



Havering
LONDON BOROUGH

Licensing Officer's Report



Havering
LONDON BOROUGH

LICENSING SUB-COMMITTEE

4 April 2017

REPORT

Subject heading

New Tasty Chicken
7 Station Chambers Victoria Road
Romford RM1 2HS
Premises licence review application
Paul Jones, Licensing Officer
Town Hall Main Road Romford
licensing@havering.gov.uk
01708 432692

Report author and contact details

This application to review a premises licence is made by PC Oisin Daly on behalf of the Metropolitan Police under s.51 of the Licensing Act 2003. The application was received by Havering's Licensing Authority on 21st February 2017.

Premises' location

New Tasty Chicken is located in Romford's town centre within the ring road; it is therefore located in Havering's special policy area. Although the ground floor premises at this location are commercial there are residential properties above the commercial outlets. It is not known whether the first floor of this premises is residential.



Details of the application

PC Daly's application is based upon the following grounds:

- The premises have shown a disregard for its licence conditions
- Police have no faith in the ability of the premises licence holder to manage the premises

Comments and observations on the application

Upon submission of the application the licensing authority advertised the application appropriately further to the requirements of regulations 38 and 39 of *The Licensing Act 2003 (premises licences and club premises certificates) Regulations 2005*.

Summary

There were no representations made against or in support of this application.



Part A

Premises licence number

2244

Part 1 – Premises details

Postal address of premises

New Tasty Chicken
7 Station Chambers Victoria Road Romford RM1 2HS

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence

Late night refreshment

The times the licence authorises the carrying out of licensable activities

Sunday to Saturday – 23:00 to 02:00

The opening hours of the premises

Sunday to Saturday – 12:00 to 02:00

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

Not applicable

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Mr Amer Khan
16 Montague House 527 Green Lanes Ilford IG3 9RH
07545 426022 / newtastychicken@gmail.com

Registered number of holder

Not applicable

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Not applicable

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

Not applicable

Mandatory conditions

1. If at specified times one or more individuals must be at the premises to carry out a security activity each such individual must be licensed by the Security Industry Authority.

Annex 2 – conditions consistent with the operating schedule

1. The CCTV system shall be in operation at the premises at all times when the premises are used for licensable activities. Recordings shall be kept for 31 days and shall be made available for inspection by Police and Council officers at all reasonable times.
2. No alcohol shall be available on the premises.
3. All drinks shall be served in plastic bottles or cans.
4. Regular checks and maintenance shall be carried out on all equipment, electrical installations, emergency lighting and fire alarms to ensure compliance with current British Standards.
5. All fire escapes/escape routes shall be clearly marked and kept free from obstructions at all times.
6. All customers shall be asked to respect the surroundings and behave in an orderly manner.
7. Signs shall be installed to remind customers to respect neighbours and leave quietly.
8. Patrons shall be discouraged from congregating outside the premises.
9. Waste generated by the premises shall be dealt with appropriately.
10. Regular checks and maintenance shall be carried out on all ventilation, extraction systems and filters to ensure that smells or odours or noise caused in connection with a licensable activity shall not be perceptible at or within the site boundary of any residential property.
11. Refuse receptacles shall be cleaned regularly with disinfectant.
12. The premises licence holder shall ensure the footpath immediately outside the front of the premises and that of a distance of 50 metres each side of the premises is kept clear of refuse emanating from the premises by regular inspection both during and immediately after the operating hours.
13. Staff shall have appropriate instruction, training and supervision to ensure children are protected from harm at all times.
14. There shall be enough staff on the premises to ensure the protection of children from any form of harm befalling them.

