

Licensing (Licensing and Gambling) Sub-Committee

Wednesday, 29th July, 2020
at 4.00 pm

PLEASE NOTE TIME OF MEETING

PLEASE NOTE this will be a 'virtual meeting', a link to which will be available on Southampton City Council's website at least 24hrs before the meeting

This meeting is open to the public

Members

Three Members drawn from the Licensing Committee

Contacts

Democratic Support Officer
Pat Wood
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Executive Director Communities, Culture & Homes
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PUBLIC INFORMATION

The Members of the Licensing Committee are Councillors Bunday, G Galton, B Harris, Kataria, Laurent, McEwing, Noon, Renyard, Spicer, and Streets.

Terms of Reference

The Sub-Committee deals with licences for which the Council is responsible under the Licensing Act 2003 and Gambling Act 2005, including:-

- Determination of applications for review of premises licences and club premises certificates;
- Determination of representations to applications for premises licences and club premises certificates, variations and various permits;
- Determination of police objections to applications for:
 - Variation of designated premises supervisors
 - Transfer of premises licences
 - Personal licences for the sale of alcohol
- Determination of objections to temporary event notices.

Relevant Representations

Those who have made relevant representations may address the meeting about the matter in which they have an interest. New matters, not raised within a written representation, can not be relied upon at the hearing.

When dealing with Licensing Act matters the Sub-Committee must only take into account the following statutory Licensing Objectives:-

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

Likewise, when dealing with Gambling Act matters the Sub Committee must only take into account the statutory Licensing Objectives below:-

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
- Ensuring that gambling is conducted in a fair and open way, and
- Protecting children and other vulnerable persons from being harmed or exploited by gambling

Southampton: Corporate Plan 2020-2025 sets out the four key outcomes:

- Communities, culture & homes - Celebrating the diversity of cultures within Southampton; enhancing our cultural and historical offer and using these to help transform our communities.
- Green City - Providing a sustainable, clean, healthy and safe environment for everyone. Nurturing green spaces and embracing our waterfront.
- Place shaping - Delivering a city for future generations. Using data, insight and vision to meet the current and future needs of the city.
- Wellbeing - Start well, live well, age well, die well; working with other partners and other services to make sure that customers get the right help at the right time

Fire Procedure:- In the event of a fire or other emergency a continuous alarm will sound and you will be advised by Council officers what action to take.

Access:- Access is available for disabled people. Please contact the Democratic Support Officer who will help to make any necessary arrangements.

Smoking policy:- The Council operates a no-smoking policy in all civic buildings.

Mobile Telephones:- Please switch your mobile telephones to silent whilst in the meeting

Use of Social Media:- The Council supports the video or audio recording of meetings open to the public, for either live or subsequent broadcast. However, if, in the Chair's opinion, a person filming or recording a meeting or taking photographs is interrupting proceedings or causing a disturbance, under the Council's Standing Orders the person can be ordered to stop their activity, or to leave the meeting. By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and or/training purposes. The meeting may be recorded by the press or members of the public. Any person or organisation filming, recording or broadcasting any meeting of the Council is responsible for any claims or other liability resulting from them doing so. Details of the Council's Guidance on the recording of meetings is available on the Council's website.

Dates of Potential Meetings Municipal Year 2020/21

Meetings are scheduled on a weekly basis usually at 4pm on a Wednesday evening.

CONDUCT OF MEETING

Terms of Reference

The terms of reference are contained in the Council's Constitution.

Business to be discussed

Only those items listed on the attached agenda may be considered at this meeting.

Rules of Procedure

The meeting is governed by the Licensing Act 2003 (Hearings) Regulations 2005 and the Council Procedure Rules as set out in Part 4 of the Constitution, so far as it is applicable.

Quorum 3

The minimum number of appointed Members required to be in attendance to hold the meeting is 3.

DISCLOSURE OF INTERESTS

Members are required to disclose, in accordance with the Members' Code of Conduct, **both** the existence **and** nature of any "Disclosable Pecuniary Interest" or "Other Interest" they may have in relation to matters for consideration on this Agenda.

DISCLOSABLE PECUNIARY INTERESTS

A Member must regard himself or herself as having a Disclosable Pecuniary Interest in any matter that they or their spouse, partner, a person they are living with as husband or wife, or a person with whom they are living as if they were a civil partner in relation to:

- (i) Any employment, office, trade, profession or vocation carried on for profit or gain.
- (ii) Sponsorship:

Any payment or provision of any other financial benefit (other than from Southampton City Council) made or provided within the relevant period in respect of any expense incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

(iii) Any contract which is made between you / your spouse etc (or a body in which the you / your spouse etc has a beneficial interest) and Southampton City Council under which goods or services are to be provided or works are to be executed, and which has not been fully discharged.

(iv) Any beneficial interest in land which is within the area of Southampton.

(v) Any license (held alone or jointly with others) to occupy land in the area of Southampton for a month or longer.

