

**DETERMINATION OF AN APPLICATION FOR
A PREMISES LICENCE
42 ST MICHAELS ROAD ALDERSHOT GU12 4JE**

1.0 INTRODUCTION

- 1.1 This report concerns an application for a premises licence made under section 17 of the Licensing Act 2003 (the 'Act'). A representation has been received in respect of the application and invokes a statutory requirement to hold a hearing with members.
- 1.2 The report provides details of, and background to the application, and should be read in conjunction with the Council's licensing policy and Secretary of State's guidance. This, together with information obtained at the hearing should be used to determine the application.

2.0 BACKGROUND

- 2.1 An application for a premises licence was submitted on 25th October 2023 by Mr Arulampalam Sarvananthasivam in respect of a premises known as 42 St Michaels Road, Aldershot. GU12 4JE. A map of the area showing the general location of the premises is given at **appendix A**.

2.2 Nature of the application

- 2.3 The application seeks the retail sale of alcohol on any day from 08:00am to 23:00pm. A copy of the application form is given at **appendix B**.

2.4 Advertising of the application

- 2.5 I can confirm that each responsible authority (as specified in the Act) has received a copy of the application. Similarly, the application was advertised by the applicant in accordance with the requirements of the legislation both at the premises and in a local newspaper. The last date for representations was given as the 22nd November 2023.

3.0 REPRESENTATION(S)

- 3.1 One representation was received in respect of the application from a member of the public. A copy of the representation is given at **appendix C**.

3.2 NEGOTIATED CONDITIONS

- 3.3 Hampshire Constabulary agreed conditions with the applicant during the consultation period. A copy of the conditions agreed is given at **exhibit D**.

3.4 Relevance of Representation(s)

- 3.5 To be eligible to be considered, the Act requires a(ny) representation(s) to be '*relevant*'. A '*relevant representation*' is one that has been made by a responsible authority, any other person, a body representing such persons or a Member of the relevant licensing authority (i.e. elected councillors). Similarly, representations must not be frivolous or vexatious and must be about the likely effect of the grant of the licence on the promotion of the licensing objectives.

The licensing objectives are defined in the Act and include -

- (a) the prevention of crime and disorder;
- (b) ensuring public safety;
- (c) the prevention of public nuisance; and
- (d) the protection of children from harm.

Against the above criteria, the representations are considered relevant in this case, as they concern the licensing objective the prevention of crime and disorder.

4.0 OTHER DATA PROTECTION ISSUES

- 4.1 In accordance with data protection requirements, any personal details, addresses, contact details and/or signatures submitted on any application, representation or other relevant document etc. have been redacted.

5.0 DETERMINATION

- 5.1 Further to the receipt of the relevant representation and, in accordance with the Act and the Council's scheme of delegation, the Sub-Committee is asked to determine the application.

6.0 RELEVANT CONSIDERATIONS

6.1 Licensing Objectives

- 6.2 In considering the application the licensing authority must have regard to the promotion of the licensing objectives given at paragraph 3.5 of this report.

6.3 Licensing Policy and Secretary of States Guidance

6.4 The licensing authority must also have regard to its statement of licensing policy and any guidance issued by the Secretary of State under section 182 of the Act.

6.5 Details of the parts of the policy and guidance that may be relevant to this application are given in **appendix E** to this report.

7.0 OPTIONS

7.1 In determining this application, the Sub-Committee may take any of the following steps as it considers appropriate for the promotion of the licensing objectives; namely -

- (a) to grant the licence as applied for*; or
- (b) to exclude from the scope of the licence any of the licensable activities to which the application relates*; and/or
- (c) to refuse to specify the named individual as the Designated Premises Supervisor; or
- (d) to reject the whole or part of the application.

** Subject to any relevant mandatory conditions, amendments agreed by the applicant and/or such other conditions that are consistent with the operating schedule which, with the exception of mandatory conditions, may be modified (which may include the alteration or omission of a condition or the addition of any new condition(s)) to such extent as may be necessary to promote the licensing objectives.*

8.0 RECOMMENDATION(S)

8.1 The Sub-Committee is asked to determine the application having regard to -

- (a) the contents of this report;
- (b) any additional information obtained from the hearing;
- (c) the Council's licensing policy;
- (d) guidance issued by the Secretary of State; and
- (e) the promotion of the licensing objectives.

