbox"/> |

Provision of entertainment facilities for

- |   |                          |
|---|--------------------------|
|   | <i>Please tick ✓ yes</i> |
| i. making music   | <input type="checkbox"/> |
| j. dancing  | <input type="checkbox"/> |
| k. entertainment of a similar description to that falling within (i) or (j) | <input type="checkbox"/> |

Provision of late night refreshment

Sale by retail of alcohol

(Note that this can only relate to reducing licensed hours, or moving them without any overall increase between 7am and 11pm)

*Wotton*

**Enclosures**

I have enclosed the premises licence/~~club premises certificate~~

I have enclosed the relevant part of the premises licence/  
club premises certificate

I have included a copy of the plan  
(necessary if the proposed variation will affect the layout) *N/A*.

If you have not ticked one of the previous three boxes, please explain why in the box below.

Reasons why you have failed to enclose the premises licence/~~club premises certificate~~ or relevant parts.

Any further information to support your application. (See Guidance Note 4)

**CHECKLIST:**

Please tick ✓ yes

- I have made or enclosed payment of the fee
- I have enclosed the plan, if appropriate, of the premises in scale [1mm to 100mm], unless otherwise agreed with the licensing authority
- I have enclosed the premises licence/~~club premises certificate~~ or relevant part of it or provided an explanation
- I understand that if I do not comply with the above requirements my application will be rejected.
- I understand that I am required to advertise my application by posting a white notice a or on the premises for ten consecutive working days commencing on, and including the day after the day when my application is given to the licensing authority.

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.

**Part 5 – Signatures and Contact Details**

(See Guidance Note 5)

**Premises Licence:** Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent. (See Guidance Note 6) If signing on behalf of the applicant, please state your name and in what capacity you are authorised to sign:

HARJALSINGH  
Signature:

Date: 10/06/2011  
Capacity: I / We (insert full name and capacity)

sign on behalf of and have authority to bind the applicant.

( - - ) Where the premises licence is jointly held, signature of 2<sup>nd</sup> applicant (the current premises licence holder) or 2<sup>nd</sup> applicant's solicitor or other authorised agent (See Guidance Note 7). If signing on behalf of the applicant please state in what capacity.

Sign:

Date:

Capacity: I / We (insert full name and capacity)

sign on behalf of and have authority to bind the applicant.

Where the premises is a club

( I (insert full name) make this application on behalf of the club and have authority to bind the club

Signature:

Date:

Capacity: I / We (insert full name and capacity)

sign on behalf of and have authority to bind the applicant.

<b>Contact name (where not previously given) and address for correspondence associated with this application. (See Guidance Note 8)</b>	
<b>Post town</b>	<b>Post code</b>
<b>Telephone number (if any)</b>	<b>If you would prefer us to correspond with you by email your email address (optional)</b>



### Notes for Guidance

**1. General Note:** The minor variations process can only be used for variations that could have no adverse impact on the promotion of any of the four licensing objectives. (These are: the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm.)

It cannot be used to:

- extend the period for which the licence or certificate has effect;
- transfer the licence or certificate from one premises to another;
- specify, in a premises licence, an individual as the premises supervisor
- add the sale by retail or supply of alcohol as an activity authorised by a licence or certificate;
- authorise the sale by retail or supply of alcohol at any time between 11pm and 7am;
- authorise an increase in the amount of time on any day during which alcohol may be sold by retail or supplied;
- include the alternative licence condition referred to in section 41D(3) in a premises licence.

**2. Description of premises.** For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. This should include any activities in or associated with 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, the presence of gaming machines, etc.

**3. Give full details of all the proposed variation(s).** Failure to provide sufficient information may lead to the refusal of your application. Details should include a description of the proposed variation(s) in terms as precise as possible. If you are not precise, the licensing authority may decide that the changes you propose would be potentially broader in scope than you intend and reject your application as not being a 'minor' variation. You should also include a statement about why you consider the variations proposed could not have an impact on the licensing objectives listed in section 4(2) of the Act. You should cover each of the objectives that could possibly apply to your proposal (or if more than one, to each proposal) and say why you think there could be no adverse impact on that objective. Your application will be assisted by including as much information as you can about this. (However, there is a box at the end of the form for 'further information', and this should be used for any relevant background information not directly related to the variation). Relevant information includes:

a) Variations to licensable activities/licensing hours (all timings should be given in 24 hour clock (e.g. 16.00). Only give details for the days of the week when you intend the premises to be used for the activity), such as:

- Whether new or increased levels of licensable activities will be taking place indoors or outdoors. Indoors may include a tent;
- Relevant further details, for example whether music will be amplified or unamplified;
- Standard days and timing when the activity will take place, including start and finish times;
- Any seasonal variations in timings, e.g. additional days during the summer;
- Non-standard timings, e.g. where you wish the activity to go on longer on a particular day such as Christmas Eve.

b) Variations to premises/club layout: If you are applying for a variation to the layout of your premises, you must include a revised plan. You should be aware that your application is likely to be refused if the proposed variation could:

- increase capacity for drinking on the premises;
- affect access between the public part of the premises and the rest of the premises or the street or public way, e.g. block emergency exits or routes to emergency exits; or

- impede the effective operation of a noise reduction measure.

c) **Revisions, removals and additions of conditions:** The minor variation process may be used to remove conditions which are out of date or invalid and to revise conditions which are unclear (as long as the intention and effect remains the same). It can also be used to add a new condition volunteered by the applicant or mutually agreed between the applicant and a responsible authority, such as the police or the environmental health authority (subject to impact on the licensing objectives).

d) **Variations to opening hours:** Details of any changes to hours when the premises or club is open to the public.

4. **Further information:** You should use this box to provide any additional evidence to support your claim that the proposed variation is 'minor' and could not have an adverse impact on the promotion of the licensing objectives.

5. **Signatures:** The application form must be signed.

6. **Authorised agent:** An applicant's agent (e.g. solicitor) may sign the form on their behalf and, in so doing, will be confirming that they have actual authority to do so.

7. **2<sup>nd</sup> Applicant:** Where there is more than one applicant both applicants or their respective agents must sign the application form.

8. **This is the address which we shall use to correspond with you about this application. This might not be the same as the address of the premises or applicant, but these addresses must also be provided."**

### Licensing Conditions

1- A Challenge 25 policy will be adopted in order to reduce the potential for underage sales of age restricted products including alcohol. If a customer appears to be under 25 years of age and they cannot prove that they are eligible to purchase the age restricted item with a valid UK Photocard Driving Licence, a valid UK Passport or PASS accredited proof of age scheme card, they will be refused service.

2 - Challenge 25 posters will be displayed at the premises to reinforce this policy. The posters will be displayed prominently and in sight of customers and staff.

3 - A Refusal Register is to be used to record all incidents when a sale is refused. The register is to be kept in the store at all times unless it is requested by the police or officers of responsible authorities (The Refusal Registers are available from Trading Standards; Tel No 0300 111 8000).

4 - All staff working at the premises involved in the sale of age restricted products including the sale and supply of alcohol will receive ongoing training. This will be recorded in a staff training register and will also include a written test of knowledge. The Training records must be made available to police and officers of responsible authorities on request. Records shall be retained at the premise.

5 - A recording CCTV system will be fitted:-

A benchmark recording without recording any people will be made to check against subsequent images recorded in the future;

The picture will be clear enough to identify people; the time and date displayed will be correct;

✘ The cameras will cover all vulnerable areas and will be sited to cover all entrances, exits.

The lighting will be sufficient to enable the camera to see.

All recordings to be retained for a minimum period of 28 days from date of recording;

All recordings are to be made available to the police and officers of responsible authorities on request. Recordings must be provided in a downloadable format (preferably onto a disc) suitable for use in any criminal proceedings.

# Public Notice

## Licensing Act 2003: Minor Variation of Premises Licence

I/we (1) **HARPAL SINGH**

Do hereby give notice that I/we have applied to the Licensing Authority at Newcastle Borough Council for a minor variation to the (2) Premises Licence/Club Registration Certificate at

(3) **28 KEELE ROAD, NEWCASTLE-UNDER-LYME, ST5 2JX.**

and known as (4) **PREMIER, KEELE ROAD STORES**

The application is to:- (5)

**ADD FURTHER CONDITIONS TO THE PREMISE LICENCE, INCLUDING THE OPERATION OF CHALLENGE 25, A REFUSALS REGISTER, STAFF TRAINING AND THE OPERATION OF CCTV.**

Any person wishing to make representations to this application may do so by writing to Newcastle Borough Council, Licensing Section, Central Services, Civic Offices, Merrial Street, Newcastle-under-Lyme, ST5 2AG or by email to [licensing@newcastle-staffs.gov.uk](mailto:licensing@newcastle-staffs.gov.uk) not later than (6)

..... Representations received after this date cannot be considered.

