



LICENSING SUB-COMMITTEE ARKADIA NEWS

AGENDA

10.30 am	Monday 12 November 2012	Council Chamber - Town Hall
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Members 3: Quorum 2

COUNCILLORS:

Peter Gardner (Chairman)
Denis Breading
Linda Van den Hende

**For information about the meeting please contact:
James Goodwin 01708 432432
email: james.goodwin@havering.gov.uk**

AGENDA ITEMS

1 APOLOGIES FOR ABSENCE AND ANNOUNCEMENT OF SUBSTITUTE MEMBERS

(if any) - receive

2 DISCLOSURE OF PECUNIARY INTERESTS

Members are invited to disclose any pecuniary interest in any of the items on the agenda at this point of the meeting.

Members may still disclose any pecuniary interest in an item at any time prior to the consideration of the matter.

3 CHAIRMAN'S ANNOUNCEMENT

The Chairman will announce details of the arrangements in case of fire or other events that might require the meeting room or building's evacuation.

4 REPORT OF THE CLERK (Pages 1 - 6)

5 REPORT OF THE LICENSING OFFICER (Pages 7 - 54)

Application for a premises licence for Arkadia news, Unit M1, Romford Shopping Hall, 43 Market Place, Romford, RM1 3AB.

**Ian Buckmaster
Committee Administration & Member Support
Manager**

LICENSING SUB-COMMITTEE

REPORT

12 November 2012

Subject Heading:

Procedure for the Hearing: Licensing Act 2003

Report Author and contact details:

James Goodwin (01708) 432432
e-mail: james.goodwin@havering.gov.uk

Members are advised that, when considering application for a premises licence, the following options are available to them by virtue of the Licensing Act 2003, Part 3, section 35, paragraphs 3 and 4:

"Where relevant representations are made, the authority must

- (a) hold a hearing to consider them, unless the authority, the applicant and each person who has made such representations agree that a hearing is unnecessary, and
- (b) having regard to the representations, take such steps as it considers necessary for the promotion of the licensing objectives.

The steps are:

- a) modify the conditions of the licence
- b) reject the whole or part of the application

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

The Sub-Committee will also wish to note that, if none of these steps is required, the application must be granted.

Assuming that the Sub-Committee is satisfied that a hearing is required, then the following procedural steps are recommended. The Licensing Act 2003 (Hearings) Regulations 2005 will govern the arrangements for the hearing of the application now under consideration. This report accords with the requirements of that Act and the Regulations, and in particular Regulations 21-25 (procedure at the hearing).

1. Membership of the Sub-Committee:

- 1.1 The Sub-Committee comprises three members of the Licensing Committee, with a quorum of two members. **Unless there are objections, in the absence of three members, the hearing shall proceed with the quorum of two.**
- 1.2 A members of the Licensing Committee will be excluded from hearing an application where he or she:
- 1.2.1 has considered an application in respect of the premises in the previous 12 months as a Member of the Regulatory Services Committee; or
 - 1.2.2 is a Ward Councillor for the Ward in which the premises, subject to the application, are located; or
 - 1.2.3 is a Ward Councillor for a Ward which is likely to be affected by the application or;
 - 1.2.4 has a personal interest in the application.

2. Roles of other participants:

- 2.1 The Legal Advisor is not a party to the hearing. The role of the Legal Advisor is to provide legal advice relating to the application and submissions.
- 2.2 The Clerk is not a party to the hearing. The role of the Clerk is to record the hearing and the decisions of the Sub-Committee, and ensure efficient administration

3. Chairman's Briefing meeting:

- 3.1 Prior to this hearing, the Sub-Committee Chairman will have met the Legal Advisor and/or Clerk to determine whether further clarification is required of any issues contained in the application or any representation.
- 3.2 During this preliminary meeting no decision will have been made or discussion held regarding the substantive merits of the application or representations.

4. Location and facilities:

- 4.1 All hearings will be heard at the Havering Town Hall unless otherwise directed.
- 4.2 Interpreters will be provided by the Council on request, provided notice is given at least five working days before the hearing.

5. Notification of attendance:

- 5.1 The Chairman will enquire of the parties who is in attendance and the parties will indicate their names (and, where relevant, whom they represent). A register will be circulated before the commencement of the hearing on which the applicant, his/her advisers and companions and all interested parties (and/or their representatives) will be asked to record their attendance.

6. Procedural matters:

- 6.1 Prior to the commencement of the hearing, the Chairman of the Sub-Committee will orally inform the parties whether their applications to have certain people attend the hearing (e.g. witnesses) have been granted or refused. Note this relates to people other than those attending on behalf of a party in the capacity as a representative of the party.
- 6.2 Prior to the commencement of the hearing the Chairman of the Sub-Committee will outline the procedure to be followed at the hearing. This will normally be as follows:

Introduction of the application:

The Licensing officer will outline:

- details of the application and relevant representations received from the parties;
- relevant legislation ;
- relevant Licensing Policy; and
- the time limit in which the Council must reach a determination.

Documentary evidence:

- Documentary or other information in support of applications, representations or notices should be provided to the Clerk of the Sub-Committee at least 7 clear working days before the hearing. If this information is produced at the hearing it will only be taken into account by the Sub-Committee if the Sub-Committee and all the parties consent to its submission. Permission to have this information included in the hearing should be requested at the beginning of the hearing before any oral submissions have been made.
- Statements made by people in support of a party's representation who are not present at the hearing, must be signed by the maker, dated and witnessed by another person. The statement must also contain the witness's full name and occupation.

