



Havering

LONDON BOROUGH

Public Protection

Housing & Public Protection

London Borough of Havering
Mercury House, Mercury Gardens
Romford RM1 3SL

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6th May 2022

By e-mail

Your reference: havering-566009
My reference: PJJ/9366

Dear Sir

Licensing Act 2003

Premises Licence Number – 009366

Hornchurch Food & Wine 77 Park Lane Hornchurch RM11 1BH

This document in PDF format is the premises licence for the above address in accordance with the provisions of the Licensing Act 2003. **Please note the London Borough of Havering no longer produces paper versions of premises licences.**

You are reminded that the premises licence or a certified copy of the licence must be kept at the premises while the licence summary, Part B of the licence, must be displayed on the premises in a prominent position.

To comply with the legislation a printed or electronic version of this document will be accepted as the premises licence. This must be available for inspection by an authorised officer; also "Part B" must be displayed in either printed or electronic format.

Full details of the Licensing Act 2003 regulations can be found on the GOV.UK website <https://www.gov.uk/alcohol-licensing>

Please note that the granting of a licence under this Act does not remove the need for any necessary consent under other legislation, such as the Planning Acts. The fact that a licence has been granted on certain terms does not imply that similar terms will be agreed under other legislation.

For further information relating to your licence please contact the Licensing Authority at the address detailed above.

Yours faithfully

Kasey Conway

Kasey Conway
Senior Public Protection Officer

Signed, 
Kasey Conway Senior Public Protection Officer

Date of Issue: 6th May 2022



Part A

Premises licence number

009366

Part 1 – Premises details

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

Hornchurch Food & Wine
77 Park Lane Hornchurch RM11 1BH

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence

Supply of alcohol

The times the licence authorises the carrying out of licensable activities

Monday to Sunday – 08:00 to 20:00

The opening hours of the premises

Monday to Sunday – 08:00 to 23:00

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

Off supplies only

Part 2

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

Mr Pararajasingam Kunaraja
77 Park Lane Hornchurch RM11 1BH

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

Not applicable

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

**Mr Pararajasingam Kunaraja
77 Park Lane Hornchurch RM11 1BH**

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

Z01N17288H/4 – London Borough of Waltham Forest

Mandatory conditions

1. No supply of alcohol may be made under the premises licence:
 - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
3. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
 - (a) a holographic mark, or
 - (b) an ultraviolet feature.
4. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
5. For the purposes of the condition set out in paragraph 4 —
 - (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
 - (b) “permitted price” is the price found by applying the formula —
$$P=D+(D \times V)$$
where —
 - (i) P is the permitted price,
 - (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
 - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

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Signed, 
Kasey Conway Senior Public Protection Officer

Date of Issue: 6th May 2022

Mandatory conditions – contd.

- (c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence —
 - (i) the holder of the premises licence,
 - (ii) the designated premises supervisor (if any) in respect of such a licence, or
 - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
 - (d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
 - (e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.
- 6. Where the permitted price given by paragraph (b) of paragraph 5 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
- 7. (1) Sub-paragraph (2) applies where the permitted price given by paragraph (b) of paragraph 5 on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.
(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Annex 2 – conditions consistent with the operating schedule

- 1. A landline integrated security system shall be installed.
- 2. There shall be no adult entertainment, services, activities or matters ancillary to the use of the premises that may give rise to concern in respect of children.
- 3. All products containing alcohol shall be kept inside the premises in a secure place.
- 4. The premises shall have CCTV cameras installed covering the entrance together with comprehensive internal viewing. The CCTV system shall be maintained regularly and recordings shall be kept with the previous 31 days’ data. This information shall be made available to the Police or other authorised persons upon request.
- 5. The premises shall be fitted with a digital CCTV system which shall conform to the following points:
 - (i) If the CCTV equipment is inoperative or not working to the satisfaction of the Police the premises shall not be used for licensable activities unless with prior agreement from the Police.
 - (ii) CCTV cameras must be sited to observe the entrance door both inside and outside the counter areas and all alcohol displays.

- (iii) CCTV cameras on the entrances must capture full frame shots of the heads and shoulders of all people entering the premises, i.e. capable of identification.
- (iv) CCTV recordings shall be capable of visually confirming the nature of the crime committed.
- (v) CCTV recordings shall provide a linked record of the data, time and place of any image.
- (vi) CCTV recordings shall provide good quality images – colour during opening times.
- (vii) CCTV recordings shall operate under existing light levels within and outside the premises.
- (viii) The CCTV system shall have the recording device located in a secure area or locked cabinet.
- (ix) The CCTV system shall have a monitor to review images and recorded picture quality.
- (x) The CCTV system shall record images as near to real time as possible.
- (xi) Recorded images must be of sufficient quality that persons can be identified from the recorded pictures as well as the live view.
- (xii) The CCTV system shall be regularly maintained to ensure continuous quality of image capture and retention.
- (xiii) The CCTV system shall comply with the Data Protection Act 1998 and any applicable British Security Industry directive.
- (xiv) The premises shall have signage displayed in the customer area to ensure an evidence trail is recorded and can be retrieved for evidential purposes.
- (xv) Recorded digital images shall be kept for 31 days.
- (xvi) Checks shall be frequently undertaken to ensure that the equipment performs properly, that all the cameras are operational and a log kept.
- (xvii) The medium on which the images have been recorded shall not be used when it has become apparent that the quality of the images has deteriorated.
- (xviii) Access to recorded images shall be restricted to those staff who need to have access in order to achieve the purposes of using the equipment.
- (xix) All access to the medium on which the images are recorded shall be documented.
- (xx) Police shall have access to CCTV images at any reasonable time.
- (xxi) The CCTV equipment shall have a suitable export method, e.g. CD/DVD writer, so that the Police can make an evidential copy of the data they require. This data shall be in the native file format to ensure that no image quality is lost when making the copy. If this format is non-standard, i.e. manufacturer proprietary, then the manufacturer should supply the replay software to ensure that the video on the CD can be replayed by the Police on a standard computer. Copies must be made available to Police on request.
- (xxii) Disclosure of the recorded CCTV images to third parties shall only be made in limited and prescribed circumstances for law enforcement, prosecution agencies, relevant legal representatives and people whose images have been recorded and retained.