SHELLEY BOWMAN
Licensing Manager
Operational Services
licensing@rushmoor.gov.uk

Public Documents:

- 1) **HMSO (2003)**, The Licensing Act 2003
- 2) **Home Office (Dec 2022)**, Guidance issued under Section 182 of the Licensing Act 2003

Contact:

Shelley Bowman, Licensing Manager (01252 398162)

Appendices:

- Appendix A - Map of the area (page 5)
- Appendix B - Application for a premises licence (pages 7 - 25)
- Appendix C - Representation - Member of the Public (page 27)
- Appendix D - Negotiated Conditions – Hampshire Constabulary (pages 29 – 33)
- Appendix E - Policy and Guidance – Relevant considerations (page 35)

MAP SHOWING LOCATION OF PREMISES
42 ST MICHAELS ROAD ALDRERSHOT GU12 4JE



**APPLICATION FOR A NEW PREMISES LICENCE
42 ST MICHAELS ROAD ALDERSHOT GU12 4JE**

Application for a premises licence to be granted 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, KALIYUGATHEVI SARVANANTHASIVAM
(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 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

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description 42, ST MICHAELS ROAD, ALDERSHOT GU12 4JE	
Post town	ALDERSHOT
Postcode	GU12 4JE

Telephone number at premises (if any)	[REDACTED]
Non-domestic rateable value of premises	£

Part 2 - Applicant details

Please state whether you are applying for a premises licence as **appropriate** Please tick as appropriate

a)	an individual or individuals *	<input checked="" type="checkbox"/>	please complete section (A)
b)	a person other than an individual *	<input type="checkbox"/>	
	i as a limited company/limited liability partnership	<input type="checkbox"/>	please complete section (B)
	ii as a partnership (other than limited liability)	<input type="checkbox"/>	please complete section (B)
	iii as an unincorporated association or	<input type="checkbox"/>	please complete section (B)
	iv other (for example a statutory corporation)	<input type="checkbox"/>	please complete section (B)

c)	a recognised club	please complete section (B)
d)	a charity	please complete section (B)
e)	the proprietor of an educational establishment	please complete section (B)
f)	a health service body	please complete section (B)
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales	please complete section (B)
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England	please complete section (B)
h)	the chief officer of police of a police force in England and Wales	please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

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

(A) individual applicants (fill in as applicable)

Mr	<input checked="" type="radio"/> Mrs	Miss	Ms	Other Title (for example, Rev)
Surname		First names		
SARVANANTHASIAM		KALİYUGIATHEVI		
Date of birth	am 18 years old or over	Please tick yes <input checked="" type="checkbox"/>		
Nationality	BRITISH			
Current residential address if different from premises address	[REDACTED]			
Post town	[REDACTED]	Postcode	[REDACTED]	
Daytime contact telephone number	[REDACTED]			
E-mail address (optional)	[REDACTED]			
Where applicable (if demonstrating a right to work via an online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information)				

--

Second individual applicant (if applicable)

<input checked="" type="radio"/> Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname SARVANANTHASEVAM		First names ARULAMPALAM			
Date of birth or over		I am 18 years old		Please tick yes <input checked="" type="checkbox"/>	
Nationality BRITISH					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service: (please see note 15 for information)					

(B) Other applicants

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name
Address

Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
2	1	112023

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)

-A CONVENIENCE CORNER SHOP

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

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)		Please tick all that apply
a)	plays (if ticking yes, fill in box A)	
b)	films (if ticking yes, fill in box B)	
c)	indoor sporting events (if ticking yes, fill in box C)	
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	

e)	live music (if ticking yes, fill in box E)	
f)	recorded music (if ticking yes, fill in box F)	
g)	performances of dance (if ticking yes, fill in box G)	
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	

<u>Provision of late night refreshment</u> (if ticking yes, fill in box I)	
<u>Supply of alcohol</u> (if ticking yes, fill in box J)	✓

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 4)	Both	
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take <u>place indoors or outdoors or both –</u> <u>please tick</u> (please read guidance note 3)	Indoors	
Day	Start	Finis h		Outdoors	
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon				Please give further details here (please read guidance note 4)	
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
Day	Start	Finis h		Outdoors	
				Both	
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Mon				Outdoors	
				Both	
Tue			Please give further details here (please read guidance note 4)		
Wed					
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)		
Fri					
Sat			Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Mon				Outdoors	
				Both	
Tue			Please give further details here (please read guidance note 4)		
Wed					
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)		
Fri					
Sat			Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	08:00	23:00	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Tue	08:00	23:00			
Wed	08:00	23:00			
Thur	08:00	23:00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri	08:00	23:00			
Sat	08:00	23:00			
Sun	08:00	23:00			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name	MR ARULAMPALAM SARVANAN THASIVAM
Date of birth	[REDACTED]
Address	[REDACTED]
Postcode	[REDACTED]
Personal licence number (if known)	055A-00AQ-MH4Q-ETH3
Issuing licensing authority (if known)	HARROW COUNCIL

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

(This area is currently blank for input.)