A copy of the application can be viewed at Newcastle Borough Council, Licensing Section, Central Services, Civic Offices, Merrial Street, Newcastle-under-Lyme, ST5 2AG, during normal office hours.

It is an offence knowingly or recklessly to make a false statement in connection with this application, the maximum fine on summary conviction being £5,000.

Signed: .....  
*Applicant / on behalf of the applicant*

Dated: .....

*(Note: This notice must be prominently displayed on the premises to which it relates where it can be seen by members of the public for 10 working days starting on the day after the day on which the application was given to South Staffordshire District Council)*

- (1) Insert name of applicant (normally holder of Premises Licence or club Premises Certificate)
- (2) Delete that not applicable
- (3) Insert postal address of premises
- (4) Insert name premises is known by
- (5) Insert brief description of proposed variation
- (6) Insert date 10 working days after the date the application is given to the Local Authority

# Appendix 5

**Case Officer: Claire Ryles**  
**Email: [claire.ryles@newcastle-staffs.gov.uk](mailto:claire.ryles@newcastle-staffs.gov.uk)**  
**Reference: Licensing Inspection / 014008**  
**Date: 30 January 2015**

**For the attention of Mr Harpal Singh**

**Keele Road Stores  
Keele Road  
Newcastle Under Lyme  
Staffordshire  
ST6 2JX**

**Dear Mr Singh**

**Licensing Act 2003  
Gambling Act 2005  
Health Act 2006**

**Re: Licensing Inspection of Keele Road Stores**

I refer to the inspection of the above premises on 22 January 2015. The purpose of the visit was to assess your compliance with the above legislation.

At the time of my visit there were some issues that will need to be addressed. Please find your Licensing Report Attached.

If you would like to discuss any matters raised at the time of my visit or have any general queries please do not hesitate to contact me on the number provided.

Yours faithfully

**Claire Ryles  
Licensing Enforcement Team**

**NOTES ABOUT THE ATTACHED PREMISES INSPECTION REPORT**

- You may do works other than those specified in the report but these must be agreed with the inspecting officer and achieve the same minimum standard or objective.
- This report only covers the areas inspected as they were found at the time of the inspection, however it should be noted that this is not an exhaustive report covering all legislation relevant to the company's undertakings as this would not be possible given the time period spent on the premises.
- Under the Freedom of Information Act 2000, a copy of this and any previous report relevant to this premises, may be requested by any person or organisation.

**Licensing Enforcement Team Environmental Health**

**Licensing Inspection Report**

**Business details**

<i>Name of Designated Premises Supervisor</i>	Mr Harpal Singh
<i>Trading name</i>	Keele Road Stores
<i>Business address:</i>	Keele Road Stores, Keele Road, Newcastle Under Lyme, Staffordshire, ST5 2JX

**Intervention details**

<i>Date, time &amp; intervention type</i>	22 January 2015 Full inspection/ Partial inspection
<i>Specific law under which intervention conducted</i>	Licensing Act 2003 Gambling Act 2005 Health Act 2006
<i>Areas inspected/audited</i>	Whole Premises and Smoking Area
<i>Names of persons seen/interviewed</i>	Mr Harpal Singh
<i>Documents and records examined</i>	Premises license, refusals book

**Schedule A – Requirements in accordance with the conditions of your Premise Licensing Schedule.**

**❖ 1. Inspection Issues**

<i>No.</i>	<i>Item</i>
1.	<p>Your premises license states that, "All staff working at the premises involved in the sale of age restricted products including the sale and supply of alcohol will receive ongoing training. This will be recorded in a staff training register and will also include a written test of knowledge. The training records must be made available to police and officers of responsible authorities on request. These records must be kept at the premises."</p> <p>At the time of my visit there were <u>no staff training records on site</u>. Please could you complete training with your staff and then keep the records at the premises. Supporting documents are enclosed with this letter.</p>

Continued .....