6. A refusals book shall be kept at the point of sale or electronically recorded on the till. A record shall be kept on each occasion that a sale is refused. This book shall be made available immediately to the Police and the Local Authority when requested.
7. Staff training records shall be kept for a minimum period of two years. The records shall be immediately made available to the Police and Local Authority upon request.
8. The fire exit at the premises shall be kept free of any obstacles.
9. An electronically operated fire alarm system that complies with BS 5839: Part 1 shall be installed.
10. Emergency lighting systems shall comply with BS 52266.
11. Escape routes, exit notices and signs shall be installed and maintained to their manufacturer's specifications.
12. A fire risk assessment and emergency plan shall be prepared.
13. All fire fighting equipment shall be maintained on a regular basis and placed at suitable locations in the premises.
14. All safety certificates and inspection reports shall be kept on site and made available for inspection when requested.
15. Signs shall be displayed at the exit door of the premises requesting patrons to leave the premises quietly.
16. Bottles and similar goods shall not be handled outside the premises in the late evening, night or early morning.
17. Bins shall not be emptied outside the premises in the late evening, night or early morning.
18. Rubbish from the premises shall be securely stored in a bin in a designated area.
19. There shall be no access to the premises by unaccompanied children under the age of 14 years after 21:00 unless accompanied by a person over the age of 18 years.
20. All alcohol shall be sold by the designated premises supervisor or a person authorised by the designated premises supervisor.
21. The premises licence holder shall attend a child protection awareness course.
22. Any concerns relating to children shall be reported to Children's Services.
23. The designated premises supervisor must undertake routine monitoring of the refusals records and record that this is being done.
24. All staff who make sales of alcohol shall receive regular training, induction and refresher. This shall include:
 - (i) application for relevant proof of age scheme or similar;
 - (ii) penalties for selling to an underage person;
 - (iii) asking for appropriate photographic identification. This must be either a passport, photographic driving licence or an identity card with the PASS logo (Proof of Age Standards Scheme);
 - (iv) the refusals process; and
 - (v) any other information as deemed appropriate.

25. If the premises falls within a 'Drinking Controlled Area' a sign shall be displayed to inform the patrons that they are in a 'Drinking Controlled Area'; however, the premises staff is not able to prevent customers consuming alcohol purchased at the premises in the street.
26. Deliveries to the premises shall only be made during normal working hours.

1. All staff shall be suitably trained for their job function for the premises. The training shall be written into a programme, ongoing and under constant review, and must be made available to a relevant Responsible Authority when called upon.
2. 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.
3. 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 a 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
4. To obtain a clear head and shoulders image of every person entering the premises on the CCTV system persons entering the premises shall be asked to remove headwear unless worn as part of religious observance.
5. 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 twelve occasions to maintain the quality of the recorded image.
6. The positions of all CCTV cameras shall be clearly shown on a set of plans which shall form part of the 'system file'. Any alteration to the system shall only be carried out after consultation with and written approval of Havering Police.
7. 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.

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

8. All members of staff at the premises shall seek credible photographic proof of age evidence from any person who appears to be under the age of 18 years and who is seeking to purchase alcohol. Such credible evidence which shall include a photograph of the customer shall include a passport, photographic driving licence or Proof of Age card carrying a 'PASS' logo.
9. Prominent clear notices shall be displayed at the premises about the supply of alcohol to minors and the relevant offences involved.
10. The premises shall adopt a Challenge 25 policy. This means that the premises shall challenge anybody who attempts to buy an alcoholic drink who appears to be under the age of 25 and shall not sell to such persons unless they can prove they are over 18 by providing a passport or photographic driving licence.
11. The premises shall undertake to label all alcohol that is to be sold.
12. All occasions when persons have been refused service shall be recorded in writing and kept at the premises for six months.

Annex 4 – premises plans

Original premises plans are held by the Licensing Authority of the London Borough of Havering.



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Signed, 
Kasey Conway Senior Public Protection Officer

Date of Issue: 6th May 2022



Part B

Premises licence summary

Premises licence number

009366

Premises details

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

**Hornchurch Food & Wine
77 Park Lane Hornchurch RM11 1BH**

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence

Supply of alcohol

The times the licence authorises the carrying out of licensable activities

Monday to Sunday – 08:00 to 20:00

The opening hours of the premises

Monday to Sunday – 08:00 to 23:00

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

Off supplies only

Name, (registered) address of holder of premises licence

**Mr Pararajasingam Kunaraja
77 Park Lane Hornchurch RM11 1BH**

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

Not applicable

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

Mr Pararajasingam Kunaraja

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Signed, 
Kasey Conway Senior Public Protection Officer

Date of Issue: 6th May 2022

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

Restricted

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