Representations:

- The chairman will invite each of the parties at the hearing or their representative sequentially to address the Sub-Committee and call any person/s to whom permission has been granted to appear. Each party will be allowed a maximum period of 10 minutes in which to address the Sub-Committee and call persons on his/her behalf.
- This 10 minute period is where each party has the opportunity to orally address the Sub-Committee and clarify any points in which the Sub-Committee has sought clarification prior to the hearing. This 10 minute period should be uninterrupted unless a member of the Sub-Committee or Legal Advisor considers that the speaker is making submissions that are irrelevant, frivolous or vexatious.
- Members of the Sub-Committee may ask questions of any party, at any time during the proceedings. Time taken in dealing with a Member's question will not be taken into account in determining the length of time available to the party in question to make their representation.

The sequence in which each of the parties will be invited to address the Sub-Committee will normally be in the order of:

- the Chief Officer of Police;
- the Fire Authority;
- the Health and Safety at Work Enforcing Authority;
- the Local Planning Authority;
- the Local environmental Health Authority;
- the Local Weights and Measures Authority;
- the Authority Responsible for the Protection of Children from Harm;
- a navigation or other authority responsible for waterways; and
- any other party that has submitted representations in respect of the application, certificate, notice or other matter appearing before the Sub-Committee;
- the party that has submitted the application, certificate, notice or other matter appearing before the Sub-Committee.

At the discretion of the Sub-Committee the above order may be varied.

Cross-Examination:

Where witnesses have been permitted by the Sub-Committee to speak at the hearing on behalf of a party, permission must be sought from the Sub-Committee before another party can ask the witness questions. This process of questioning is normally referred to as cross-examination. The Sub-Committee will allow cross-examination only where it is necessary to assist it in considering the representations or application.

Relevance:

Information submitted at the hearing must be relevant to the applications, representations, or notice and the promotion of the licensing objectives. The Chairman of the Sub-Committee is entitled to exclude any information it considers to be irrelevant whether presented in written or oral form. The licensing objectives are:

- The prevention of crime and disorder;**
- Public safety;**
- The prevention of public nuisance; and**
- The protection of children from harm.**

7. Failure of parties to attend the hearing:

- 7.1 If a party, who has not given prior notice of his/her intention not to attend the hearing, is absent from the hearing the Sub-Committee may either adjourn the hearing or hold the hearing in the party's absence. Where the hearing is held in the absence of a party, the Sub-Committee will still consider the application, representation or notice submitted by that party.

8. Adjournments and extension of time:

- 8.1 The Sub-Committee may adjourn a hearing to a specified date or extend a notice period except where it must make a determination within certain time limits in the following specific applications:
- Applications for conversion of existing licences where the Sub-Committee must make a determination within 2 months of the application first being received. In default of a decision being made the application will be treated as being granted;
 - Applications for variation of existing licences where the Sub-Committee must make a determination within 2 months of the application first being received. In default of a decision being made the application will be treated as being rejected;
 - Applications for conversion of existing club certificates where the Sub-Committee must make a determination within 2 months of the application being first received. In default of a decision being made the application will be treated as being granted;
 - Applications for variation of existing club certificates where the Sub-Committee must make a determination within 2 months of the application being first received. In default of a decision being made the application will be treated as being rejected;
 - Applications made by holders of justices' licences for personal licences must be determined within 3 months of the application first being

received. In default of a decision not being made within this period the application will be treated as being granted;

- Review of premises licences following closure orders where the Sub-committee must make a determination within 28 days of receiving notice of the closure order.

9. Sub-Committee's determination of the hearing:

- 9.1 At the conclusion of the hearing the Sub-Committee will deliberate in private accompanied by the Clerk and the Legal Advisor who will be available to assist the Sub-Committee with any legal problems but will not participate in any decision making of the Sub-Committee.
- 9.2 The Sub-Committee will normally make its determination and announce its decision at the end of the hearing.
- 9.3 Where all parties have notified the Sub-Committee that a hearing is not required the Sub-Committee must make its determination within 10 working days of being given notice that the hearing is not required.

10. Power to exclude people from hearing:

- 10.1 The public are entitled to attend the hearing as spectators. However, the Sub-Committee may exclude any person from the hearing including any person assisting or representing a party where:
- it considers that the public interest would be best served by excluding the public or the individual person from the hearing; or
 - that person is behaving in a disruptive manner. This may include a party who is seeking to be heard at the hearing. In the case where a party is to be excluded, the party may submit to the Sub-Committee in writing any information which they would have been entitled to give orally had they not been required to leave the hearing.

11. Recording of proceedings:

- 11.1 A written record of the hearing will be produced and kept for 6 years from the date of the determination of the hearing.

12. Power to vary procedure:

- 12.1 The Sub-committee may depart from following any of the procedures set out in this document if it considers the departure to be necessary in order to consider an application, notice or representation.



Licensing Sub-Committee

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|-------------------------|---|
| <u>Section 1</u> | Licensing Officer's Report |
| Appendix 1 | Copy of Application |
| Appendix 2 | Map of local area |
| Appendix 3 | Representation from Responsible Authority |



Licensing Sub-Committee

Section 1

Licensing Officer's Report



LICENSING SUB-COMMITTEE

12 November 2012

Subject Heading:

Premises Licence application for
Arkadia News, Unit M1 Romford Shopping
Hall, 43 Market Place, Romford RM1 3AB
Paul Campbell – Licensing Officer
01708 432777
licensing@havering.gov.uk

Report Author and contact details:

This application for a premises licence is made by Mr Graham Walker under section 17 of the Licensing Act 2003. The application was received by Havering's Licensing Authority on 25th September 2012.