<b>No.</b>	<b>Item</b>
2.	<p>Your premises license states that, "A refusals register is to be used to record all incidents when a sale is refused."</p> <p>At the time of my visit your last refusal recorded in the book was 11.10.2014. This is quite a significant time ago and I would ask that remind your staff that it is a condition in the license that they must record all refusals.</p>

# Appendix 6

Mr Harpal Singh  
Keele Road Stores  
28 Keele Road  
Newcastle-under-Lyme  
ST5 2JY

Telephone: (01782) 297008  
Facsimile: (01782) 297010  
E-mail: [kathryn.bevan@staffordshire.gov.uk](mailto:kathryn.bevan@staffordshire.gov.uk)  
Website: [www.staffordshire.gov.uk](http://www.staffordshire.gov.uk)

Please ask for Kathryn  
For hearing impaired callers only, please call  
Minicom (01785) 276207

Dear Mr Singh

13 October 2015

Re: Licensing Act 2003  
&  
Tobacco Advertising and Promotions Act 2002

I visited your premise on 7<sup>th</sup> October 2015, and spoke with Adreeca Bachra. At the time of my visit you were not complaint with some of the conditions on your premise licence.

Under section 136 of the Licensing Act 2003 a person commits an offence if he carries on or attempts to carry on a licensable activity on or from any premises otherwise than under and in accordance with an authorisation.

I have listed below the conditions which were non-compliant at the time of my visit. The conditions are listed (in bold), as it appears on the premise licence, followed by an explanation of the breach;

- **All staff working at the premises involved in the sale of age restricted products including the sale and supply of alcohol will receive on going training. This will be recorded in a staff training register and will include a written test of knowledge. The training records must be made available upon request.** Staff training records were not available at the time of my visit
- **A refusals register is to be used to record all incidents when a sale is refused. This was not available at the time of my visit.**
- **Challenge 25 posters will be displayed at the premises to reinforce this policy. At the time of my visit there were no posters displayed, just a small shelf edge label.**

You must rectify the above immediately. If you do not, then you may be liable on summary conviction of up to a £20,000 fine and/or up to 6 months imprisonment for each offence committed.

If you are unable to comply with the condition immediately you must stop selling alcohol until such time as you are compliant with the conditions on the Premise Licence. This will entail the removal or the covering of all alcohol on display in the premise.

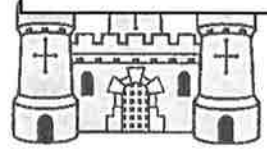


On a separate but related matter, a price list for tobacco was not available at the time of my visit. This is a requirement under the above legislation. I have enclosed guidance on the tobacco display ban for your information, which details the requirements for a price list. Please now ensure you have a written price list available for the tobacco you sell as per the enclosed guidance.

If you need any further information or wish to discuss any of the above please contact me on 01782 297008

Yours sincerely

**Kathryn Bevan**  
**Enforcement Officer – Community Safety**



**NEWCASTLE  
UNDER LYME**  
**BOROUGH COUNCIL**

Civic Offices  
Merrial Street  
Newcastle-under-Lyme  
Staffordshire  
ST5 2AG

**Classification: NULBC PROTECT Organisational**

**Case Officer: Miss Claire Ryles Tel: 01782 742524**

**Email: [claire.ryles@newcastle-staffs.gov.uk](mailto:claire.ryles@newcastle-staffs.gov.uk)**

**Reference: SRU 97214**

**Date: 12 May 2016**

Licensing Department  
Newcastle Under Lyme Borough Council  
Civic Offices  
Merrial Street  
Staffordshire  
ST5 2AG

Dear Sir/Madam

**Re: Licensing Act 2003 – Supporting Representation for the Application for the review of a Premises License – Keele Road Stores, 28 Keele Road, Newcastle Under Lyme, ST5 2JX**

Newcastle Under Lyme Borough Council, Environmental Health Department wish to submit representations in connection with the review of the premises license at the above named premises.

The Licensing Enforcement Team is part of the Environmental Health Department, and is one of the Responsible Bodies for Newcastle Under Lyme Borough Council Licensing Authority. One of the roles of the Licensing Enforcement Team is to carry out inspections to monitor compliance under the Licensing Act 2003.

On 22 January 2015 a routine inspection was conducted at Keele Road Stores, 28 Keele Road, Newcastle Under Lyme, Staffordshire, ST5 2JX. The person interviewed was Mr Harpal Singh who was the Designated Premises Supervisor (DPS) and Premises License Holder (PLH) of Keele Road Stores.

Mr Singh was asked to produce his staff training records but there were no records available. It was explained to Mr Singh that it was condition of the premises license for all staff to be trained, including a written test, and for the records of training to be kept at the premises.

Mr Singh was asked to produce his refusals register. The register was available, the last entry being 11/10/2014. As it was quite a significant time since the last recorded refusal, it was explained to Mr Singh that it was a condition of the premises license to record all incidents when the sale of an age restricted product is refused and he should remind his staff to use the register on every relevant occasion.