1. A properly specified and fully operational CCTV system shall be installed or the existing system maintained to a satisfactory standard. The system shall incorporate a camera covering each of the entrance doors and be capable of providing an image which is regarded as 'identification standard' of all persons entering and/or leaving the premises. All other areas of risk identified in the operational requirement shall have coverage appropriate to the risk.
2. The installation or upgrading of any CCTV system shall comply with current best practice. In addition the documentation listed below shall be included in a system file which should be readily available for inspection by the relevant authority:
 - site plan showing position of cameras and their field of view
 - code of practice
 - performance specification e.g. storage capacity, image file size, IPS for each camera and purpose of each camera position
 - operational requirement
 - incident log
 - maintenance records including weekly visual checks
3. To obtain a clear head and shoulders image of every person entering the premises on the CCTV system persons entering the premises should be asked to remove headwear unless worn as part of religious observance.
4. The CCTV system shall incorporate a recording facility and all recordings shall be securely stored for a minimum of one calendar month. A system shall be in place to maintain the quality of the recorded image and a complete audit trail maintained. The system shall comply with other essential legislation and all signs as required shall be clearly displayed. The system shall be maintained and fully operational throughout the hours that the premises are open for any licensable activity. For premises using a video recording system the cassette tapes shall be used on no more than 12 occasions to maintain the quality of the recorded image.
5. The positions of all CCTV cameras shall be clearly shown on a set of plans which should form part of the system file. Any alteration to the system should only be carried out after consultation with and written approval of Havering Police and the Licensing Authority.
6. The premises shall have a waste bin inside and staff shall regularly keep the area within the curtilage of the premises clear of litter and collect any refuse.
7. A bi-lingual Turkish/English speaker shall be present at all times the premises is open to the public in order to minimise the risk of misunderstanding due to language difficulties.
8. There shall be no supply of late night refreshment after 02:00 including home deliveries.
9. The premises licence manager shall be present at all times during the provision of licensable activity on the premises.
10. CCTV footage shall be made available upon demand to the Police, authorised officers of the licensing authority and Home Office (UKBA) Immigration Officers.

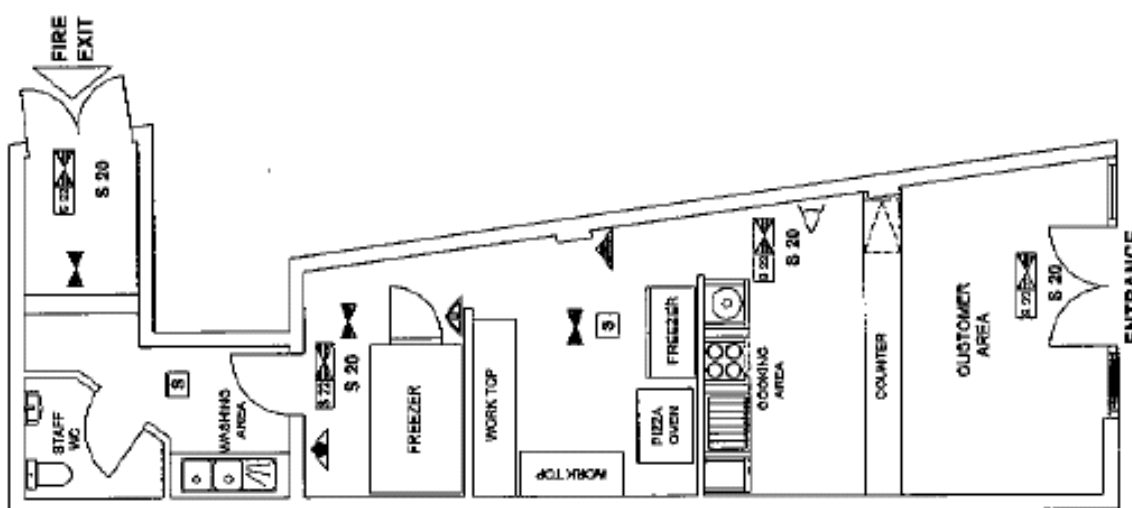
11. The premises licence holder shall maintain written records of all training for staff further to the protection of children from harm.
12. No person under the age of 16 shall be permitted to be present on the premises after 23:00.
13. The premises licence holder shall produce to a Police Officer or Home Office (UKBA) 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 shall be provided within 24 hours of the request having been made.
14. The premises licence holder shall maintain on the premises a contemporaneous written record of hours worked at the premises by all persons. Such record shall as a minimum cover the previous four working weeks and shall be produced on demand to a Police Officer or Home Office (UKBA) Immigration Officer.
15. The premises licence holder shall ensure that the CCTV system is operating on a daily basis and not less than weekly shall ensure that it is recording and storing images for a minimum of 31 days. Details of each check shall be recorded in the incident book.
16. Customer seating in the premises shall be closed to the public at 23:00 and taken out of use.
17. Last orders for food to be eaten in the premises shall be provided to customers no later than 22:45.
18. Notice shall be clearly displayed by the server and entry door stating that customer seating closes promptly at 23:00 and that no food may be eaten on the premises after that time. The notices must also state that the last orders for food to eat on the premises must be given to customers by 22:45 daily and that no orders will be accepted for consumption on the premises after that time.
19. The premises licence holder shall join and remain a member of any local Best Bar None or Pubwatch scheme where one exists. The premises licence holder or premises' manager shall attend each meeting.
20. All staff training shall be undertaken by a competent external trainer for a minimum of one year from 30th November 2016. All staff shall be trained on induction and given refresher training at a minimum of quarterly intervals. Such training shall cover:
 - understanding and complying with licence hours and conditions
 - operating the CCTV system ensuring it is working and recording, downloading CCTV images for Police and authorised officers on request and calling the CCTV engineer
 - acknowledging customers on entry, taking orders in turn and explaining cooking/service times and delays
 - monitoring customer conduct while waiting in the shop and ensuring customers leave the premises promptly after service
 - monitoring the outside of the shop and asking customers not to loiter and to leave the shop/area quietly
 - ensuring the outside area/frontage is kept tidy, swept at close and bins emptied regularly
 - the protection of children from harm