Geographical description of the area and description of the building

The Romford Shopping Hall is situated on the north side of the Market Square Romford, it is an enclosed pedestrian shopping precinct with many units inside selling a variety of goods.

The access to the Shopping Hall is by six sets of double doors which lead directly onto the Market square.

Unit M1 is situated in the centre at the very south part of the Shopping Hall directly behind the centre four double doors of the six.

The unit is basically a rectangular area with a solid wall at the northern end glass doors at the southern end the walls either side are glass with open doors on both sides all walls are floor to ceiling.

The Shopping Hall is shuttered when closed and Unit M1 is blocked off internally I spoke to the applicant and he told me that if the licence is granted all alcohol would be at the northern end of the unit either behind the counter for spirits and wines with a chilled unit for beers, cider and some wine to the side of the counter, with easy access for staff behind the counter to get to this area.

Other items sold in the unit are confectionary and other items that would be found at a newsagent.

The surrounding premises are mainly shops and businesses on the ground floor with a market 3 days per week, there are residential properties above the venue.

The premises are situated in the centre of Romford and close to all public transport links.

The premises are situated inside the Romford Ring Road and falls within Havering's saturation area for Romford.

Licensing Sub-Committee, 12 November 2012

Within a close area of the shop there are a number of premises which offer alcohol for off sales, 9 pubs or bars and a large number of restaurants that offer alcohol with meals.

A map of the area is attached to assist the committee.

Details of the application

Supply of Alcohol (Off Supply only)		
Day	Start	Finish
Monday to Sunday	09:00hrs	17:00hrs

Seasonal variations & Non-standard timings

There are no seasonal variations or non-standard timings attached to this application.

Comments and observations on the application

The applicant acted in accordance with premises licence regulations 25 and 26 relating to the advertising of the application. The required newspaper advertisement was installed in the Yellow Advertiser on Wednesday 3rd October 2012.

Summary

There were no valid representations against this application from interested parties.

There was one representation against this application from responsible authorities.

Details of representations

Valid representations may only address the following licensing objectives:

- The prevention of crime and disorder
- The prevention of public nuisance
- The protection of children from harm
- Public safety

Responsible Authorities' representations

The Metropolitan Police outline a number of concerns relating to the licensing objectives that they wish the Sub-Committee to consider, they also outline that the premises are within the saturation area in Havering's Licensing Policy.

There were no representations from the following responsible authorities:

- Public Health
- The London Fire and Emergency Planning Authority
- The Health & Safety Enforcing Authority
- The Trading Standards Service
- Planning Control & Enforcement
- Children & Families Service
- Licensing Authority



Licensing Sub-Committee

Appendix 1 Copy of Application

12091



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/We MR GRAHAM WALKER

(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 ARKADIA NEWS, UNIT M1 ROMFORD SHOPPING HALL, 43 MARKET PLACE, ROMFORD, ESSEX. RM1 3AB			
Post town	ROMFORD	Post code	RM1 3AB

Telephone number at premises (if any)	07985 407546
Non-domestic rateable value of premises	£9360

Part 2 - Applicant Details

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

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
 - i. as a limited company please complete section (B)
 - ii. as a partnership please complete section (B)
 - iii. as an unincorporated association or please complete section (B)
 - iv. other (for example a statutory corporation) 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:

Please tick yes

- 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="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname WALKER			First names GRAHAM		
I am 18 years old or over				<input checked="" type="checkbox"/> Please tick yes	
Current postal address if different from premises address		138 CAMBRIDGE AVENUE, GIDEA PARK, ROMFORD, ESSEX. RM2 6RA			
Post Town	ROMFORD		Postcode	RM2 6RA	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		

I am 18 years old or over		<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address			
Post Town		Postcode	
Daytime contact telephone number			
E-mail address (optional)			

(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?

Day	Month	Year
1	5	10 20 00 10 20

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

Day	Month	Year

Please give a general description of the premises (please read guidance note1)
SMALL NEWSAGENTS SHOP LOCATED WITHIN ROMFORD SHOPPING HALL SELLING
NEWSPAPERS, TOBACCO PRODUCTS, CONFECTIONERY, SOFT DRINKS ETC..

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 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick yes

- 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)

Provision of entertainment facilities:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

Provision of late night refreshment (if ticking yes, fill in box L)

Supply of alcohol (if ticking yes, fill in box M)

In all cases complete boxes N, O and P

A

Plays Standard days and timings (please read guidance note 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed					
			<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Thur			<u>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</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)		
Thur					
Fri					
			<u>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</u> (please read guidance note 5)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Tue			
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 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
Wed					
Thur			<u>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</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed					
			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)		
Thur					
			<u>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</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Wed					
Thur			<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 5)		
Fri					
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3)	Both	<input type="checkbox"/>
Tue			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Wed			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Thur					
Fri					
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			<u>Please give a description of the type of entertainment you will be providing</u>		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)		
Fri					
Sat			<u>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</u> (please read guidance note 5)		
Sun					

I

Provision of facilities for making music Standard days and timings (please read guidance note 6)			<u>Please give a description of the facilities for making music you will be providing</u>			
			<u>Will the facilities for making music be indoors or outdoors or both – please tick</u> (please read guidance note 2)			Indoors
			Outdoors			<input type="checkbox"/>
			Both			<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)			
Mon						
Tue			<u>State any seasonal variations for the provision of facilities for making music</u> (please read guidance note 4)			
Wed						
Thur			<u>Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)			
Fri						
Sat						
Sun						

