

Kingston upon Thames Application to vary a premises licence Licensing Act 2003

For help contact

licensing@kingston.gov.uk

Telephone: 020 8547 5002

* required information

track applications if you make lots of the spassed to the authority. Are you an agent acting on behalf of the applicant? Put "no" if you are applying on your ow behalf or on behalf of a business you ow work for. Applicant Details First name Motor Fuel Limited Family name Fe-mail asanders@wslaw.co.uk Main telephone number Include country code. Other telephone number Indicate here if the applicant would prefer not to be contacted by telephone Is the applicant: A sole trader is a business owned by on person without any special legal structu Applying as an individual means the applicant is applying so the applicant cemployed, or for some other personal resuch as following a hobby. Applicant Business Is the applicant's business Yes No Note: completing the Applicant Business section is optional in this form.	on 1 of 18			
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Main telephone number Other telephone number Indicate here if the applicant would prefer not to be contacted by telephone Is the applicant: Applying as a business or organisation, including as a sole trader Applying as an individual Applying as an individual Applying as an individual means the applicant is applying so the applicant of employed, or for some other personal resuch as following a hobby. Applicant Business Yes No Note: completing the Applicant Business registered in the UK with	nily name	-]	
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Applying as an individual Applying as an individual means the applicant is applying so the applicant of employed, or for some other personal resuch as following a hobby. Applicant Business Is the applicant's business Yes No Note: completing the Applicant Business registered in the UK with	e applicant:			
Is the applicant's business • Yes • No Note: completing the Applicant Busines registered in the UK with section is optional in this form.	, 5		applicant is applying so the applicant can be employed, or for some other personal reason,	
registered in the UK with section is optional in this form.	icant Business			
Companies House?	• •	• Yes O No	Note: completing the Applicant Business section is optional in this form.	
Registration number 05206547	stration number	05206547		
Business name Motor Fuel Limited If the applicant's business is registered, its registered name.	ness name	Motor Fuel Limited	If the applicant's business is registered, use its registered name.	
VAT number - NA Put "none" if the applicant is not registed for VAT.	number -	NA	Put "none" if the applicant is not registered for VAT.	
Legal status Private Limited Company	l status	Private Limited Company		

Continued from previous page		
Applicant's position in the business	Legal Team	
Home country	United Kingdom	The country where the applicant's headquarters are.
Registered Address		Address registered with Companies House.
Building number or name	10	
Street	Bricket Road	
District		
City or town	St Albans	
County or administrative area		
Postcode	AL1 3JX	
Country	United Kingdom	
Agent Details		
* First name	Andrew	
* Family name	Sanders	
* E-mail	as anders@wslaw.co.uk	
Main telephone number		Include country code.
Other telephone number		
☐ Indicate here if you wou	d prefer not to be contacted by telephone	
Are you:		
An agent that is a busine	ess or organisation, including a sole trader	A sole trader is a business owned by one person without any special legal structure.
 A private individual actir 	ng as an agent	person without any special regulative care.
Agent Business		
Is your business registered in the UK with Companies House?	• Yes	Note: completing the Applicant Business section is optional in this form.
Registration number	OC334359	
Business name	Winckworth Sherwood LLP	If your business is registered, use its registered name.
VAT number -	NA	Put "none" if you are not registered for VAT.
Legal status	Limited Liability Partnership	

Continued from previous page		
Your position in the business	Licensing Manager	
Home country	United Kingdom	The country where the headquarters of your business is located.
Agent Registered Address		Address registered with Companies House.
Building number or name	Arbor	
Street	255 Blackfriars Road	
District		
City or town	London	
County or administrative area		
Postcode	SE1 9AX	
Country	United Kingdom	
Section 2 of 18		
APPLICATION DETAILS		
vary substantially the premis you should make a new prem I/we, as named in section 1, be	sed to vary the licence so as to extend the pe ses to which it relates. If you wish to make th sises licence application under section 17 of ing the premises licence holder, apply to vary a nises described in section 2 below.	at type of change to the premises licence, the Licensing Act 2003.
* Premises Licence Number	24/01516/LAPREM	
Are you able to provide a posta	al address, OS map reference or description of t	he premises?
Address	o reference O Description	
Postal Address Of Premises		
Building number or name	Rose Cottage Service Station	
Street	159 Kingston Road	
District		
City or town	New Malden	
County or administrative area		
Postcode	KT3 3NS	
Country	United Kingdom	
Premises Contact Details		
Telephone number		