(vi) Any tenancy where (to your knowledge) the landlord is Southampton City Council and the tenant is a body in which you / your spouse etc has a beneficial interests.

(vii) Any beneficial interest in securities of a body where that body (to your knowledge) has a place of business or land in the area of Southampton, and either:

- a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body, or
- b) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you / your spouse etc has a beneficial interest that exceeds one hundredth of the total issued share capital of that class.

Other Interests

A Member must regard himself or herself as having an 'Other Interest' in any membership of, or occupation of a position of general control or management in:

Any body to which they have been appointed or nominated by Southampton City Council

Any public authority or body exercising functions of a public nature

Any body directed to charitable purposes

Any body whose principal purpose includes the influence of public opinion or policy

Principles of Decision Making

All decisions of the Council will be made in accordance with the following principles:-

- proportionality (i.e. the action must be proportionate to the desired outcome);
- due consultation and the taking of professional advice from officers;
- respect for human rights;
- a presumption in favour of openness, accountability and transparency;
- setting out what options have been considered;
- setting out reasons for the decision; and
- clarity of aims and desired outcomes.

In exercising discretion, the decision maker must:

- understand the law that regulates the decision making power and gives effect to it. The decision-maker must direct itself properly in law;
- take into account all relevant matters (those matters which the law requires the authority as a matter of legal obligation to take into account);
- leave out of account irrelevant considerations;
- act for a proper purpose, exercising its powers for the public good;
- not reach a decision which no authority acting reasonably could reach, (also known as the "rationality" or "taking leave of your senses" principle);
- comply with the rule that local government finance is to be conducted on an annual basis. Save to the extent authorised by Parliament, 'live now, pay later' and forward funding are unlawful; and
- act with procedural propriety in accordance with the rules of fairness.

AGENDA

1 **ELECTION OF CHAIR**

To appoint a Chair for the purposes of this meeting.

2 **APOLOGIES AND CHANGES IN MEMBERSHIP (IF ANY)**

To note any changes in the membership of the Sub-Committee made in accordance with the Licensing Act 2003.

3 **DISCLOSURE OF PERSONAL AND PECUNIARY INTERESTS**

In accordance with the Localism Act 2011, and the Council's Code of Conduct, Members to disclose any personal or pecuniary interests in any matter included on the agenda for this meeting.

4 **STATEMENT FROM THE CHAIR**

5 **MINUTES OF THE PREVIOUS MEETING (INCLUDING MATTERS ARISING)** (Pages 1 - 4)

To approve and sign as a correct record the Minutes of the meeting held on 27 May 2020 and to deal with any matters arising, attached.

6 **EXCLUSION OF THE PRESS AND PUBLIC - LEGAL ADVICE**

At a predetermined point during the consideration of all items the Sub-Committee may move into private session in order to receive legal advice when determining issues. The parties to the hearing, press and the public, unless otherwise excluded by the Licensing Act 2003 (Hearings) Regulations 2005, will be invited to return immediately following that private session at which time the matter will be determined and the decision of the Sub-Committee will be announced.

7 **APPLICATION FOR NEW PREMISES LICENCE - ARROW SUPERMARKET, 61-63 BERNARD STREET, SOUTHAMPTON SO14 3BA** (Pages 5 - 64)

Application for New Premises Licence in respect of Arrow Supermarket, 61-63 Bernard Street, Southampton SO14 3BA

Tuesday, 21 July 2020

Executive Director Communities, Culture & Homes

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SOUTHAMPTON CITY COUNCIL
LICENSING (LICENSING AND GAMBLING) SUB-COMMITTEE
MINUTES OF THE MEETING HELD ON 27 MAY 2020

Present: Councillors McEwing, Renyard and Streets

1. **ELECTION OF CHAIR**

In accordance with S.14 (2) of the Licensing Act 2003 (Hearings) Regulations 2005, the hearing was held using video conferencing and the public were able to view a live stream of the proceedings using a web link published on the council website. This was in the interest of public safety given the isolation restrictions imposed by the Prime Minister as a result of the public health risks due to the Coronavirus or Covid-19. As a result the Council offices were closed to the public and this licensing sub-committee was held remotely with parties to the hearing participating by way of conference call.

RESOLVED that Councillor McEwing be elected as Chair for the purposes of this meeting.

2. **MINUTES OF THE PREVIOUS MEETING (INCLUDING MATTERS ARISING)**

RESOLVED that the minutes of the meetings held on 19 March and 1 April 2020 be approved and signed as a correct record.

3. **EXCLUSION OF THE PRESS AND PUBLIC - LEGAL ADVICE**

RESOLVED that the Sub-Committee move into private session in order to receive legal advice when determining issues. Following that private session, at which time the matter would be determined, written confirmation of the decision of the Sub-Committee will be distributed to all parties to the hearing.