Annex 3 – conditions attached after a hearing by the Licensing Authority – contd.

21. The premises licence holder shall join the town centre radio scheme and ensure that the radio is used during permitted hours. Staff shall be trained in its use.
22. One SIA licensed door supervisor shall be on duty at the premises from 23:00 to close of business on Friday and Saturday nights.
23. The premises licence holder or manager shall undertake an ongoing risk assessment which shall be conducted on a daily basis to identify any need for an SIA licensed door supervisor to be on duty during permitted hours from 23:00 taking into account any information received from the Police.
24. All door supervisors shall record in the premises' incident book their name, licence number, date and times of attendance, signature and, if employed by a security company, the company's name and address.
25. An incident book shall be kept at the premises and made available to the Police or authorised officers of the council which shall record the following:
 - (a) all crimes reported
 - (b) lost property
 - (c) all ejections of customers
 - (d) any complaints received
 - (e) any incidents of disorder
 - (f) any seizure of drugs or offensive weapons
 - (g) any faults in the CCTV system
 - (h) door supervisor attendance details
 - (i) any visit by a relevant authority or emergency service

Annex 4 – premises plans

Full premises plans are held by the Licensing Authority of the London Borough of Havering. The plans reproduced below are not to scale:





Part B

Premises licence summary

Premises licence number

2244

Premises details

Postal address of premises

New Tasty Chicken
7 Station Chambers Victoria Road Romford RM1 2HS

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence

Late night refreshment

The times the licence authorises the carrying out of licensable activities

Sunday to Saturday – 23:00 to 02:00

The opening hours of the premises

Sunday to Saturday – 12:00 to 02:00

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

Not applicable

Name, (registered) address of holder of premises licence

Mr Amer Khan
16 Montague House 527 Green Lanes Ilford IG3 9RH

Registered number of holder

Not applicable

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

Not applicable

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

Restricted

2 of 2

COPY



Havering
L O N D O N B O R O U G H

Copy of Application


**METROPOLITAN
POLICE**
TOTAL POLICING

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 PC Oisin DALY
**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 club premises, or if none, ordnance survey map reference or description:

NEW TASTY CHICKEN, 7 STATION CHAMBERS, VICTORIA RD, ROMFORD, RM1 2HS

Post town:

ROMFORD

Post code:
(if known)

RM1 2HS

Name of premises licence holder or club holding club premises certificate (if known):

MR Amir KHAN

Number of premises licence or club premises certificate (if known):

2244

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) | <input type="checkbox"/> |
| 2 | a responsible authority (please complete (C) below) | <input checked="" type="checkbox"/> |
| 3 | a member of the club to which this application relates (please complete section (A) below) | <input type="checkbox"/> |