Continued from previous page		
Non-domestic rateable value of premises (£)	56,500	
Section 3 of 18		
VARIATION		
Do you want the proposed variation to have effect as soon as possible?	● Yes ○ N	lo
Do you want the proposed varintroduction of the late night I	riation to have effect in relation t levy?	to the
○ Yes	No	You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy.
If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend		
Describe Briefly The Nature	Of The Proposed Variation	
could be relevant to the licens	ing objectives. Where your appl	eneral situation and layout and any other information which ication includes off-supplies of alcohol and you intend to st include a description of where the place will be and its
The premises is a petrol foreco	ourt store located at 159 Kingsto	n Road, New Malden, KT3 3NS.
The variation is to do the follo	wing:	
1. To extend the hours for the 2. To remove the conditions li 3. To include in Annex 2 the co		plication.
Section 4 of 18		
PROVISION OF PLAYS		
See guidance on regulated en	tertainment	
Will the schedule to provide p vary is successful?	lays be subject to change if this	application to
○ Yes	No	
Section 5 of 18		
PROVISION OF FILMS		
See guidance on regulated en	tertainment	
Will the schedule to provide fil vary is successful?	lms be subject to change if this a	application to
○ Yes	No	

Continued from previous page	
Section 6 of 18	
PROVISION OF INDOOR SPORTING EVENTS	
See guidance on regulated entertainment	
Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?	
○ Yes	
Section 7 of 18	
PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS	
See guidance on regulated entertainment	
Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?	
○ Yes	
Section 8 of 18	
PROVISION OF LIVE MUSIC	
See guidance on regulated entertainment	
Will the schedule to provide live music be subject to change if this application to vary is successful?	
○ Yes	
Section 9 of 18	
PROVISION OF RECORDED MUSIC	
See guidance on regulated entertainment	
Will the schedule to provide recorded music be subject to change if this application to vary is successful?	
○ Yes	
Section 10 of 18	
PROVISION OF PERFORMANCES OF DANCE	
See guidance on regulated entertainment	
Will the schedule to provide performances of dance be subject to change if this application to vary is successful?	
○ Yes	
Section 11 of 18	
PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE	
See guidance on regulated entertainment	
Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?	
○ Yes	

Continued from previous p	age				
Section 12 of 18					
PROVISION OF LATE N	GHT R	EFRESHMEN	т		
Will the schedule to pro this application to vary i			shment be subject to	change if	
○ Yes		No			
Section 13 of 18					
SUPPLY OF ALCOHOL					
Will the schedule to sup vary is successful?	ply alc	ohol be subje	ct to change if this ap	plication to	
Yes		○ No			
Standard Days And Ti	mings				
MONDAY					
	Start	00:00	End	24:00	Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days
	Start		End		of the week when you intend the premises to be used for the activity.
TUESDAY					ŕ
	Start	00:00	End	24:00	
				200	
	Start		End		
WEDNESDAY					
	Start	00:00	End	24:00	
	Start		End		
THURSDAY					
	Start	00:00	End	24:00	
	Start		End		
FRIDAY					
THIBAT	Start	00:00	End	24:00	
		00.00		24.00	
	Start		End		
SATURDAY					
	Start	00:00	End	24:00	
	Start		End		
SUNDAY					
	Start	00:00	End	24:00	
	Start		End		

Continued from previous	s page		
Will the sale of alcohol	be for consumption?		
On the premises	Off the prem	ises (Both	If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.
State any seasonal vari	ations.		
For example (but not e	exclusively) where the activ	vity will occur on a	additional days during the summer months.
list below.	·		oply of alcohol at different times from those listed above, o on longer on a particular day e.g. Christmas Eve.
Section 14 of 18			
ADULT ENTERTAINME	NT		
	tertainment or services, ac e rise to concern in respect		ntertainment or matters ancillary to the use of the
give rise to concern in	respect of children, regard	less of whether y	nises or ancillary to the use of the premises which may ou intend children to have access to the premises, for icted age groups etc gambling machines etc.
NA			
Section 15 of 18			
HOURS PREMISES ARE	OPEN TO THE PUBLIC		
Standard Days And T	imings		
MONDAY			Provide timings in 24 hour clock
	Start 00:00	End	24:00 (e.g., 16:00) and only give details for the days of the week when you intend the premises
	Start	End	to be used for the activity.
TUESDAY			
	Start 00:00	End	24:00
	Start	End	

Continued from previous page			
WEDNESDAY			
Start	00:00	End	24:00
Start		End	
THURSDAY			
Start	00:00	End	24:00
Start		End	
		Liid	
FRIDAY	20.00	.	24.00
	00:00	End	24:00
Start		End	
SATURDAY			
Start	00:00	End	24:00
Start		End	
SUNDAY			
Start	00:00	End	24:00
Start		End	
State any seasonal variations.			
·	elv) where the activity will oc	cur on	additional days during the summer months.
- Crempte (Surmer exercise)			
	you intend to use the premis	es to b	e open to the members and guests at different times from
those listed above, list below.			
For example (but not exclusive	ely), where you wish the activ	ity to g	go on longer on a particular day e.g. Christmas Eve.
Identify those conditions curre	ently imposed on the licence	which	you believe could be removed as a consequence of the
proposed variation you are see		WITICIT	you believe could be removed as a consequence of the
The conditions listed under Ar	nnex 2.		
	nises licence		