J

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			<u>Will the facilities for dancing be indoors or outdoors or both – please tick</u> (see guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give a description of the facilities for dancing you will be providing</u>		
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for providing dancing facilities</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

K

Provision of facilities for entertainment of a similar description to that falling within i or j Standard days and timings (please read guidance note 6)			<u>Please give a description of the type of entertainment facility you will be providing</u>		
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed					
Thur					
Fri			<u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</u> (please read guidance note 4)		
Sat					
Sun					
			<u>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		

L

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

M


Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon	09.00	17.00	NONE		
Tue	09.00	17.00			
Wed	09.00	17.00			
Thur	09.00	17.00	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 5)		
Fri	09.00	17.00	NONE		
Sat	09.00	17.00			
Sun	09.00	17.00			

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

Name MR GRAHAM WALKER.	
Address 138 CAMBRIDGE AVENUE, GIDEA PARK, ROMFORD, ESSEX. RM2 6RA	
Postcode	RM2 6RA
Personal Licence number (if known)	
Issuing licensing authority (if known) LONDON BOROUGH OF HAVERING	


N

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 8)
 NONE



O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4) NONE
Day	Start	Finish	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 5) NONE
Mon	09.00		
		17.00	
Tue	09.00		
		17.00	
Wed	09.00		
		17.00	
Thur	09.00		
		17.00	
Fri	09.00		
		17.00	
Sat	09.00		
		17.00	
Sun	09.00		
		17.00	



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

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)

WE WILL OPERATE OUR OFF LICENCE IN A RESPONSIBLE MANNER AND ACTIVELY PROMOTE THE LICENSING OBJECTIVES AT ALL TIMES.

b) The prevention of crime and disorder

ALL STAFF WILL RECEIVE TRAINING FOR THEIR ROLE ON INDUCTION AND REFRESHER TRAINING EVERY SIX MONTHS WHICH SHALL INCLUDE THE OPERATION OF CHALLENGE 25. WRITTEN TRAINING RECORDS WILL BE KEPT AND MADE AVAILABLE TO POLICE / COUNCIL OFFICERS ON REQUEST.
NOTICES WILL BE DISPLAYED AT THE FRONT DOOR AND POINT OF SALE ADVISING THAT CHALLENGE 25 IS IN OPERATION AND THE PROVISIONS OF THE LICENSING ACT RELATING TO UNDERAGE AND PROXY SALES. (SEE BOX E)
A TILL PROMPT WILL BE DISPLAYED BESIDE EACH TILL.
ALL ALCOHOL WILL BE DISPLAYED IN CLEAR LINE OF SIGHT OF THE COUNTER & ALL SPIRITS SHALL BE DISPLAYED BEHIND THE COUNTER.
ALL ALCOHOL NOT ON DISPLAY SHALL BE KEPT IN A SECURE STORE ROOM.
NO CANS OR BOTTLES OF BEER, LAGER OR CIDER ABOVE 5.5% ABV WILL BE SOLD.
NO MORE THAN 10% OF THE RETAIL DISPLAY AREA MAY BE USED FOR THE DISPLAY OF ALCOHOL.
A NOTICE WILL BE DISPLAYED AT EACH DOOR ADVISING CUSTOMERS THAT THEY ARE IN AN AREA SUBJECT TO A DESIGNATED PUBLIC PLACE ORDER, MUST NOT DRINK ALCOHOL IN THE STREET AND MUST SURRENDER ALCOHOL TO A POLICE OFFICER ON REQUEST OR FACE ARREST AND A FINE.
NOTICES WILL BE DISPLAYED ASKING CUSTOMERS NOT TO LOITER OUTSIDE AND TO DISPOSE OF RUBBISH RESPONSIBLY.
STAFF WILL DISCOURAGE CUSTOMERS FROM LOITERING OUTSIDE THE PREMISES AND WILL ENGAGE WITH AND WORK WITH THE SNT.

c) Public safety

A FIRE RISK ASSESSMENT & EMERGENCY PLAN WILL BE PREPARED & REGULARLY REVIEWED.

d) The prevention of public nuisance

A NOTICE WILL BE DISPLAYED AT EACH DOOR ADVISING CUSTOMERS THAT THEY ARE IN AN AREA SUBJECT TO A DESIGNATED PUBLIC PLACE ORDER, MUST NOT DRINK ALCOHOL IN THE STREET AND MUST SURRENDER ALCOHOL TO A POLICE OFFICER ON REQUEST OR FACE ARREST AND A FINE.
 NOTICES WILL BE DISPLAYED ASKING CUSTOMERS NOT TO LOITER OUTSIDE AND TO DISPOSE OF RUBBISH RESPONSIBLY.
 STAFF WILL DISCOURAGE CUSTOMERS FROM LOITERING OUTSIDE THE PREMISES AND WILL ENGAGE WITH AND WORK WITH THE SNT.
 THE SHOP FRONT WILL BE KEPT TIDY AT ALL TIMES AND SHALL BE SWEEPED AT CLOSE.