4. **APPLICATION FOR GRANT OF PREMISES LICENCE - FREEMANTLE SUPERMARKET, 79 PARK ROAD, SOUTHAMPTON SO15 3DD**

The Sub-Committee considered the report of the Service Director – Communities, Culture and Homes for an application for grant of a premises licence in respect of Freemantle Supermarket, 79 Park Road, Southampton SO15 3DD.

Robert Girdlestone, Gary Girdlestone, Paul Crooks and Aftaab Deader, Local Residents and Lucas Marshall, Trading Standards Officer were present and with the consent of the Chair, addressed the meeting.

The Sub-Committee considered the decision in confidential session in accordance with the Licensing Act (Hearings) Regulations 2005.

RESOLVED that the premises licence be granted subject to an amended terminal hour and amended conditions agreed with Hampshire Constabulary and Trading Standards.

Following that private session, it was noted that written confirmation of the decision of the Sub-Committee would be distributed to all parties to the hearing.

After private deliberation the Sub-Committee had determined the matter and all parties to the hearing were notified of the following decision:

All parties will receive formal written confirmation of the decision and reasons.

This hearing was held as a virtual meeting using Microsoft Teams and was streamed live online for the press and public to view via the Live Events platform.

The Sub-Committee has considered very carefully the application for a premises licence at Freemantle Supermarket, 79 Park Road, Southampton SO15 3DD. It has given due regard to the Licensing Act 2003, the Licensing Objectives, statutory guidance and the adopted statement of Licensing Policy.

The Sub-Committee noted that the applicant failed to attend the hearing and it was clarified that this was not due to technical issues. The Sub-Committee considered the application as submitted and heard representations from the objectors, Mr R Girdlestone, Mr B Girdlestone and Mr P Crooks; and from Mr Deader, supporting the application.

The Sub-Committee considered the representations, both written and given orally today, by all parties. The Human Rights Act 1998, The Equality Act 2010 and The Crime and Disorder Act 1998 Section 17 have been considered whilst making the decision.

It was noted that the application was amended by the provision and agreement by Hampshire Constabulary and Trading Standards of proposed conditions as set out in the email of Lucas Marshall dated 3 April.

The Sub-Committee noted that the objections related to historic issues at the premises which concerned problems later in the evening. There was concern that the Sub-Committee was not able to hear from the applicant or his representative as to how these concerns would be addressed.

The Sub-Committee was also mindful that the legislation provides for a presumption of grant of a licence, unless the Licensing objectives cannot be met by conditions.

In light of all the above the Sub-Committee has determined that the application should be granted, subject to the amended conditions agreed with Hampshire Constabulary and Trading Standards as set out above. The grant is also subject to a terminal hour of 9:00 pm every day. For clarity the licence is granted for supply of alcohol between the hours of 8:00 am and 9:00 pm every day.

Reasons

The Sub-Committee considered very carefully all the representations objecting to the application. It noted the strength of feeling and the concerns in respect of the licensing objectives that were raised and that there was no opportunity to question the applicant about this.

The Sub-Committee also carefully considered the representations made in support of the application. In particular it noted the fact that Hampshire Constabulary and Trading Standards had agreed conditions with the applicant.

Weighing up all of the above, the Sub-Committee does not consider it would be appropriate or proportionate to refuse the application at this time on the basis of the evidence presented. The Sub-Committee concluded that it would be appropriate and proportionate to grant the licence subject to the revised conditions and limited hours.

Residents and local businesses can be reassured that where the grant of any application leads to an adverse impact upon the licensing objectives a review of the licence can be brought by them and appropriate steps taken at that time.

There is a right of appeal for all parties to the Magistrates' Court. Formal notification of the decision will set out that right in full.

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Agenda Item 7

DECISION-MAKER LICENSING (LICENSING & GAMBLING) SUB COMMITTEE

SUBJECT HEARING TO CONSIDER AN APPLICATION FOR GRANT OF A PREMISES LICENCE – **Arrow Supermarket 61 - 63 Bernard Street Southampton SO14 3BA**

DATE OF HEARING 29 July 2020 – Online – Time 16.00

REPORT OF SERVICE DIRECTOR – COMMUNITIES,CULTURE AND HOMES

E-mail licensing@southampton.gov.uk

Application Date : 8th June 2020 Application Received 8th June 2020

Application Valid : 9th June 2020 Reference : **2020/01780/01SPRN**



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Representations from Responsible Authorities

Responsible Authority	Satisfactory?
Safeguarding Children	YES
Fire Service	YES
Environmental Health - Licensing	YES
Home Office	No Response

Building Control	No Response	
Public Health Manager	No Response	
Police - Licensing	Agreed Conditions	
Trading Standards	Agreed Conditions	
Other Representations		
Name	Address	Contributor Type
Mr Mark Steven	Flat 124 Oceana Boulevard Orchard Place Southampton SO14 3HW	Resident
Ms. Elizabeth Russell	28 Holyrood House Orchard Lane Southampton SO14 3BB	Resident
Mr David Kitchen	Flat 14 Eldon House Orchard Lane Southampton SO14 3DF	Resident
Mr. Denis Marlow	27 Holyrood House Orchard Lane Southampton SO14 3BB	Resident

Legal Implications

The legislation specifically restricts the grounds on which the sub-committee may refuse an application for grant of a premises licence, or impose conditions. The legislation provides for a presumption of grant of an application for a premises licence, subject to the determination of the application with a view to promoting the licensing objectives in the overall interests of the local community. In doing so the sub-committee must give appropriate weight to:

- the steps that are appropriate to promote the licensing objectives;
- the representations (including supporting information) presented by all the parties;
- its own statement of licensing policy
- the Statutory Guidance

An application may be refused in part and thereby only permit some of the licensable activities sought.