Continued from previous page
☐ I have enclosed the relevant part of the premises licence
Reasons why I have failed to enclose the premises licence or relevant part of premises licence.
Section 16 of 18
LICENSING OBJECTIVES Describe the stans you intend to take to promote the four licensing phiestives:
Describe the steps you intend to take to promote the four licensing objectives:
a) General – all four licensing objectives (b,c,d,e) List here steps you will take to promote all four licensing objectives together.
b) The prevention of crime and disorder
1. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Police Licensing Team.
2. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises and will include the external area immediately outside the premises entrance.
3. All recordings shall be stored for a minimum period of 31 days with date and time stamping.
4. Viewing of recordings shall be made available subject to data protection legislation and as soon as is reasonably practicable upon the request of Police or authorised officer throughout the entire 28-day period.
5. A staff member from the premises who is conversant with the operation of the CCTV system shall be contactable at all times when the premises is open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
6. An incident log shall be kept at the premises and made available on request to an authorised officer of the Council or the Police. It must be completed within 24 hours of the incident and will record the following:
a) all incidents of crime and disorder occurring at the premises b) all crimes reported to the premises
c) any visit by a relevant authority or emergency service.
The log shall be retained at the premises or at the offices of the licence holder for a minimum period of 12 months.
7. There shall be no self-service of spirits except for spirit mixtures.
8. There shall be no sale of single cans of beer, lager or cider from the premises save for craft and premium beer, lager or cider.
9. There shall be no sale of beer, lager, or cider with an ABV content of 6% ABV or above save for craft and premium beer, lager or cider.
c) Public safety

Continued from previous page...

- 1. There will at all times be adequate levels of staff maintained at the premises. Such staff levels will be disclosed, on request, to the licensing authority and police.
- 2. The entrance door to the shop will be closed to customers between the hours of 0000 and 0600 and any sales to customers between these hours will be made through a night pay window.
- d) The prevention of public nuisance
- 1. Adequate waste receptacles for use by customers shall be provided in and immediately outside the premises.
- 2. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
- e) The protection of children from harm
- 1. The premises licence holder will ensure that an age verification policy will apply to the premises whereby all cashiers will be trained to ask any customer attempting to purchase alcohol, who appears to be under the age of 25 years (or older if the licence holder so elects) to produce, before being sold alcohol, identification being a passport or photocard driving licence bearing a holographic mark or other form or method of identification that complies with any mandatory condition that may apply to this licence.
- 2. All staff concerned in the sale or supply of alcohol shall undergo a recognised training scheme for such duties prior to the sale of alcohol by the staff member.
- 3. Refresher training must be completed and documented at intervals of no more than 6 months.
- 4. Training records will be retained at the premises or at the offices of the licence holder for a minimum period of 12 months from the date of training.
- 5. Signage informing customers of the age verification policy adopted at the premises will be prominently displayed at the point of sale and at any night pay window.
- 6. A written delegation of authority record will be kept at the premises whereby non personal licence holders are authorised to make sales on behalf of a personal licence holder.
- 7. A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record shall be available for inspection at the premises by the police or an authorised officer of the Council at all times whilst the premises is open. The record shall be retained at the premises or at the offices of the licence holder for a minimum period of 12 months.
- 8. All sales tills shall prompt the cashier making a sale of alcohol to verify that the customer is aged 18 or over.
- 9. The licence holder shall ensure that any 3rd party delivery service contracted to take orders and deliver alcoholic drinks have put in place a suitable mechanism for ensuring that persons under the age of 18 are not able to order alcohol from the premises and that any delivery staff undertake ID checks to ensure that under 18s do not take delivery of alcohol as part of any order from the premises.
- 10. Details of the mechanisms used by the 3rd party shall be put in writing and a copy kept at the premises and made available for inspection on request by licensing or police officers.

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NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific regulated entertainments please note that:

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

Continued from previous page...