e) The protection of children from harm

WE WILL OPERATE THE CHALLENGE 25 PROOF OF AGE POLICY AND NOTICES WILL BE DISPLAYED BY THE DOORS & AT THE POINT OF SALE ADVISING CUSTOMERS CHALLENGE 25 IS IN OPERATION ALONG WITH THE PROVISIONS OF THE LICENSING ACT 2003 RELATING TO UNDERAGE AND PROXY SALES.
 ONLY A PASSPORT, PHOTOGRAPHIC DRIVING LICENCE OR PASS APPROVED PROOF OF AGE CARD WITH THE PHOTOGRAPH OF THE HOLDER AND A HOLOGRAPHIC MARK ON IT WILL BE ACCEPTED AS PROOF OF AGE. NO OTHER FORM OF IDENTIFICATION SHALL BE ACCEPTED.
 A WRITTEN REFUSALS RECORD WILL BE KEPT AND MADE AVAILABLE TO POLICE / AUTHORISED COUNCIL OFFICERS ON REQUEST. THE REFUSALS REGISTER SHALL INCLUDE THE DATE, TIME AND REASON FOR REFUSAL TOGETHER WITH SUFFICIENT DETAILS TO ENABLE THE SALES PERSON TO BE IDENTIFIED. THE DPS SHALL CHECK AND SIGN THE REFUSALS REGISTER AT LEAST WEEKLY.
 ALL STAFF WILL BE TRAINED IN OPERATING CHALLENGE 25 ON INDUCTION AND GIVEN REFRESHER TRAINING EVERY SIX MONTHS. WRITTEN TRAINING RECORDS WILL BE KEPT. TRAINING WILL INCLUDE IDENTIFYING PERSONS UNDER 25, MAKING A CHALLENGE, ACCEPTABLE PROOF OF AGE & CHECKING IT, MAKING & RECORDING A REFUSAL AND AVOIDING CONFLICT.
 ALL SPIRITS SHALL BE KEPT BEHIND THE COUNTER & ALL ALCOHOL WILL BE IN CLEAR LINE OF SIGHT OF THE COUNTER.
 A TILL PROMPT WILL BE DISPLAYED BESIDE EACH TILL.


Please tick yes

- 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 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

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 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent (See guidance note 11). If signing on behalf of the applicant please state in what capacity.

Signature	
Date	19/12
Capacity	AUTHORISED LICENSING CONSULTANTS

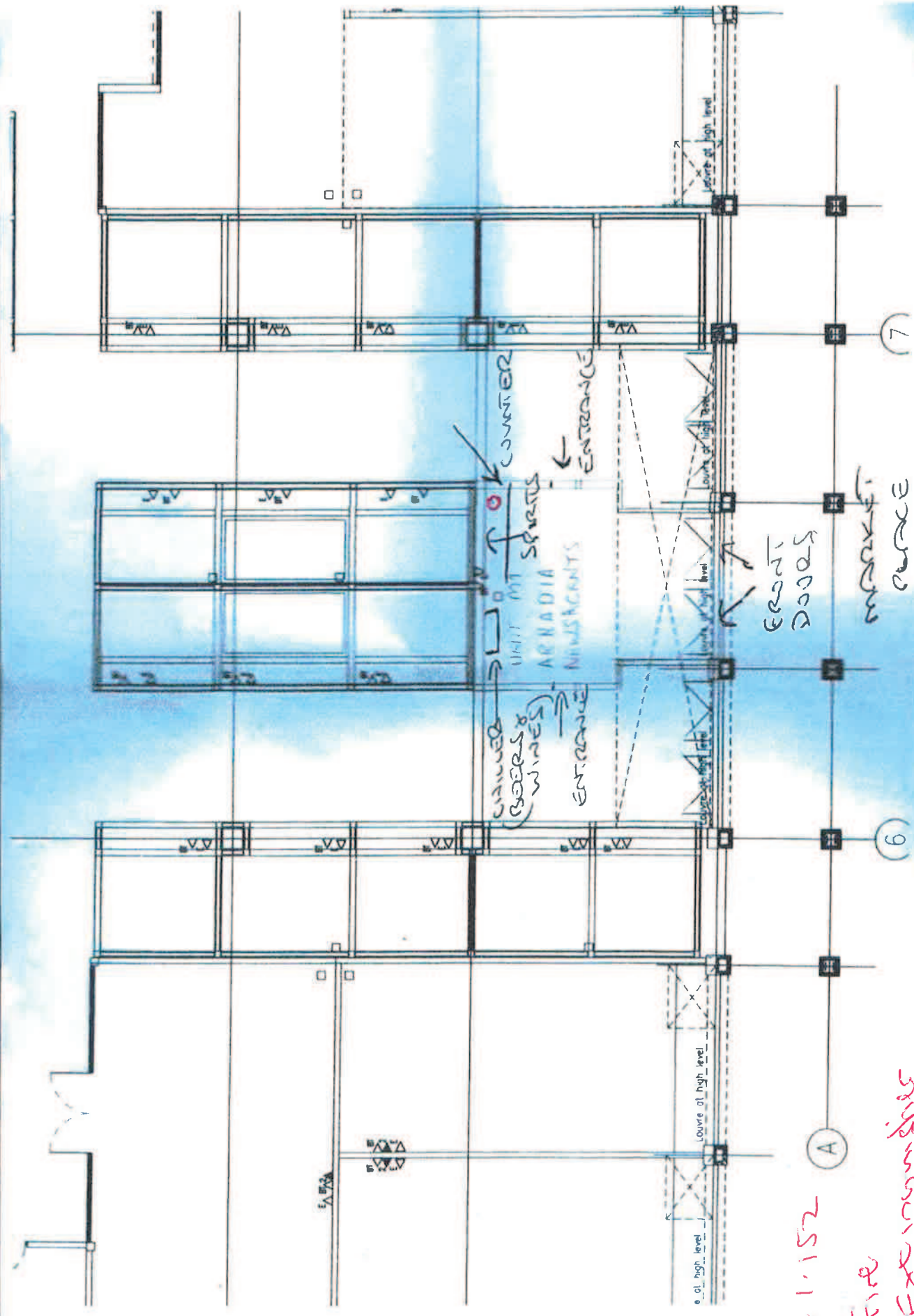
For joint applications signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent. (please read guidance note 12). If signing on behalf of the applicant please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)			
GT LICENSING CONSULTANTS, 21B McINTOSH ROAD, ROMFORD, ESSEX, RM1 4JU			
Post town	ROMFORD	Post code	RM1 4JU
Telephone number (if any)	07810 826778		
If you would prefer us to correspond with you by e-mail your e-mail address (optional) gtlicensingconsultants@googlemail.com			

Notes for Guidance

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.