An applicant for grant of a premises licence whose application has been refused, or who is aggrieved by conditions imposed, may appeal against the decision to the Magistrates' Court. Any other person, who made a valid representation, may appeal to the Magistrates' Court against the decision to grant the application or against any conditions imposed.

In considering this application the sub-committee is obliged to consider the application in accordance, in particular, with both the Licensing Act 2003(Hearings) Regulations 2005 (as amended) and the rules of natural justice

The practical effect of this is that the sub-committee must make its decision based on evidence submitted in accordance with the legislation and give adequate reasons for reaching its decision.

Only persons that made relevant representations or their representative, within the time limits, will be allowed to present evidence and this will be restricted to the points raised in their written representation. Any evidence used to expand upon specific points already raised in a written representation should be served upon all parties in good time before the hearing date in order to allow proper consideration. A failure to properly serve any such additional evidence in advance is likely to mean it cannot be produced or relied upon at the hearing.

The sub-committee must also have regard to:

- *The Crime and Disorder Act 1998*
Section 17 of the Crime and Disorder Act 1998 places the sub-committee under a duty to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.
- *The Human Rights Act 1998*
The Act requires UK legislation to be interpreted in a manner consistent with the European Convention on Human Rights. It is unlawful for the sub-committee to act in a way that is incompatible (or fail to act in a way that is compatible) with the rights protected by the Act. Any action undertaken by the sub-committee that could have an effect upon another person's Human Rights must be taken having regard to the principle of proportionality - the need to balance the rights of the individual with the rights of the community as a whole. Any action taken by the sub-committee which affects another's rights must be no more onerous than is necessary in a democratic society. The matters set out in this report must be considered in light of the above obligations. Equality Act 2010
- Section 149 of the Equality Act 2010 requires the Council to have due regard to the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act. It also requires the Council to advance equality of opportunity and foster good relations between persons who share a relevant protected characteristic and persons who do not share it. This means having due regard to the

need to removing or minimising disadvantages suffered, taking steps to meet the needs of persons, encouraging persons to participate in public life, tackling prejudice and promoting understanding. The relevant protected characteristics are: age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

Copies of the application for grant of a premises licence and the representations to it are annexed to this report.

SUMMARY

Applicant	<i>Mrs, Sonal Nileshbhai Thakkar</i>
Designated Premises Supervisor	Sonal Nileshbhai Thakkar

This is an application for a new premises licence. The premises is a local off licence and convenience store.

The new premises licence application is for the following licensable activities and hours:

Supply by retail of alcohol (for consumption off the premises)	Opening hours of the premises
Monday 07:00 - 02:00	Monday 00:00 - 00:00
Tuesday 07:00 - 02:00	Tuesday 00:00 - 00:00
Wednesday 07:00 - 02:00	Wednesday 00:00 - 00:00
Thursday 07:00 - 02:00	Thursday 00:00 - 00:00
Friday 07:00 - 02:00	Friday 00:00 - 00:00
Saturday 07:00 - 02:00	Saturday 00:00 - 00:00
Sunday 07:00 - 02:00	Sunday 00:00 - 00:00

The application has received 4 public representations.

Hampshire Constabulary and Trading Standards have both made representations and agreed with the applicant to add the following conditions to the premises licence and the following hours:

Agreed Supply by retail of alcohol (for consumption off the premises)	Agreed Opening hours of the premises
Monday 07:00 - 00:00	Monday 07:00 - 00:00
Tuesday 07:00 - 00:00	Tuesday 07:00 - 00:00
Wednesday 07:00 - 00:00	Wednesday 07:00 - 00:00
Thursday 07:00 - 00:00	Thursday 07:00 - 00:00
Friday 07:00 - 02:00	Friday 07:00 - 02:00
Saturday 07:00 - 02:00	Saturday 07:00 - 02:00
Sunday 07:00 - 00:00	Sunday 07:00 - 00:00

Security

Between the hours of 20:00 to 02:00 hours Friday's & Saturday's the premises licence holder shall ensure that a minimum of 1 SIA security staff is on duty at the entrance door

to manage and check people's behaviour and intoxication before entering the store. The premises licence holder shall ensure that all security staff will be readily identifiable to members of the public at all times by wearing high visibility clothing (agreed by Police) to enable their identification on CCTV.