PROTECTIVE MARKING

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

Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Any other title (e.g. Rev.)	<input type="checkbox"/>
Surname:					First Names:				
I am 18 years old or over <input type="checkbox"/>									
Current postal address if different from premises address:									
Post town:					Post code:				
Daytime Tel. No.:					Email: (optional)				

(B) DETAILS OF OTHER APPLICANT (fill in as applicable)

Name and Address:	
Telephone Number (if any):	
Email address: (optional)	

(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT (fill in as applicable)

Name and Address:	
PC Oisin DALY, C/O ROMFORD POLICE STATION, MAIN RD, ROMFORD, RM	
Telephone Number (if any):	01708 779162
Email address: (optional)	oisin.daly@met.pnn.police.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 checked="" 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 type="checkbox"/>

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

The prevention of crime and disorder:
 The venue has shown a disregard for its licence conditions and police have no faith in the ability of the premises licence holder to manage the premises

PROTECTIVE MARKING

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

On the 30th November 2016 the premises licence for the above was reviewed by police.

The two pressing issues were the failure of the venue to provide police with adequate CCTV and the employment of illegal workers at the venue.

As a result several conditions were added to the premises licence in order to help reduce, prevent and detect crime.

On the 07th of February 2017 at approx 21:30hrs the UK Border Agency executed a warrant under the immigration act at the premises, during the course of this they found a Pakistani male employed at the premises who did not have the relevant entitlement to work in the UK. As a result civil proceedings have been initiated against the premises.

The UKBA found a significant amount of waste in a back alley to the premises.

Police attended the venue outside of licensable hours to view CCTV but there was no persons on premises who could operate CCTV, police then requested CCTV, relevant paperwork for employees, doorstaff records and a copy of the contract for the town link radio from the premises licence holder. CCTV was delivered to the police station, the footage provided was not compatible with any programs available to licensing officers and there was no programs provided to police along with the footage which would have allowed it to be viewed. No paperwork was provided to police, the agent for the premises licence holder has stated that he is in Pakistan. Police have had email contact with the premises licence holder from a generic New Tasty Chicken email address.

The pertinent conditions in relation to CCTV are as follows:

Annex 2:

1. The CCTV system shall be in operation at the premises at all times when the premises are used for licensable activities. Recordings shall be kept for 31 days and shall be made available for inspection by Police and Council officers at all reasonable times.

Annex 3 following hearing on 30th November:

1. A properly specified and fully operational CCTV system shall be installed or the existing system maintained to a satisfactory standard. The system shall incorporate a camera covering each of the entrance doors and be capable of providing an image which is regarded as 'identification standard' of all persons entering and/or leaving the premises. All other areas of risk identified in the operational requirement shall have coverage appropriate to the risk.

2. The installation or upgrading of any CCTV system shall comply with current best practice. In addition the documentation listed below shall be included in a system file which should be readily available for inspection by the relevant authority:

- site plan showing position of cameras and their field of view
- code of practice
- performance specification e.g. storage capacity, image file size, FPS for each camera and purpose of each camera position
- operational requirement
- incident log
- maintenance records including weekly visual checks

3. To obtain a clear head and shoulders image of every person entering the premises on the CCTV system persons entering the premises should be asked to remove headwear unless worn as part of religious observance.

4. The CCTV system shall incorporate a recording facility and all recordings shall be securely stored for a minimum of one calendar month. A system shall be in place to maintain the quality of the recorded image and a complete audit trail maintained. The system shall comply with other essential legislation and all signs as required shall be clearly displayed. The system shall be maintained and fully operational throughout the

PROTECTIVE MARKING

hours that the premises are open for any licensable activity. For premises using a video recording system the cassette tapes shall be used on no more than 12 occasions to maintain the quality of the recorded image.

5. The positions of all CCTV cameras shall be clearly shown on a set of plans which should form part of the system file. Any alteration to the system should only be carried out after consultation with and written approval of Havering Police and the Licensing Authority.

10. CCTV footage shall be made available upon demand to the Police, authorised officers of the licensing authority and Home Office (UKBA) Immigration Officers.