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

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card. Premises Licence Fees are determined by the non domestic rateable value of the premises being licensed. To find out the premises non domestic rateable value, use the Valuation Office Agency website at http://www.voa.gov.uk/rli. Band A - None to £4,300 – Application Fee £100.00 Band B - £4,301 to £33,000 – Application Fee £190.00 Band C - £33,001 to £87,000 – Application Fee £315.00 Band D - £87,001 to £125,000 – Application Fee £450.00* Band E - £125,001 and over – Application Fee £635.00* *If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee Band D – Higher Application Fee £900.00 and Band E – Higher Application Fee of £1,905.00 There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required. Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and solely for the purposes of the school or college. If you operate a premises with a capacity greater than 5,000 people you are subject to ADDITIONAL fees based upon the maximum capacity. You will be notified if these charges apply to your application. Details can be found in the following document: https://www.gov.uk/government/uploads/system/

ATTACHMENTS		
* Fee amount (£)	15.00	

AUTHORITY POSTAL ADDRESS Address Building number or name Street District City or town County or administrative area Postcode

United Kingdom

Country

uploads/attachment_data/file/98160/other-fees.doc

Continued from previous page	
DECLARATION	
A	iable on summary conviction to a fine not exceeding level 5 on the standard scale, under act 2003, to make a false statement in or in connection with this application.
* I understand that I must now	advertise my application.
* I understand that if I do not co	omply with the requirements my application will be rejected.
☐ Ticking this box indicate	es you have read and understood the above declaration
This section should be complet behalf of the applicant?"	ed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on
* Full name	
* Capacity	
Date (dd/mm/yyyy)	
	Add another signatory
and continue with your applica	uter by clicking file/save as .uk/apply-for-a-licence/premises-licence/kingston-upon-thames/change-1 to upload this file
	CTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN LICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY

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CONVICTION TO A FINE OF ANY AMOUNT.



LICENSING ACT 2003 PREMISES LICENCE SUMMARY

Licence Number: 24/01516/LAPREM



Postal address of premises, or if none, ordnance survey map reference or description

Rose Cottage Service Station,

Murco Costcutter 159 Kingston Road

New Malden KT3 3NS

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence

Late Night Refreshment Supply Alcohol - retail

The times the licence authorises the carrying out of licensable activities

Late Night Refreshment

Every Day 23:00 - 05:00

Supply Alcohol - retail

Sunday 07:00 - 23:00 Monday to Saturdays 06:00 - 00:00

Seasonal variations / Non-standard timings

None

The opening hours of the premises

Monday to Saturday 06:00 to 00:00

Sunday 07:00 to 23:00

Where the licence authorises supplies of alcohol whether these are on and / or off Supplies

Alcohol is supplied for consumption **OFF** the Premises

Name and (registered) address of holder(s) of Premises licence

Motor Fuel Limited

10 Bricket Road, St Albans, Hertfordshire, AL1 3JX

Registered number of holder, for example company number, charity number (where applicable)

Registered Business Number: 05206547

Name of designated premises supervisor where the premises licence authorises the supply of alcohol

Theivendram Pillai Dravid

State whether access to the premises by children is restricted or prohibited

None



Annex 1 – Mandatory Conditions

Where licence authorises supply of alcohol [Licensing Act 2003 s.19]

- 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.

Proof of age [Licensing Act 2003 s.19A]

- 3. The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
 - a) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
 - 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 either
 - i) a holographic mark, or
 - ii) An ultraviolet feature.

Cost of alcohol - permitted price [Licensing Act 2003 s.19A]

4. The relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

The definition of the permitted price can be found in The Licensing Act 2003 (Mandatory Licensing Conditions) Order 2014 (SI 2014/1252)

Annex 2 - Conditions consistent with the Operating Schedule

The protection of children from harm

Proof of age

5. A Proof of Age scheme of a standard to the national PASS scheme, or a photo driving Licence, or passport will be employed to challenge anyone who appears to be under the age of 18 years

Annex 3 – Conditions attached after a hearing by the Licensing Authority

The prevention of crime and disorder

Staffing, staff records

- 6. To be able to produce to a Police Officer or Home Immigration Officer, proof of full compliance with the Home Office full guide for employers on preventing illegal working in the UK, October 2013 or any subsequent issue. This proof to be produced within 24 hours.
- 7. To maintain on the premises a contemporaneous written record of the hours worked by all persons. Such record shall as a minimum cover the previous 4 working weeks and must be available to be produced on demand to a police officer or Home Office Immigration Officer.



Closed-circuit television system

8. A digital closed-circuit television system (CCTV) is to be installed and maintained according to recommendations of the Police Crime Design Advisor or Police Licensing Officer and images kept for a period of 31 days. CCTV footage to be supplied within 24 hours on request of Police, authorised Council Official or Home Immigration Officer, in a usable format

Responsibility of licence holder/designated premises supervisor

9. All authorisations of staff for the supply of alcohol by the Designated Premises Supervisor or Personal Licence Holders shall be recorded in writing and available for Police inspection on request.

Staff training

- 10. All new members of counter staff to be trained regarding the sale of alcohol and the requirements of the Licensing Act 2003. Staff will receive refresher training at intervals of no more than 12 months.
- 11. Signed and dated records to be kept of all staff training and such records made available for inspection by Police or an authorised Officer of the Council upon request