A log book shall be kept on the premises by the Designated Premises Supervisor, which shall contain the following details:

- i) The door supervisor's name*
- ii) his/her SIA licence number*
- iii) The time and date he/she starts and finishes duty*
- iv) Each entry shall be signed by the door supervisor*

The log book shall be immediately available for inspection on demand by an authorised officer of the Council, the SIA or the police and should be kept for a period of 12 months.

CCTV

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

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

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

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

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

Digital systems shall have sufficient storage capacity for 28 days evidential quality recordings (minimum 4 frames per second).

The images produced shall be date and time stamped.

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

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

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

Ensure all operators receive training from the installer when equipment is installed and that this is cascaded down to new members of nominated staff.

Have a simple operator's manual available to assist in replaying and exporting data (particularly important with digital systems) and to produce images to the police responsible authority for the purpose of the prevention and detection of crime as long as the request is lawful and complies with the GDPR

In the event of a technical failure of the CCTV equipment, the premises licence holder or DPS shall notify the police licensing department responsible for the area within 24 hours.

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

Training

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

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

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

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

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

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

Refusals

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

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

The record of refusals will be retained for 12 months.

Challenge 25

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

Single cans

No single cans of beers ciders or lager shall be sold to customers. Unless other non-alcoholic product purchases (excluding tobacco and tobacco sundries) are made totalling £5.00 or more in the same transaction.

6.5%

No beers, ciders or lager of 6.5% ABV or over shall be sold by retail unless they in a pack of 4 or more as supplied by the manufacturer

**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 **SONAL NILESHBHAI THAKKAR**

(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 ARROW SUPERMARKET 61-63 BERNARD STREET			
Post town	SOUTHAMPTON	Postcode	SO14 3BA

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£16500.00

Part 2 - Applicant details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- | | | |
|--|-------------------------------------|-----------------------------|
| a) an individual or individuals * | <input checked="" type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i as a limited company/limited liability partnership | <input type="checkbox"/> | please complete section (B) |
| ii as a partnership (other than limited liability) | <input type="checkbox"/> | please complete section (B) |
| iii as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |
| d) a charity | <input type="checkbox"/> | please complete section (B) |
| e) the proprietor of an educational establishment | <input type="checkbox"/> | please complete section (B) |
| f) a health service body | <input type="checkbox"/> | please complete section (B) |

- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

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

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a statutory function or

a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input checked="" type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname THAKKAR			First names SONAL NILESHBHAI		
Date of birth [REDACTED]	I am 18 years old or over <input checked="" type="checkbox"/>		Please tick yes		
Nationality BRITISH					
Current residential address if different from premises address		22 REGENTS PARK ROAD			
Post town	SOUTHAMPTON		Postcode	SO15 8PL	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

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		
Date of birth	I am 18 years old or over		<input type="checkbox"/>	Please tick yes	
Nationality					

Current residential 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?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

OFF LICENCE AND CONVENIENCE STORE

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

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

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

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	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 4)		
Mon					
Tue			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Wed					
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 6)		
Fri					
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	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 4)		
Mon					
Tue			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Wed					
Thur			<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 6)		
Fri					
Sat					
Sun					

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
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 6)
Fri			
Sat			
Sun			

D

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

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	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 4)		
Mon					
Tue			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Wed					
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 6)		
Fri					
Sat					
Sun					

F

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

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	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 4)					
Mon								
Tue								
Wed						<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur								
Fri								
Sat						<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 6)		
Sun								

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	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 4)		
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 5)		
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 6)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)		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 4)			
Mon						
Tue			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)			
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 6)			
Fri						
Sat						
Sun						

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input 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 5)		
Mon	07:00	02:00			
Tue	07:00	02:00			
Wed	07:00	02:00			
Thur	07:00	02:00			
Fri	07:00	02:00			
Sat	07:00	02:00			
Sun	07:00	02:00			
			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		

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

Name MRS SONAL NILESHBHAI THAKKAR	
Date of birth	
Address	
Postcode	
Personal licence number (if known) LN/000002952/2016/2	
Issuing licensing authority (if known) HARROW COUNCIL	

K

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

NONE

L

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

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

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

1. Challenge 25 policy to be in place at all times
2. CCTV to be installed and 31 days recording system staff trained to download images when required
3. All staff to be trained in responsible alcohol retailing
4. Training manual will be available at the premises

b) The prevention of crime and disorder

1. The premise license holder shall ensure that CCTV camera and recorders are installed at the premises and are of a standard acceptable to and approved by the police
2. The system shall be maintained in good working order and at all times the premise is open to the public, be fully operational covering both internal and external areas of the premises to which the public have access. All images should be stored for a minimum of 31 days
3. The CCTV views are not to be obstructed, at least one CCTV camera is to be placed near to the exit in order to capture clear facial images of all patrons leaving the premises
4. Signage will be prominently displayed advising customers that they are being filmed on CCTV
5. A suitable trained staff member will be able to show and provide police or council licensing officers recent data footage with the minimum delay when requested.
6. All goods, including those subject to duty payments i.e. alcohol and tobacco products will be brought from cash and carries with invoices being available upon request. No alcoholic drinks or tobacco will be purchased by the premises from unannounced sellers calling at the premises
7. All alcohol shall be purchased from AWRS registered cash & carry and wholesalers.
8. Incident book shall be available on premises, shall be updated as and when needed.
9. All staff will have right to work in uk documents checked before being offered employment.
10. All alcohol will be covered outside licensing hours.