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	08:00	23:00	Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)
Tue	08:00	23:00	
Wed	08:00	23:00	
Thur	08:00	23:00	
Fri	08:00	23:00	
Sat	08:00	23:00	
Sun	08:00	23:00	

M

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

• TILL - WHEN ~~AND~~ AGE-RESTRICTED ITEMS ARE SCANNED, IT WILL ALERT US
(I already have 10 year experience running a convenience store in Guildford)

b) The prevention of crime and disorder

I WILL HAVE A SIGN THAT STATES THAT WE CANNOT SELL ALCOHOL TO UNDER 18. ANYONE WHO LOOKS UNDERAGE WILL BE ASKED TO PROVIDE ORIGINAL ID

c) Public safety

• I WILL IMPLEMENT FULL CCTV CAMERA WITH VOICE WHICH WILL RECORD FOR 30 DAYS

d) The prevention of public nuisance

WE WILL NOT SELL ALCOHOL TO ANYONE THAT IS INTOXICATED WITH ALCOHOL
• WE WILL NOT SELL ALCOHOL TO ANYONE WHO ACT DISRESPECTABLY

e) The protection of children from harm

• WE WILL NOT SELL ALCOHOL TO ANY CHILDREN OR ANYONE WHO WOULD SELL TO CHILDREN
 - Refusals log + challenge 25 policy in place.

Checklist:

Please tick to indicate agreement

• I have made or enclosed payment of the fee.	
• I have enclosed the plan of the premises.	
• I have sent copies of this application and the plan to responsible authorities and others where applicable.	
• I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	
• I understand that I must now advertise my application.	
• I understand that if I do not comply with the above requirements my application will be rejected. • [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).	

It is an offence, under Section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

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.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Declaration	<ul style="list-style-type: none"> • [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
--------------------	---

	<p>the UK (please read guidance note 15).</p> <ul style="list-style-type: none"> 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, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	[REDACTED]
Date	24/10/23
Capacity	Licence holder

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	[REDACTED]
Date	24/10/23
Capacity	Proposed DPS

<p>Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)</p> <p>[REDACTED]</p>	
Post town	[REDACTED]
Postcode	[REDACTED]
Telephone number (if any)	[REDACTED]
<p>If you would prefer us to correspond with you by e-mail, your e-mail address (optional)</p> <p>[REDACTED]</p>	

**REPRESENTATION
42 ST MICHAELS ROAD ALDERSHOT GU12 4JE**

From: [REDACTED]
Sent: 02 November 2023 18:58
To: Rushmoor Council Licensing
Subject: Fwd: Licence application 23/00879/lapre
Categories: Orange category

You don't often get email from [REDACTED] [Learn why this is important](#)

CAUTION: This email originated from outside of Rushmoor Borough Council. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Subject: Licence application 23/00879/lapre

Writing re opening and selling of alcohol at 42 st michaels road, Aldershot.
Our concerns that this is a family residential area with a lot of elderly vulnerable people.
Selling of alcohol between 8am and 11pm [REDACTED] is likely to cause a nuisance and anti social behaviour especially as drug dealing regularly occurs outside this property which has been reported to the police.
Also there is limited parking and out of hours people are liable to park across the junction on double yellow lines.

[REDACTED]

**NEGOTIATED CONDITIONS – HAMPSHIRE CONSTABULARY
42 ST MICHAELS ROAD ALDERSHOT GU12 4JE**

From: Dennett, Philip (3715) <philip.dennett@hampshire.police.uk>
Sent: 02 November 2023 08:25
To: Rushmoor Council Licensing
Subject: FW: 42 ST MICHAELS ROAD

CAUTION: This email originated from outside of Rushmoor Borough Council. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi

Please see agreed conditions for 42 St Michaels Road, Aldershot.

Many thanks

Phil

PC 3715 PHIL DENNETT
Force Licensing & Alcohol Harm Reduction Team
Basingstoke Police Station
External : 101 | Internal : 4622533
Email – philip.dennett@hampshire.pnn.police.uk
[Licensing Home Page](#)

From: [REDACTED]
Sent: 01 November 2023 17:22
To: Dennett, Philip (3715) <philip.dennett@hampshire.police.uk>
Subject: Re: 42 ST MICHAELS ROAD

Caution: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe - If unsure email ICTSecurityTeam@thamesvalley.police.uk to report this message.