At the end of the inspection the details of the premises license were checked with Mr Singh and his new email address was recorded as

On 30 January 2015 a licensing report was composed and posted to Mr Singh. The report detailed the matters arising from the inspection which needed to be addressed immediately, namely, staff training and use of the refusals register. A copy of this report can be found at **Appendix 1**.

Classification: NULBC **PROTECT** Organisational

On the same day an email was sent to the address supplied by Mr Singh, with training materials attached. The email also reminded Mr Singh that all staff should undergo staff training, evidence of which should be kept at the premises. A copy of this email can be found in **Appendix 2**.

On 10 May 2016, Following the application to review the premises license submitted by the Public Protection Team, I carried out a routine visit at the premises with regards to the statutory blue notice which needs to be displayed according to the Licensing Act 2003. During this visit I spoke to a member of staff to explain the process and left my contact details so that Mr Harpal Singh could contact me if necessary.

On 11 May 2016 I received a telephone call from Mr Singh requesting further information about the review process and a follow up inspection to look at the measures which had been put in place. A meeting was arranged for 13 May 2016.

On 13 May 2016 I visited the premises and carried out a full licensing inspection. Mr Singh showed me evidence of staff training, a refusals register and a till prompt. The premises was found to be fully compliant with some recommendations given. A copy of this report can be found in **Appendix 3**.

Although at the most recent inspection, the premises was found to be compliant with the conditions of the license, I must point out that this action was taken after the application to review, following two occasions where alcohol had been sold to underage volunteers and evidence of previous non-compliance. In light of the collective evidence presented in the review application, the PLH and DPS, Mr Harpal Singh has failed in his responsibilities to promote the Licensing Objective, Protection of Children from harm. It is on this basis that the Licensing Enforcement Team fully support the review application and subsequent recommendations submitted by the Public Protection Team.

Yours Faithfully

**Miss Claire Kyles**  
**Licensing & Enforcement Team**  
**Environmental Health Department**  
**Direct Line 01782 742524**  
**Mobile 07770544811**  
**Email [claire.ryles@newcastle-staffs.gov.uk](mailto:claire.ryles@newcastle-staffs.gov.uk)**

Classification: NULBC **PROTECT** Organisational

# **Appendix 1**

Report from inspection  
completed on 22 January  
2015

**Case Officer:** Claire Ryles  
**Email:** [claire.ryles@newcastle-staffs.gov.uk](mailto:claire.ryles@newcastle-staffs.gov.uk)  
**Reference:** Licensing Inspection / 014008  
**Date:** 30 January 2015  
**For the attention of Mr Harpal Singh**



Keele Road Stores  
Keele Road  
Newcastle Under Lyme  
Staffordshire  
ST5 2JX

Civic Offices  
Merrial Street  
Newcastle-under-Lyme  
Staffordshire  
ST5 2AG

Dear Mr Singh

**Licensing Act 2003  
Gambling Act 2005  
Health Act 2006**

**Re: Licensing Inspection of Keele Road Stores**

I refer to the inspection of the above premises on 22 January 2015. The purpose of the visit was to assess your compliance with the above legislation.

At the time of my visit there were some issues that will need to be addressed. Please find your Licensing Report Attached.

If you would like to discuss any matters raised at the time of my visit or have any general queries please do not hesitate to contact me on the number provided.

Yours faithfully

Claire Ryles  
Licensing Enforcement Team



NOTES ABOUT THE ATTACHED PREMISES INSPECTION REPORT

- You may do works other than those specified in the report but these must be agreed with the inspecting officer and achieve the same minimum standard or objective.
- This report only covers the areas inspected as they were found at the time of the inspection, however it should be noted that this is not an exhaustive report covering all legislation relevant to the company's undertakings as this would not be possible given the time period spent on the premises.
- Under the Freedom of Information Act 2000, a copy of this and any previous report relevant to this premises, may be requested by any person or organisation.