c) Public safety

1. Installation of appropriate safety equipment
2. Fire exit signs displayed
3. To comply with all current, fire, health and safety laws
4. CCTV working at all times

d) The prevention of public nuisance

1. Notice displayed asking customers to leave quietly from premises also customers will be told in person to leave quietly and not to disturb the local neighbourhood
2. Strict policy in place to tell all staff not to serve alcohol to drunks at all
3. Appropriate signage will be displayed, in prominent position informing customers they are being recorded on CCTV

e) The protection of children from harm

1. A challenge 25 policy will be in force, where any person looking under the age of 25 shall be asked to prove their age when attempting to purchase alcohol and signs to this effect will be displayed at the premises. Challenge 25 posters displayed where alcohol is sold.
2. The only acceptable ID will be those with photographic identification documents; including passport, photo-card, driving license or proof of age card bearing the PASS hologram.
3. An refusal book shall be kept at the premises and updated as and when required, and made available for inspection on request to an Licensing Officer, Police or other responsible authority.
4. The licensee will ensure that staff are trained regularly as appropriate in respect to the Licensing Act 2003 legislation, staff to be trained regularly in underage sales prevention.
5. All staff authorised to sell alcohol will be trained in the Challenge 25 scheme and this training will be documented to include the date the training was given, the name of the person who gave the training, the person who received the training and signatures by both trainer and trainee.

Checklist:

Please tick to indicate agreement

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

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

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

Declaration	<ul style="list-style-type: none"> [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)
Signature	
.Date	08 – 06 – 2020
Capacity	DULY AUTHORISED AGENT

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

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) MR S PANCHAL PERSONAL LICENCE COURSES UK LTD 145 STATION ROAD			
Post town	WEST DRAYTON	Postcode	UB7 7ND
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

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

- any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. 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.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 7. 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.
 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
 10. Please list here steps you will take to promote all four licensing objectives together.
 11. The application form must be signed.
 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
 14. This is the address which we shall use to correspond with you about this application.

15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:

- (i) working e.g. employment contract, wage slips, letter from the employer,
- (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
- (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
- (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Consent of individual to being specified as premises supervisor

I MRS SONAL N THAKKAR
[full name of prospective premises supervisor]

of

.....
[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

NEW PREMISES APPLICATION
[type of application]

by

MRS SONAL N THAKKAR
[name of applicant]

relating to a premises licence N/A
[number of existing licence, if any]

for

ARROW SUPERMARKET.
61-63 BERNARD STREET
SOUTHAMPTON
SO14 3BA

.....
[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

MR SONAL N THAKKAR.

[name of applicant]

concerning the supply of alcohol at

ARROW SUPERMARKET.
61-63 BERNARD STREET.
SOUTHAMPTON
SO15 3BA

[name and address of premises to which application relates]

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

LN/60000 2952/2016/2.

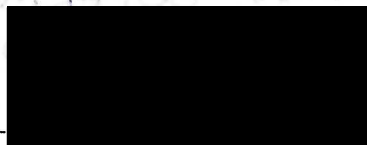
[insert personal licence number, if any]