The pertinent conditions relating to employee documentation are as follows:

13. The premises licence holder shall produce to a Police Officer or Home Office (UKBA) 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 shall be provided within 24 hours of the request having been made.

14. The premises licence holder shall maintain on the premises a contemporaneous written record of hours worked at the premises by all persons. Such record shall as a minimum cover the previous four working weeks and shall be produced on demand to a Police Officer or Home Office (UKBA) Immigration Officer.

The pertinent conditions relating to Town link radio are as follows:

21. The premises licence holder shall join the town centre radio scheme and ensure that the radio is used during permitted hours. Staff shall be trained in its use.

The pertinent conditions relating to door staff records are as follows:

24. All door supervisors shall record in the premises' incident book their name, licence number, date and times of attendance, signature and, if employed by a security company, the company's name and address.

25. An incident book shall be kept at the premises and made available to the Police or authorised officers of the council which shall record the following:

- (a) all crimes reported
- (b) lost property
- (c) all ejections of customers
- (d) any complaints received
- (e) any incidents of disorder
- (f) any seizure of drugs or offensive weapons
- (g) any faults in the CCTV system
- (h) door supervisor attendance details
- (i) any visit by a relevant authority or emergency service

The venue is situated within a Cumulative Impact Zone in one of the busiest night time economies in East London. There have been violent incidents in the venue in the past and there have been failings involving CCTV on those occasions which have resulted in suspects not being identified.

The venue have employed illegal workers in the past and have been found to have done so again. The ability of the staff at the venue to manage the premises should be done in line with adequate training and concern for the licensing objectives.

Some eleven weeks after a review of the premises licence the venue have again been found to have inadequate training in place, unusable CCTV, a lack of documentation for their employees and have been employing illegal workers at the venue.

PROTECTIVE MARKING

It is the opinion of the police that the venue have shown an absolute disregard not only for the police but for the decision of the licensing sub committee at the hearing of the 30th November. The venue exists in a high risk area and police believe that the venue presents a risk to the public by not promoting the licensing objectives, specifically the prevention of crime and disorder. There have been clear breaches of the licence and in employing illegal workers they defraud HMRC and exploit vulnerable persons by paying them less than the minimum wage. In the case of East Lindsay Council V Abu Hanif t/a Zaras restaurant at the high court Mr Justice Jay highlights these points.

It is the opinion of the police that there are no additional conditions which would mitigate the risk to the public from this venue. Police respectfully ask that the sub-committee give serious consideration to the revocation of the licence for this venue.

Have you made an application for review relating to this premises before?

☒

(Please tick yes)

PROTECTIVE MARKING

	Day		Month		Year			
If yes, please state the date of that application:	3	0	1	1	2	0	1	6

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

Representations in relation to CCTV, crime and disorder and illegal workers. Those representations were based on different incidents to those recorded in this application.

PROTECTIVE MARKING

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 (see guidance note 5). If signing on behalf of the applicant please state in what capacity.

Signature:		Date:	21/02/2017
Capacity:	Applicant		

Contact name (where not previously given) and postal address for correspondence associated with this application: (please read guidance note 6)

PC DALY, LICENSING DEPT, ROMFORD POLICE STATION, MAIN RD,

Post town:	ROMFORD	Post code:	RM1 3BJ
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Telephone Number (if any):

01708 779162

If you would prefer us to correspond with you using an e-mail address, your e-mail address (optional):

Oisin.Daly@met.police.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.

WITNESS STATEMENT**Criminal Procedure Rules, r 27.2: Criminal Justice Act 1967, s.9: Magistrates' Court Act 1980, s.5B**Statement of Philip Schinkel..... URN:

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Age if under 18 Over 18 (if over 18 insert 'over 18') Occupation: H.M. Immigration Officer.....

This statement (consisting of: 2 pages 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 anything in it which I know to be false, or do not believe to be true.

Signature: Date: 08/02/2017.....