**Licensing Enforcement Team Environmental Health**

**Licensing Inspection Report**

**Business details**

<i>Name of Designated Premises Supervisor</i>	Mr Harpal Singh
<i>Trading name</i>	Keele Road Stores
<i>Business address:</i>	Keele Road Stores, Keele Road, Newcastle Under Lyme, Staffordshire, ST5 2JX

**Intervention details**

<i>Date, time &amp; intervention type</i>	22 January 2015 Full inspection/ Partial inspection
<i>Specific law under which intervention conducted</i>	Licensing Act 2003 Gambling Act 2005 Health Act 2006
<i>Areas inspected/audited</i>	Whole Premises and Smoking Area
<i>Names of persons seen/interviewed</i>	Mr Harpal Singh
<i>Documents and records examined</i>	Premises license, refusals book

**Schedule A –Requirements in accordance with the conditions of your Premise Licensing Schedule.**

❖ **1. Inspection Issues**

<i>No.</i>	<i>Item</i>
1.	<p>Your premises license states that, "All staff working at the premises involved in the sale of age restricted products including the sale and supply of alcohol will receive ongoing training. This will be recorded in a staff training register and will also include a written test of knowledge. The training records must be made available to police and officers of responsible authorities on request. These records must be kept at the premises."</p> <p>At the time of my visit there were no staff training records on site. Please could you complete training with your staff and then keep the records at the premises. Supporting documents are enclosed with this letter.</p>

Continued .....

<i>No.</i>	<i>Item</i>
2.	<p>Your premises license states that, "A refusals register is to be used to record all incidents when a sale is refused."</p> <p>At the time of my visit your last refusal recorded in the book was 11.10.2014. This is quite a significant time ago and I would ask that remind your staff that it is a condition in the license that they must record all refusals.</p>

# **Appendix 2**

Email sent on 30 January  
2015

## Ryles, Claire

---

**From:** Ryles, Claire  
**Sent:** 30 January 2015 12:23  
**To:**  
**Subject:** Licensing Act 2003 - Knowledge Test  
**Attachments:** Knowledge test.docx  
  
**Importance:** High

Dear Mr Singh

I write in relation to my licensing inspection on 22 January 2015.

I have posted a report to you today along with a copy of the attached document but just wanted to send you an electronic. Please could you complete the training with all of your staff complete and make sure the training records are kept at the premises.

If you have any questions please contact me.

Thanks, Claire Ryles

Licensing Enforcement  
Newcastle Under Lyme Borough Council  
(01782) 742524

[www.newcastle-staffs.gov.uk](http://www.newcastle-staffs.gov.uk)

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**STAFF NAME & SIGNATURE :** \_\_\_\_\_

**DPS NAME & SIGNATURE :** \_\_\_\_\_

**PREMISES :** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SCORE:** \_\_\_\_\_

**REFRESHER TRAINING DUE ON:** \_\_\_\_\_

**Licensing Act 2003 - Knowledge Test**

- 1) When serving alcohol you ask for ID from:
  - a. Anyone who looks under 16
  - b. Anyone who looks under 18
  - c. Anyone who looks under 21
  - d. Anyone who looks under 25
  
- 2) Who must NOT be served with an alcoholic product?
  - a. A person under 18 years
  - b. Somebody who is drunk
  - c. A person who you suspect is buying for persons underage
  - d. All of the above
  
- 3) How much alcohol by volume does a product need to have in it to be called an alcoholic drink?
  - a. 1%
  - b. 2%
  - c. 0.05%
  - d. More than 0.5%
  
- 4) What of the following forms of ID should you NOT accept?
  - a. Passport
  - b. Student Card
  - c. Photographic Driving Licence
  - d. Birth Certificate
  
- 5) What is the fixed penalty (on the spot fine) for serving alcohol to an under-age customer?
  - a. £30
  - b. £50
  - c. £80
  - d. £100
  
- 6) A Premises Licence may be suspended or revoked if the store fails more than one test purchase exercise.

## True or False

- 7) A Personal Licence holder must inform the Council which issued their licence if:
- They change their name
  - They change their place of work
  - They change their address
  - They are convicted of a relevant offence
- 8) Which of the following is not one of the licensing objectives
- Protection of children from harm
  - Prevention of public nuisance
  - Prevention of binge drinking
  - Prevention of crime and disorder
- 9) If you are trying to ascertain if a person is attempting to buy an age restricted product whilst underage which of the following would you look at?
- Their body language
  - Their physical appearance
  - The product they were buying
  - The payment method used
  - All of the above
- 10) If you suspect a person to be underage and they are attempting to buy an age restricted product, what is the first thing you must do?
- Ask them how old they are
  - Ask them their parents' names
  - Ask them for identification
  - Ask them to return with their parents
- 11) Someone you suspect is underage produces a Proof of Age card. What details would you check?
- Photograph
  - Date of birth
  - PASS hologram
  - Signature of parent
- 12) How should you refuse a person when you suspect they are drunk?
- Argue with them about how many drinks they have had
  - Be abusive to them
  - Be firm but polite
  - Direct them to another off-licence
- 13) A personal licence is valid for?
- 15 years
  - The lifetime of the holder

- c. Until the holder changes their place of work
- d. 10 years

14) What is the age limit for buying Lottery Tickets?