Scale 1:152
 O fire
 Extinguishers



Consent of individual to being specified as premises supervisor

GRAHAM WALKER

[full name of prospective premises supervisor]

of

138 CAMBRIDGE AVENUE,
GIDEA PARK,
ROMFORD,
ESSEX.
RM2 6RA

[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

A NEW PREMISES LICENCE

[type of application]

by

GRAHAM WALKER

[name of applicant]

relating to a premises licence

N/A

[number of existing licence, if any]

for

ARKADIA NEWS,
UNIT M1 ROMFORD SHOPPING HALL,
43 MARKET PLACE,
ROMFORD,
ESSEX.
RM1 3AB

[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by

GRAHAM WALKER

[name of applicant]

concerning the supply of alcohol at

ARKADIA NEWS,
UNIT M1 ROMFORD SHOPPING HALL,
43 MARKET PLACE,
ROMFORD,
ESSEX.
RM1 3AB

[name and address of premises to which application relates]

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

[insert personal licence number, if any]

Personal licence issuing authority

LONDON BOROUGH OF HAVERING

[insert name and address and telephone number of personal licence issuing authority, if any]

Signed



Name (please print)

GRAHAM WALKER

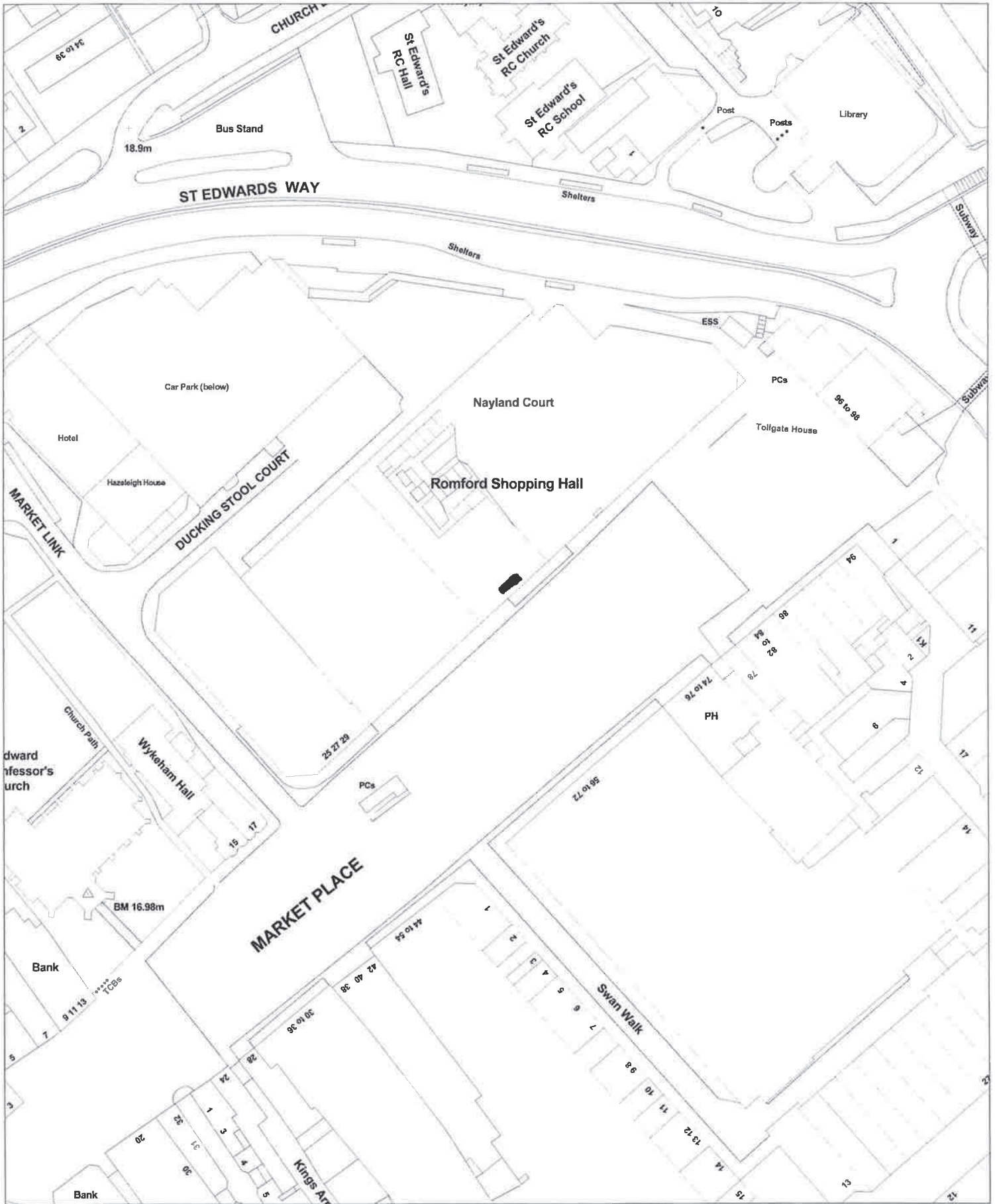
Date

25/9/12



Licensing Sub-Committee

Appendix 2 Map of local area

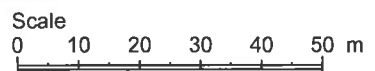


Romford Shopping Hall

Map Reference: TQ5189SW



Scale @ A4 1:1250
Date: 23/10/2012



London Borough of Havering
Town Hall, Main Road
Romford, RM1 3BD
Tel: 01708 434343