Hi sir
Thank you for your email I'm happy to agree the document and also we have more than ten years experience about premises licenses
Thank you 🙏
[REDACTED]

<philip.dennett@hampshire.police.uk> wrote:

Dear Sir

As my role as a police officer within the Police Alcohol Reduction Team I have been notified of your premise licence application for the above address. I have noted your operating schedule and your conditions that you have provided. However I have suggested the attached conditions as they are worded slightly differently than what you have provided and I have also added another "right to work" condition for you to consider.

Please look at the attached document and if you are happy and agree please reply to me and I will send to the relevant council.

Many thanks

Phil

PC 3715 PHIL DENNETT
Force Licensing & Alcohol Harm Reduction Team
Basingstoke Police Station
External : 101 | Internal : 4622533
Email – Philip.dennett@hampshire.pnn.police.uk
[Licensing Home Page](#)

This email contains information which is confidential and may also be privileged. It is for the exclusive use of the addressee(s) and any views or opinions expressed within are those of the originator and not necessarily those of the Force. If you are not the intended recipient(s) please note that any form of distribution, copying or use of this email or the information contained is strictly prohibited and may be unlawful. If you have received this communication in error please forward a copy to informationsecurity@thamesvalley.police.uk and to the sender. Please then delete the email and destroy any copies of it. DO NOT use this email address for other enquiries as it will not be responded to, nor any action taken upon it. If you have a non-urgent enquiry, please call the Police non-emergency number 101. If it is an emergency, please call 999. Thank you.

<CONDITIONS.docx>

This email contains information which is confidential and may also be privileged. It is for the exclusive use of the addressee(s) and any views or opinions expressed within are those of the originator and not necessarily those of the Force. If you are not the intended recipient(s) please note that any form of distribution, copying or use of this email or the information contained is strictly prohibited and may be unlawful. If you have received this communication in error please forward a copy to informationsecurity@thamesvalley.police.uk and to the sender. Please then delete the email and destroy any copies of it. DO NOT use this email address for other enquiries as it will not be responded to, nor any action taken upon it. If you have a non-urgent enquiry, please call the Police non-emergency number 101. If it is an emergency, please call 999. Thank you.

CONDITIONS AGREED

AGE VERIFICATION

The premises licence holder shall ensure that a system is in place to ensure that every individual who appears to be under 25 years of age seeking to purchase or be supplied with alcohol at or from the premises, shall produce acceptable means of identification and age confirmation. Acceptable identification shall be a passport, photo driving licence or PASS accredited photo ID. If the person seeking alcohol is unable to produce acceptable means of identification, no sale or supply of alcohol will be made to or for that person.

All refusals and challenges shall be recorded in the refusals book.

CCTV

A colour recording CCTV system that captures images from the main public areas must be fully operational whilst licensable activities are taking place.

The system shall be able to cope with all levels of illumination.

The recording equipment shall be stored and operated in a secure environment with limited access, to avoid damage, theft, unauthorised viewing and maintain the integrity of the system.

The system shall be serviced at twelve monthly intervals and maintained to a standard that is acceptable to the police licensing department responsible for the area.

The system clock shall be checked regularly for accuracy taking account of GMT and BST.

Digital systems shall have sufficient storage capacity for 28 days evidential quality recordings (minimum 8 frames per second).

The images produced shall be date and time stamped.

A notice shall be displayed at the entrance to the premises advising that CCTV is in operation.

An additional recording CCTV camera shall be installed and fully operational whilst the venue is open to the public to cover the area immediately outside the front of the premises.

It is important that the Police are able to access data from the systems quickly and easily and therefore provision shall be made that at all times the premises is open a person is in attendance who is nominated by the data controller who has access to the secure area who is able to operate the equipment

Ensure all operators receive training from the installer when equipment is installed and that this is cascaded down to new members of nominated staff. Have a simple operator's manual available to assist in replaying and exporting data (particularly important with digital systems) and to produce images to the police or responsible authority for the purpose of the prevention and detection of crime as long as the request is lawful and complies with the GDPR

In the event of a technical failure of the CCTV equipment, the premises licence holder or DPS shall notify, via email the police licensing department

responsible for the area within 24 hours of the fault and provide details of when the fault will be repaired.