- a. 16
- b. 18
- c. 21

15) What is the age limit for buying tobacco?

- a. 16
- b. 18
- c. 21

16) Who is the Designated Premises Supervisor (DPS) for this premises?

17) Where would you find a copy of the Premises Licence displayed in this premises?



### **KNOWLEDGE TEST – ANSWERS**

1. C OR D

2. D

3. D

4. B & D

5. C

6. TRUE

7. A,C & D

8. C

9. E

10. C

11. A,B & C

12. C

13. D

14. A

15. B

16. DPS to complete

17. DPS to complete

# **Appendix 3**

Report from inspection  
completed on 13 May 2016

**Case Officer:** Claire Ryles  
**Email:** [claire.ryles@newcastle-staffs.gov.uk](mailto:claire.ryles@newcastle-staffs.gov.uk)  
**Reference:** Licensing Inspection / 015230  
**Date:** 20 May 2016  
**For the attention of Harpal Singh**



Keele Road Stores  
Keele Road  
Newcastle Under Lyme  
Staffordshire  
ST5 2JX

Civic Offices  
Merriai Street  
Newcastle-under-Lyme  
Staffordshire  
ST5 2AG

Dear Mr Singh

**Licensing Act 2003  
Gambling Act 2005  
Health Act 2006**

**Re: Licensing Inspection of Keele Road Stores, Keele Road, Newcastle Under Lyme, Staffordshire, ST5 2JX**

I refer to the inspection of the above premises on 13 May 2016. The purpose of the visit was to assess your compliance with the above legislation.

I am pleased to confirm that at the time of my visit your premises was found to be compliant with the above regulations and I will not be asking you to carry out any remedial works. There are however some recommendations, details of which can be found in the licensing report attached.

If you would like to discuss any matters raised at the time of my visit or have any general queries please do not hesitate to contact me on the number provided.

Yours faithfully

Claire Ryles  
Licensing Enforcement Team  
Tel: 01782 742524



*Working to be a co-operative council*

Contacting the Council: Switchboard 01782 717171 Fax 01782 711032 DX 20959 Text 07800 140048  
Email [webmaster@newcastle-staffs.gov.uk](mailto:webmaster@newcastle-staffs.gov.uk) www [newcastle-staffs.gov.uk](http://newcastle-staffs.gov.uk)

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NOTES ABOUT THE ATTACHED PREMISES INSPECTION REPORT

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- Under the Freedom of Information Act 2000, a copy of this and any previous report relevant to this premises, may be requested by any person or organisation.

Office Use Only: UNCLASSIFIED

**Licensing Enforcement Team Environmental Health**

**Licensing Inspection Report**

**Business details**

<i>Name of Designated Premises Supervisor</i>	Harpal Singh
<i>Trading name</i>	Keele Road Stores
<i>Business address:</i>	Keele Road, Newcastle Under Lyme, Staffordshire, ST5 2JX

**Intervention details**

<i>Date, time &amp; intervention type</i>	13/05/2016 - Full inspection
<i>Specific law under which intervention conducted</i>	Licensing Act 2003 Gambling Act 2005 Health Act 2006
<i>Areas inspected/audited</i>	Whole premises
<i>Names of persons seen/interviewed</i>	Harpal Singh
<i>Documents and records examined</i>	Premises license, training records, refusals register, till system.

**Schedule B – Recommendations**

<i>No.</i>	<i>Item</i>
1.	<u>Challenge 25</u> Please display extra challenge 25 posters included with this letter.
2.	<u>Training Records</u> Please ensure that all staff know where the training records are kept, so that they can be produced upon request from an authorised Officer.
3.	<u>DPS Authorisation</u> Although all staff have been verbally authorised and have received training I would recommend that you display a notice to show all staff authorised to sell alcohol. A template notice is included with this letter.