Personal licence issuing authority

HARROW COUNCIL

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

Signed



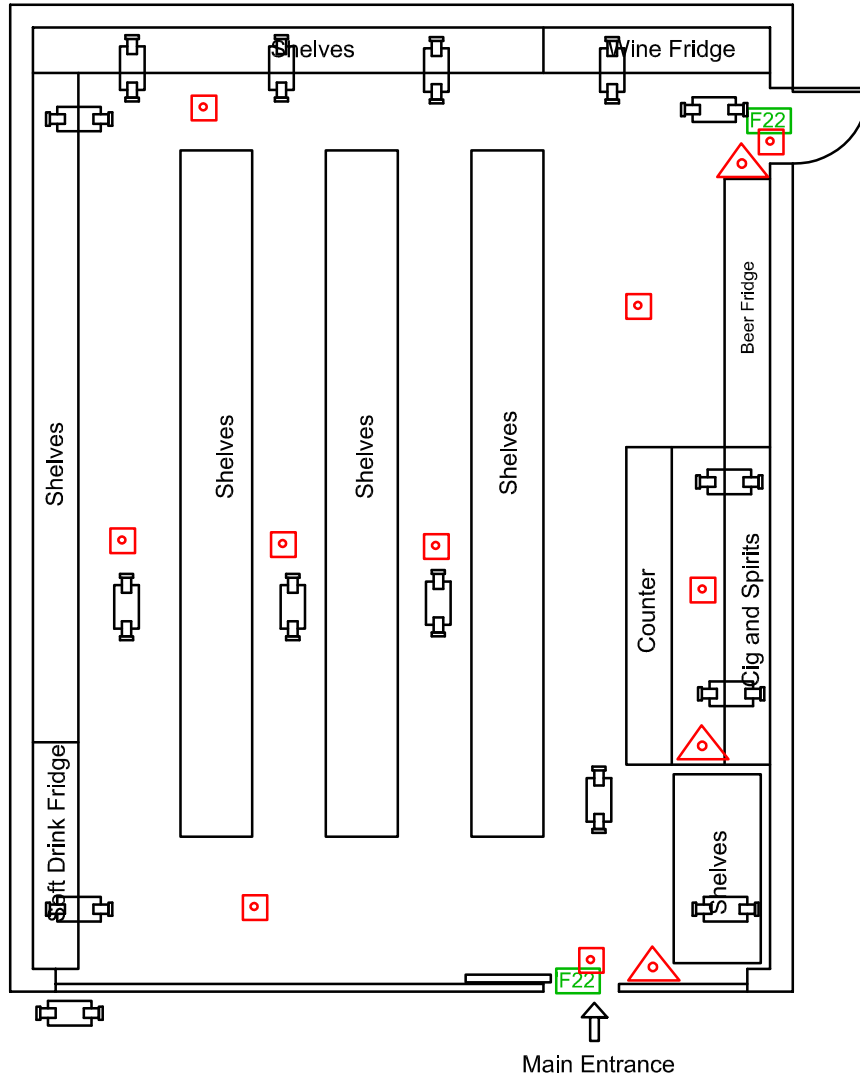
Name (please print)

SONAL N THAKKAR.

Date

08/06/2020

PROPOSED LICENSING PLAN



Drawing no: P/HBS/234		Date: 30th May 2020	
Key		Scale:1:100 Paper: A4	
	FIRE EXTINGUISHER		
	FIRE EXIT SIGNS		
	EMERGENCY LIGHTING		
	Fire Check Door		
	CCTV CAMERAS		
CCTV RECORDING 31 DAYS			
SHUTTERS PROVIDED			
ALARM SYSTEM TO AOISPEC OR SIMILAR FITTED			

Property Address:
61-63 Bernard Street
Southampton
SO14 3BA

From: [Hawley, Mark,25491](#)
To: [Licensing](#)
Cc: [REDACTED]
Subject: FW: New Premises Application - Arrow Supermarket 61 - 63 Bernard Street SO14 3BA
Date: 03 July 2020 13:25:25
Attachments: [REDACTED]

Dear Licensing

Please find agreed amendments contained with my email dated 03 July 2020 10:10 (Conditions in bold font) to the application for the above premises. We make representation on the application but based on the amendments a hearing is not necessary.

Regards

Mark

PC 25491 Mark HAWLEY
Licensing Officer
Licensing & Alcohol Harm Reduction Team
Southampton Central Neighbourhood Police Office
Southampton City Council
Civic Centre
Southampton
SO14 7LY

[REDACTED]
VICTIM ADVICE

[Victim of Crime Leaflet](#) - Understanding the support you can expect.

[Victim Personal statement Leaflet](#) - A guide explaining the purpose of a personal statement.

[Victim Support Link](#) - This charity is a free and confidential provider of support to help victims move beyond the impact of crime.

[Restorative Justice Link](#) - This is an opportunity to speak face to face with the offender to ask questions or explain how it has affected you.

From: [REDACTED]
Sent: 03 July 2020 12:01
To: Hawley, Mark,25491 [REDACTED]
Cc: [REDACTED]
Subject: RE: New Premises Application - Arrow Supermarket 61 - 63 Bernard Street SO14 3BA

Dear Mark

Thanks for your prompt reply.

Have discussed with the client for the hours of trade & licenseable activities and the conditions which are in agreement.

Can you please inform the licensing Authority about the change & conditions agreed.

Kind Regards

Mr S.Panchal

From: [REDACTED]
[REDACTED] >
Sent: 03 July 2020 10:10
To: [REDACTED]
Subject: FW: New Premises Application - Arrow Supermarket 61 - 63 Bernard Street SO14 3BA
Importance: High

Dear Sir,

Thank you for the reply.

For ease I have copied in conditions and a worded paragraph covering Hours & Security for which I seek your agreement too prior to submission to the LA to be added to any granted licence.

Can you confirm by reply on this email string:

Hours

Opening hours & Supply of Alcohol Hours to be 07.00 to 00.00 – Sunday to Thursday, 07.00 to 02.00hrs Friday & Saturdays.