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

I am arrest trained immigration officer 1558 based at the ICE Team, East London (Stansted). On Tuesday 7th February 2017 I was on duty in full PPE uniform and received a briefing from the designated officer in charge IO T. Leach. A warrant was executed by OIC Leach at approximately 21.24 hours on "New Tasty Chicken" 7 Station Chamber, Victoria Road, Romford, RM1 2HS under Paragraph 17(2) of Schedule 2 of the 1971 Immigration Act (as amended).-----

IO entered the premises and as I did so saw a counter running along the width of the shop. In front of the counter was a white woman who appeared to be a customer and who was being served by an Asian male. This man was stood behind the counter next to the till. He was wearing a wooly hat, grey gillet and was approximately five feet seven inches tall and had a dark beard. It was clear to me that he was working in the shop and serving the woman at the counter. I opened the gate in the counter and went to the rear of the premises to the lichen to check for any other workers on the premises; there was one other who was dealt with by IO Alderson. I returned to the front counter and spoke with the male serving. He was initially speaking to IO Leach and denied working at the premises, but claimed to be "Helping out". He subsequently gave me his personal details as Adeel AHAMAD, PAK, b.16/02/1988. AHAMAD initially claimed that he had claimed asylum in the UK, but a search of Home Office records found this to be false and I therefore arrested him, under para 17(1) of Sch. 2 of the 1971 Immigration Act, as amended, as a person liable to removal. I subsequently asked him questions in relation to his employment and reproduce parts of the interview below and attach a copy of my PNB and exhibit this as PDS/01.-----

Q. How long have you worked here?-----
 A. Two days.-----
 Q. Who owns the business?-----
 A. No idea.-----
 Q. Who gave you the job?-----
 A. Mr Afzal Aqeel.-----
 Q. How much paid? -----
 A. £5 per hour.-----
 Q. Free food as well? -----
 A. Yes.-----
 Q. Aqeel ask to see any documents?-----
 A. Yes but it was my second day and I was going to give it to him.-----
 Q.What going to show him?-----
 A. I just got my fingerprint letter-----

At this stage the subject produced on his phone a letter from the Home Office requesting that he provide biometric details. This letter was dated October 2016 and was in relation to his rejected application for leave outside the rules.

Signature: Signature witnessed by:

Continuation of Statement of Philip Schinkel

This statement was completed at 00:50 hrs on the 8th February 2017 in the arrest office of ICE Team, East London (Stansted), Enterprise House, Bassingbourn Road, Stansted Airport, Essex, CM24 1SA. All times recorded are as per my watch.-----

Signature: Signature witnessed by:

RESTRICTED – (when completed)

Not Disclosable

Home address:

Postcode:

Home telephone number Work telephone number

Mobile/pager number Email address:

Preferred means of contact:

Best time of contact

Male / Female (delete as applicable) Date and place of birth:

Former name: Ethnicity Code (16+1) Religion/Belief:

DATES OF WITNESS NON-AVAILABILITY:**Witness care**

- a) Is the witness willing and likely to attend court? Yes ☐ No ☐ If 'No', include reason(s) on MG6. What can be done to ensure
- b) What can be done to ensure attendance?
- c) Does the witness require a Special Measures Assessment as a vulnerable or intimidated witness? (*youth under 18; witness with mental disorder, learning or physical disability; or witness in fear of giving evidence or witness is the complainant in a sexual offence case*)
Yes ☐ No ☐ If 'Yes' submit **MG2** with file in anticipated not guilty, contested or indictable only cases.
- d) Does the witness have any particular needs? Yes ☐ No ☐ If 'Yes' what are they? (*Disability, healthcare, childcare, transport, language difficulties, visually impaired, restricted mobility or other concerns?*)

Witness Consent (for witness completion)

- a) The criminal justice process and Victim Personal Statement scheme (victims only) has been explained to me Yes ☐ No ☐
- b) I have been given the leaflet 'Giving a witness statement to police — what happens next?' Yes ☐ No ☐
- c) I consent to police having access to my medical records in relation to this matter: Yes ☐ No ☐ N/A ☐
- d) I consent to my medical record in relation to this matter being disclosed to the defence: Yes ☐ No ☐ N/A ☐
- e) I consent to the statement being disclosed for the purposes of civil proceedings e.g. child care proceedings (if applicable) Yes ☐ No ☐ N/A ☐
- f) The information recorded above will be disclosed to the Witness Service so they can offer help and support, unless you ask them not to. Tick this box to decline their services:

Signature of witness: Print name

Signature of parent/guardian/appropriate adult: Print name

Address and telephone number if different from above:

RESTRICTED – (when completed)

This tear off section to be completed and handed to the witness

UKBA – Contact Details

The officer dealing with your case/taking this statement is:

Officer: _____ Rank & Number: _____

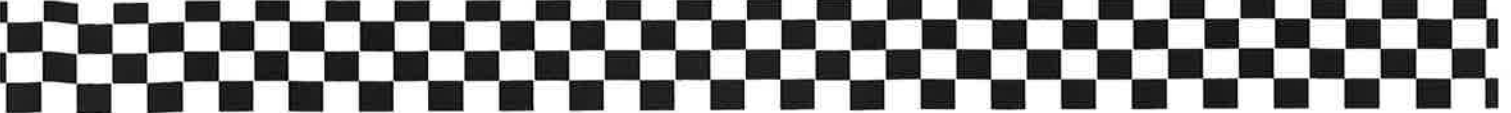
Office: _____

Telephone: _____

Contact E-Mail: _____

Reference No: _____

The officer dealing with your case can help but may not always be available.



Thank you for coming forward. We value your help and we will do everything we can to help you.

The criminal justice system cannot work without witnesses. They are the most important element in bringing offenders to justice. Now you have made a statement, you may be asked to give evidence in court.

Is there anything else I can do?

Yes. It is important to tell UKBA:

- if you have left anything out of your statement or if it is incorrect
- if your address or phone number changes (trials collapse every day because witnesses cannot be contacted in time)
- dates when you may not be able to go to court. Please contact the officer dealing with your case to update this information as soon as it changes. It is needed when the trial date is set.

Will the suspect (the defendant) or the defence lawyer be given my address?

No, your address is recorded on the reverse of your witness statement and the defendant or their solicitor only receives a copy of the front. Also, witnesses are not usually asked to give their address out loud in court. The defendant or their solicitor is normally told the names of any witnesses.

What will happen to my statement?

If a suspect is charged over this incident, your statement and all the other evidence will be passed to the Crown Prosecution Service (CPS). CPS is responsible for prosecuting people who have been charged with a criminal offence in England and Wales. Although they work closely together, UKBA, the police and CPS are separate organisations.

Who will read my statement?

Everyone involved with the case will read your statement (e.g. UKBA, the police, CPS, defence and the magistrate or judge).

What if someone tries to intimidate me?

It is a criminal offence to intimidate (frighten) a witness or anyone else helping the UKBA in an investigation. If you are harassed or threatened in any way before, during or after the trial, you should tell the police immediately and inform the UKBA officer dealing with your case.

Will I be told what is happening in the case?

UKBA and CPS are improving procedures to keep victims and witnesses up to date with what is happening but it is not always possible to do this in every case. Remember, you can contact UKBA at any time if you have questions or concerns.

You will be contacted if you are needed to go to court (but it may be some time after you gave your statement, as cases take time to prepare). Victims of crime are usually told:

- if a suspect is charged
- about bail and what happens at court
- if the case does not proceed for any reason.

Witnesses who are not victims of the crime may not be contacted again if:

- the suspect admits the offence and is cautioned or pleads guilty at court
- there is not enough evidence to prosecute the suspect
- no suspect is identified

Will I have to go to court?

You will only have to go to court if the defendant either:

- denies the charge and pleads 'not guilty' or
 - pleads guilty but denies an important part of the offence which might affect the type of sentence they receive.
- If you are asked to go to court, the prosecution and defence lawyers will ask you questions about your evidence. You will be able to read your statement to refresh your memory first. If you have given a statement and are then asked to go to court to give evidence, you must do so.

You will be sent

- a letter telling you when and where to go
- an explanatory leaflet.

What will happen if I don't go to court?

If you have any problems or concerns about going to court, you must inform the officer dealing with your case as soon as possible. If you have to go to court but there is reason to believe that you will not go voluntarily, the court may issue a witness summons against you. If you still fail to attend without good reason you may be found 'in contempt of court' and arrested.