The Premises Licence Holder will ensure that a CCTV system is fully compliant with the guidance contained in the Information Commissioner's Office (ICO) guidance document (www.informationcommissioner.gov.uk) regarding installation of CCTV is provided at the premises.

INCIDENT BOOK

An incident book shall be maintained to record any activity of a violent, criminal or anti-social nature.

The record will contain the time and date, the nature of the incident, the people involved, the action taken and details of the person responsible for the management of the premises at the time of the incident. This record shall be produced to a police officer or an authorised officer of the local authority on reasonable request. This record shall be retained for a period of 12 months.

REFUSAL LOG

A written log shall be kept of all refusals including refusals to sell alcohol. The Premises Licence Holder shall ensure that the refusals log is checked, signed and dated on a weekly basis by the venue manager/manageress.

The refusals log will be kept and maintained at the premises and will be available for inspection immediately upon request by Hampshire Constabulary and any responsible authority.

The record of refusals will be retained for 12 months.

STAFF TRAINING

Before commencing their duties all new staff must receive information and training concerning the sale of age-restricted products.

This training must cover their legal responsibilities and action to be taken in the event of suspicions being aroused that someone is purchasing or attempting to purchase an item under the legal age.

All employees will sign a letter to acknowledge that they have completed this training and have understood their responsibilities on this area.

This training should be reviewed and updated at reasonable intervals but at least annually.

All staff shall be fully trained to perform their role. They will also be trained in the contents of the premises licence including times of operation, licensable activities and all conditions.

Training shall be recorded in documentary form that will be available for inspection at the request at all reasonable times by an authorised officer from a relevant responsible authority. The records will be retained for at least 12 months.

PREVENTION OF ILLEGAL WORKING

The premises licence holder will conduct right to work checks on all persons employed, whether paid or unpaid, at the licensed premises.

A copy of any document checked as part of a right to work check will be retained at the premises.

These documents will be made immediately available for inspection by Hampshire Constabulary, Home Office Immigration Enforcement Officers, Test Valley Licensing Authority or any other responsible authority upon request.

Documents that demonstrate an entitlement to work are set out by The Immigration (Restrictions on Employment) Order 2007 and the Immigration (Restrictions on Employment) (Codes of Practice and Amendment) Order 2014.

APPENDIX E

RELEVANT CONSIDERATIONS 42 ST MICHAELS ROAD ALDERSHOT GU12 4JE

1.0 Guidance issued under S182 of the Licensing Act 2003 (Dec 2022)

1.1. The sections of the Secretary of State's guidance identified in **Table 1** below may be relevant to the consideration of this application

**TABLE 1 - SECTIONS OF THE SECRETARY OF STATE'S GUIDANCE
WHICH MAY BE RELEVANT TO THIS APPLICATION**

Section	Other Ref.	Paragraph(s)		Subject Matter	Page(s)	
		From	To		From	To
2	-	2.1	2.32	The licensing objectives	6	12
2	-	2.1	2.6	Crime and Disorder	6	7
8	-	8.1	8.110	Applications for a premises licence	49	67
9	-	9.1	9.45	Determining applications	68	76
9	-	9.3	9.3	Where representations are made	68	68
9	-	9.31	9.41	Hearings	73	75
10	-	10.1	10.66	Conditions attached to premises licences and club premises certificates	77	88
10	-	10.8	10.9	Imposed conditions	78	78
13	-	13.1	13.13	Appeals	103	105
13	-	13.10	13.11	Giving reasons for decision	104	104

2.0 The Council's Licensing Policy

2.1. The sections of the Council's Licensing policy identified in **Table 2** below may be relevant to the consideration of this application.

**TABLE 2 - SECTIONS OF THE COUNCIL'S LICENSING POLICY
WHICH MAY BE RELEVANT TO THIS APPLICATION**

Section	Other Ref.	Paragraph(s)		Subject Matter	Page(s)	
		From	To		From	To
3	Part C	3.1	3.43	Licensing principals, objectives & General considerations	13	17
3	Part C	3.10	3.12	General licensing principals	14	14
6	Part F	6.1	6.53	Premises Licences	26	34
18	Part R	18.1	18.55	Representations, Responsible authorities & Interested Parties	69	74
18	Part R	18.45	18.48	The weight attached to relevant representations	73	74
19	Part S	19.1	19.27	Conditions and restrictions	76	79
19	Part S	19.10	19.15	General principles of transposition and imposition of conditions	76	77

NB: Matters in **bold** indicate main section headings.