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100024327



Licensing Sub-Committee

Appendix 3 Representation from Responsible
 Authority



**Licensing Authority
London Borough Havering
Mercury House, Mercury Gardens
Romford
RM1 3SL**

PC 118 KD David Fern
Romford Police Station
19 Main Road
Romford,
Essex
RM1 3BJ

Telephone: 01708 432781
Email:
David-
anthony.fern@met.police.uk
Date: 19th October 2012

The Police wish to make a representation **against** the application for a new premises licence for ARKADIA NEWS, UNIT M1, Romford shopping centre, 43 Market Place RM1.

- The premises falls within the saturation area of the town centre and full details of the policy can be found on the London Borough of Havering website.
- Police feel that the application should be refused on the grounds of saturation and cumulative impact, allowing this application would not promote the licensing objectives. Namely the Prevention of crime and disorder, public nuisance.
- This application is far from exceptional; it does not provide anything different for the town centre or offer a service or concept that is not already available, neither does it replace licensed premises which are closed.

Supporting grounds of saturation

The following Nineteen off licence premises are all located within close proximity:

Am and Pm - South Street
Romford Mini Mart - South Street
The Russian shop - High Street
Marks and Spencer - South Street
SAVERS Market place - Romford
TESCO South Street - Romford
Bargains Galore - Western Road
Debenhams - Market place
Iceland - Market place
Sainsburys - The Brewery
Londis - Victoria Road
Strumbras Victoria Road
ESSSO - Main Road
Lidl - Atlanta Boulevard
Maxim Food stores - Victoria Road
Afforda - South Street
J and B convenience - South Street
Asda Liberty Mall

Key News and Food - South Street

This list does not include licensed premises such as Pubs, Bars, and Restaurants where the majority cater for off sales as well.

The London Borough of Havering is amongst the highest areas within the Metropolitan Police for alcohol fuelled violence.

- Off licences play a key role in fuelling the availability of alcohol and often are cheaper than pubs and bars. There is a term in policing referred to as pre loading. This is where a person consumes alcohol prior to attending licensed premises, so the full effects of the alcohol consumed as probably not been felt by that person yet. There is such a strong link between price and consumption.
- The town centre experiences several issues on pre loading, off licences that sell within the ring road do so with the condition that the alcohol is not consumed in the streets within the ring road.
- This is often disregarded by the person who purchases the item and is consumed within proximity of the off licence. Many subjects then remain in the town centre afterwards. The operators are unable to control this hence the police are now involved.
- Off licences fuel the availability to street drinkers and those who are alcohol dependant many of whom are refused entry into the local pubs and bars.

Police are tasked to deal with such issues; they have powers to remove the alcohol and any open or sealed containers, if they believe that it will be consumed or is being consumed within the designated area of the alcohol controlled zone.

Designated area

The Criminal Justice and Police Act 2001 contains provisions specifically designed to address the problems of alcohol related disorder. Sections 12-16 of the Act allow local authorities to adopt powers to designate areas which have known nuisance, annoyance to the public, or disorder associated with the consumption of alcohol.

Designated Drinking Areas are an effective tool to tackle the problems associated with the anti-social consumption of alcohol in public places. This incorporates the under-age consumption of alcohol, the negative image that street drinking projects to the community and the frequently resulting social nuisance which impacts on others quality of life.

- Alcohol confiscation is a direct result of off licence sales. Many premises are often totally unaware of the effects they create. These issues are a constant task for police officers.
- Drinks promotions and special offers are often deemed irresponsible sales by the police given the issues this town centre faces. The availability of cheap alcohol does not promote the licensing objective under the prevention of crime and disorder and public nuisance.
- The bars and clubs in the town centre have collectively introduced minimum pricing and have maintained level prices with competitors to assist in combating crime and disorder, public nuisance.

The saturation zone within the town centre is the designated area.

Police spend a lot of their time dealing with such matters in an attempt to prevent further crime and disorder and public nuisance, this is an on going problem.

There is evidence to suggest that customers from off licences contribute to the global difficulties within the town centre.

This area suffers from a series of difficulties that have arisen from a concentration of licensed premises in the town centre. The cumulative effect is violence on and off premises, theft, robbery, noise and nuisance, large gatherings of people, littering, fouling and a deteriorating public realm, street drinkers and alcoholics.

There is not a single operator who is to blame but together they cumulatively impact on the town centre.

The licensing objective the Prevention of Crime and disorder, police officers are at a constant battle to combat crime and disorder, and public nuisance within the town centre. They work day and night on street drinking issues.

Section 27 of the Violent Crime Reduction Act 2006 introduced a power for a constable in uniform to issue a direction to leave a locality to an individual aged at least 16 who is in a public place and who presents a risk of alcohol related crime or disorder.

Section 27 notices can effectively target people drinking out in the streets, thus preventing later drunkenness and disorder in venues.

Disorder, Public safety, Protection of children from Harm.

Police deal robustly with disorder in the town centre and used fixed penalty notices for public order offences, including urination in the streets. Many of these offences are due to alcohol fuelled youngsters under the age of 25. The town centre is policed by a dedicated team with local knowledge and up to date intelligence.

The town centre does have a high ratio of licensed premises, within the saturation zone.