Where will the case be heard?

Most cases are heard in the magistrates' court. More serious crimes are heard in the crown court before a jury.

Who can help?

Every court has a free and confidential Witness Service and you can contact them before the trial. Their trained volunteers offer:

- information on what happens in court
- emotional support and someone to talk to in confidence
- someone to be with you in court when you give evidence
- a visit to the court before the trial, including where possible, a look around a court room so you know what to expect.

The officer dealing with your case will be able to provide you with contact details.

The Witness Service does not discuss evidence or give legal advice.

Extra Help is available to support vulnerable or intimidated witnesses. If the CPS lawyer thinks that a witness qualifies for this help, known as 'Special Measures', he/she will ask the court for permission to use them. The Witness Service, police or UKBA will tell you what is available and the police or CPS will be able to discuss your needs.

Victim Support and Witness Service

The Victim Support scheme operates from a number of locations across the UK, and their volunteers are specially trained to provide free and confidential information, support and advice.

All victim and witnesses will be offered support from Victim Support's Witness Service, which is **independent**, confidential and free. This support will include someone to talk to, a quiet place in which to wait and a chance to see the court before the day of the trial. Although the Witness Service volunteers will explain the court process to you, they cannot discuss the specific details of the case.

Victim Support Helpline
0845 30 30 900



Daly Oisin P - KD

From: New Tasty Chicken <newtastychicken@gmail.com>
Sent: 11 February 2017 17:59
To: Daly Oisin P - KD
Subject: Re: New Tasty Chicken

Hi Just confirm

We are on the way to the Police station
To drop off the required CCTV footage
Just stuck in traffic

Thank you

On 10 Feb 2017, at 17:08, <Oisin.Daly@met.pnn.police.uk> <Oisin.Daly@met.pnn.police.uk> wrote:

Hello,

Can you please provide me with the following by the 17th February 2017 by delivery to Romford Police Station marked for my attention:

CCTV from the 06th February 2017 at 2300hrs until the 07th February 2017 at 0100hrs, all cameras
CCTV from the 07th February 2017 at 2100hrs until the 08th February 2017 at 0100hrs, all cameras
All staff Training files
All employment records of staff employed at the premises including records of identity documents
Staff working hours records since the 15th January
A copy of the contract for a town centre radio link
Doorstaff records and register

Can you please provide within 24hours:

Proof of compliance with the home office guidelines on preventing illegal working

Regards,

Oisin Daly

PC 364KD

Licensing Officer - Metropolitan Police - Havering

Police Licensing Team e-mail:

kdmailbox-.licensingenforcementteam@met.pnn.police.uk

Direct 01708 779162 or 01708 432781 Fax 01708 432554 Met Phone 712804
Address - ROMFORD POLICE STATION 19 MAIN ROAD, ROMFORD, ESSEX RM1
3BJ or 5th Floor, Mercury House, Mercury Gardens, RM1 3SL

Total Policing is the Met's commitment to be on the streets and in your communities to catch offenders, prevent crime and support victims. We are here for London, working with you to make our capital safer.

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Total Policing is the Met's commitment to be on the streets and in your communities to catch offenders, prevent crime and support victims. We are here for London, working with you to make our capital safer.

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Twitter: @metpoliceuk

Daly Oisin P - KD

From: GRAHAM HOPKINS <gtlicensingconsultants@googlemail.com>
Sent: 12 February 2017 21:35
To: KD - Licensing; KD Mailbox - Licensing Enforcement Team
Subject: New Tasty Chicken

Dear PC Daly,

Following receipt of your email to Mr Amer Khan at New Tasty Chicken we spoke to his silent partner also named Mr Khan. The partner does not have any involvement with the day to day running of the shop although we understand that he arranged for the requested CCTV footage to be delivered to the Police Station last night.

Mr Amer Khan has been in Pakistan seeing his very sick mother for the past week or so and is likely to be there for about another two weeks. We understand that he keeps his records at his Accountants.

Can you please advise if your requests are due to alleged "incidents" at the premises or are part of a routine compliance check?

Kind regards,

Graham Hopkins
GT Licensing Consultants 07810 826778

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Graham Hopkins