**DESIGNATED PREMISES SUPERVISOR (DPS)  
LETTER OF AUTHORISATION**

**To whom it may concern:**

I \_\_\_\_\_ being the Designated Premises Supervisor (DPS), and the holder of a Personal Licence am the person in a position of authority on the premises known as:

**Premises Licence Number:**

**Personal Licence Number:**

Hereby authorise the following named personnel to sell and supply alcohol, to comply with the licensing law and the licence conditions attached to the licence. This being either when I am present on the premises or in my absence when I am away from the premises. I can always be contactable on the following telephone number:

.....  
**NAMES OF AUTHORISED PERSONS:**

I, being a person named below am aware of and accept my responsibilities under the Licensing Act 2003 and will endeavour to comply in accordance with the licensing law and the licence conditions attached to the licence.

<b>Name</b>	<b>Personal Licence Number (If Applicable)</b>	<b>Non Personal Licence Holder (Please Tick)</b>

**DESIGNATED PREMISES SUPERVISOR**

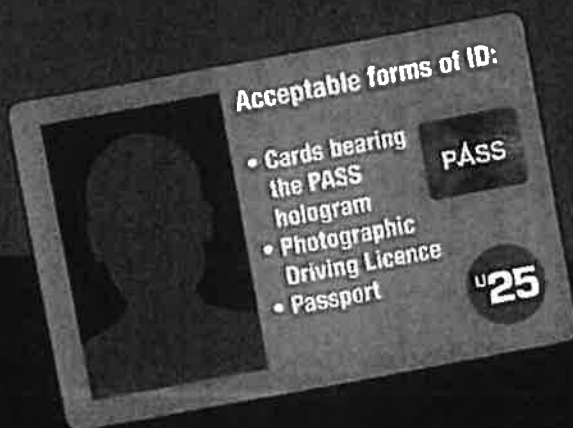
Name:

Signature:

Date:

# UNDER 25?

Please be  
prepared to show  
proof of age when  
buying alcohol



[drinkaware.co.uk](http://drinkaware.co.uk)







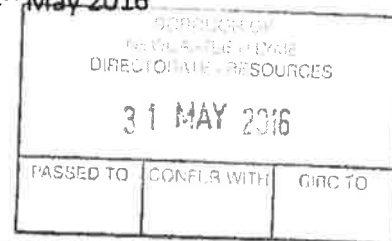


Keeping our communities  
safe and reassured



Licensing Department  
Newcastle-under-Lyme Borough Council  
Civic Offices  
Merrial Street  
Newcastle-under-Lyme  
Staffordshire  
ST5 2AG

Contact: SGT Karen Cooke  
Direct 01785 232840  
Line: 01785 218705  
Fax: LR/KC  
Our ref:  
Date: 24<sup>th</sup> May 2016



Dear Sir / Madam,

**Re: Application for the Review of a Premises Licence – Keele Road Stores, 28 Keele Road, Newcastle-under-Lyme, Staffordshire, ST5 2JX.**

Staffordshire Police wish to submit representations in connection with the Review of the Premises Licence at Keele Road Stores, 28 Keele Road, Newcastle-under-Lyme, Staffordshire, ST5 2JX.

On the 15<sup>th</sup> February 2016, Keele Road Stores was tested as part of a compliance test purchase operation conducted by Trading Standards. A member of staff at the premises sold alcohol to a 14 year old volunteer. The sale was witnessed by a Licensing Officer from Staffordshire Police. The seller in relation to this matter was formally interviewed and was subsequently dealt with via the Community Resolution process.

On the 14<sup>th</sup> May 2016, Staffordshire Polire received an anonymous report from a complainant that had witnessed a male enter Keele Road Stores, the previous day, and purchase some wine and Lager. They then witnessed this male go 200 yards along the road where he handed the items over to a female who appeared to be 13/14 years of age. The witness did go bac. ii to the store and advise the staff and was told that they could not stop the male ou chasing it as they did not know he was supplying to the child.

Staffordshire Police support the Review application submitted by Mr. Tony Shore, Community Protection Manager, Staffordshire County Council, on the 4<sup>th</sup> May 2016. Staffordshire Police believe that in light of the issues presented and that the Designated Premises Supervisor / Premises Licence Holder have failed in their



responsibilities to promote the licensing objectives, we respectfully request the Licensing Sub-Committee gives serious consideration to imposing the recommendations of Staffordshire County Council.

If you have any queries in relation to the above please do not hesitate to contact me.

Yours faithfully,

SGT 776 Karen Cooke  
Licensing Manager  
Northern Licensing Unit  
Hanley Police Station  
Bethesda Street  
Hanley  
Stoke-on-Trent  
Staffordshire  
ST1 3DR.

By virtue of paragraph(s) 1, 2, 7 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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