Other schemes implemented to assist in promotion of the licensing objectives.

In Partnership with the local authority the town centre operates a Banned from One, Banned from all schemes. Anyone who is involved in alcohol fuelled violence and or disorder within the saturation zone can be put forward to be banned under this scheme, a banning notice can be for up to 5 years.

Within the last 12 months 279 banning notices have been issued.

Summing up

- Romford town centre is major concern to the local police day and night; the saturation policy remains valid regardless of times the applicant states he wishes to serve alcohol.
- Street drinkers, thefts, robberies and violence occur through out the day although violent offences peak late evening and early morning. They are certainly not just at night.
- Police have worked on several projects with street drinkers and those subjects who are alcohol dependant.
- Police have adopted several policies and use legal powers to combat the issues alcohol presents as mentioned in this report.
- Crime and disorder along with public nuisance will continue to rise if we continue to feed an area with off licensed premises that have very little responsibility beyond the sale. Granting an

additional licence will add cumulative impact to this area. Alcohol related issues are a serious issue for this town.

The text below is a quote from the Prime Minister taken from the New Alcohol Strategy as of March 2012.

“Binge drinking isn’t some fringe issue, it accounts for half of all alcohol consumed in this country. The crime and violence it causes drains resources in our hospitals, generates mayhem on our streets, and spreads fear in our communities. My message is simple. We can’t go on like this. We have to tackle the scourge of violence caused by binge drinking. And we have to do it now.”

“A real effort to get to grips with the root cause of the problem, and that means coming down hard on cheap alcohol”

A Quote from a recent newspaper article “A recent report shows that in London there was 156, 017 people admitted to hospital last year with drink problems compared with 146, 391 the year before. Experts warn that cheap alcohol is still to blame for people developing liver problems and drink related health problems.”

I ask the committee not to grant a further licence in the saturation area of the town centre.

- There are no conditions no matter how strict I could recommend to impose to prevent the issues mentioned in this report.
- The fact is we do not need another off licence creating further availability of alcohol, and creating cumulative impact.
- Cheap alcohol is too readily available in Romford town centre and industry needs, and commercial advantages have too frequently been prioritised over community concerns.

The granting of such a licence will undermine all the preventative work and proactive work that is involved in the town centre. The Metropolitan police could not support this application for a new premises licence to serve alcohol in an area identified as being saturated.

I have inspected the premises and there is currently no CCTV within the store and only one camera within the centre covering the entrance door to the store. This is inadequate under the prevention of crime objective.

The current store layout has three entrance/exit points and Police believed this will encourage theft due to the ease of getting away. Theft of alcohol is serious concern to the police given the issues we face daily in the town centre.

The store personal appeared to assist at the adjacent unit on one visit to the premises, leaving the issues surrounding theft and the possibility of children obtaining alcohol likely.

If the committee feel a licence should be granted police would like to suggest the following robust conditions are appropriate.

CD1 All staff shall be suitably trained for their job function for the premise. The training shall be written into a programme, ongoing and under constant review, and must be available to a relevant Responsible Authority when called upon. Refresher training should be every 6 months on the responsible sale of alcohol.

CD16 A properly specified and fully operational CCTV system shall be installed or the existing system maintained to a satisfactory standard. The system will 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.

CD18 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.

CD19 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 will comply with other essential legislation, and all signs as required will be clearly displayed. The system will be maintained and fully operational throughout the hours that the premises are open for any licensable activity.

CD21 A staff member from the premises who can operate the CCTV system shall be on the premises at all times when the premises is open to the public. This staff member shall be able to show Police recent data or footage with the absolute minimum of delay when requested.

CDGPG3 A proof of age scheme, Challenge 25, shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification card, such as a driving licence or passport.

CDGPG4 Prominent clear notices shall be displayed at the point of entry to the premises and in a suitable location at any points of sale, advising customers that they may be asked to produce evidence of their age.

CDGPG12 All occasions when persons have been refused service shall be recorded in writing and kept at the premises for 12 months.

Designated Premises supervisor, Premises licence holders and other members of their staff must keep a register detailing when alcohol and cigarettes have attempted to be purchased by someone suspected as being underage. This register should detail the person who refused the sale, the date and time and the product subject to the attempted purchase, details surrounding the attempted purchase and detail/description of the person attempting the purchase.

This register should be available to all staff selling age restricted products, for their referral prior to them starting work each day. The register should be available for inspection by a Trading Standards officer, police officer or Licensing officer.

CDGPG13 Prominent, clear notices shall be displayed at the premises about the supply of alcohol to minors and the relevant offences involved.

The front window of the store must be kept clear from any promotional posters or anything similar, staff are required to monitor outside the store to prevent any proximity sales. Warnings should be given to adults about the offence of buying alcohol for those under 18 if suspected.

A personal licence holder will be on duty at times during licensable activity.

The maximum floor space shall be 10 % of the store indicated on a map. No alcohol can be placed or stacked anywhere else in the store, except in the storage area out of the public view.

The premises shall not stock any Beers, Ciders, lagers and spirit mixed drinks with an ABV over 5.2 %.

The premises shall not stock any cans/bottles of lager, cider, beer or spirit based mixers unless they are in packs of four or more.

No bottles of wine or spirits less than 75cl shall be sold of the premises.

Any till used at the premises for serving customers must operate with a prompt, requiring the server to certify the age of the customer purchasing any alcoholic product.

If I can be of any further assistance in this matter please do not hesitate to contact me in the licensing office.

Yours sincerely

PC David Fern
Metropolitan police - Havering
Licensing officer