Security

Between the hours of 20:00 to 02:00 hours Friday's & Saturday's the premises licence holder shall ensure that a minimum of 1 SIA security staff is on duty at the entrance door to manage and check people's behaviour and intoxication before entering the store. The premises licence holder shall ensure that all security staff will be readily identifiable to members of the public at all times by wearing high visibility clothing (agreed by Police) to enable their identification on CCTV.

A log book shall be kept on the premises by the Designated Premises Supervisor, which shall contain the following details:

- i) The door supervisor's name**
- ii) his/her SIA licence number**
- iii) The time and date he/she starts and finishes duty**
- iv) Each entry shall be signed by the door supervisor**

The log book shall be immediately available for inspection on demand by an authorised officer of the Council, the SIA or the police and should be kept for a period of 12 months.

CCTV

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

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

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

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

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

Digital systems shall have sufficient storage capacity for 28 days evidential quality recordings (minimum 4 frames per second).

The images produced shall be date and time stamped.

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

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

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

Ensure all operators receive training from the installer when equipment is installed and that this is cascaded down to new members of nominated staff.

Have a simple operator's manual available to assist in replaying and exporting data (particularly important with digital systems) and to produce images to the police responsible authority for the purpose of the prevention and detection of

crime as long as the request is lawful and complies with the GDPR
In the event of a technical failure of the CCTV equipment, the premises licence holder or DPS shall notify the police licensing department responsible for the area within 24 hours.

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

Training

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

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

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

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

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

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

Refusals

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

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

The record of refusals will be retained for 12 months.

Challenge 25

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

Single cans

No single cans of beers ciders or lager shall be sold to customers. Unless other non-alcoholic product purchases (excluding tobacco and tobacco sundries) are made totalling £5.00 or more in the same transaction.

6.5%

No beers, ciders or lager of 6.5% ABV or over shall be sold by retail unless they in a pack of 4 or more as supplied by the manufacturer

Kind Regards

Mark

PC 25491 Mark HAWLEY

Licensing Officer

Licensing & Alcohol Harm Reduction Team

Southampton Central Neighbourhood Police Office

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[REDACTED]

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[Restorative Justice Link](#) - This is an opportunity to speak face to face with the offender to ask questions or explain how it has affected you.

From: [REDACTED]

Sent: 02 July 2020 16:40

To: Hawley, Mark,25491 [REDACTED] >

Cc: [REDACTED]

Subject: RE: New Premises Application - Arrow Supermarket 61 - 63 Bernard Street SO14 3BA

Dear Mark

Sorry for the delay in this matter but after discussions with the applicant we have come to the following conclusions if agreeable to you

Supply of Alcohol Hours to be 07.00 to 00.00 – Sunday to Thursday, 07.00 to 02.00hrs Friday & Saturdays

Opening hours of the shop to mirror the Alcohol hours.

To promote the licensing Objectives robustly a SIA staff will be employed on Fridays and Saturdays from 20.00hrs to closing time.

The clients have also agreed the conditions you have put forward except the Night Hatch which will not be required.

I have advised the client to change the DPS at a later date as there are four new staff already trained whose personal licenses have been applied. I have been advised that these trained staff will be on duty at this shop.

Kind Regards

Mr S.Panchal

Personal License Courses UK Ltd

145 Station Road

West Drayton

UB7 7ND

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] >

Sent: 30 June 2020 16:10

To: [REDACTED]

Cc: [REDACTED]

Subject: FW: New Premises Application - Arrow Supermarket 61 - 63 Bernard Street SO14 3BA

Dear Sir's,

I have still not had any contact from yourselves with respect to this application. If I have not heard back by end of business Wednesday 1st July I will be mind-full to prepare an objection to the application.

Kind regards

Mark

From: Hawley, Mark,25491

Sent: 19 June 2020 10:09

To: [REDACTED]

Subject: FW: New Premises Application - Arrow Supermarket 61 - 63 Bernard Street SO14 3BA

Dear Sir's

I have still to receive a reply to my last email dated 9th June 2020 with regard to my proposed conditions.

If I do not receive reply prior to 7th July 2020 I will submit a representation regarding your application.

Kind regards

PC 25491 Mark HAWLEY

Licensing Officer

Licensing & Alcohol Harm Reduction Team

Southampton Central Neighbourhood Police Office

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Southampton

SO14 7LY

[REDACTED]
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From: Hawley, Mark,25491

Sent: 09 June 2020 16:46

To: [REDACTED] >

Cc: [REDACTED]

<[REDACTED]>

Subject: FW: New Premises Application - Arrow Supermarket 61 - 63 Bernard Street SO14 3BA

Dear Sir,

I am in receipt of an application for a new premises licence for, Arrow Supermarket, 61-63 Bernard Street, Southampton SO14 3BA.

Firstly can I ask, the DPS proposed is also a DPS for Shirley News and Off-Licence, can she instruct me on how she will be responsible for the day to day running of the 2 stores. I also note that there is a spelling mistake on the granted licence for Shirley News and Off-Licence in that the first name is incorrect, small error but needs addressing.

I am also concerned that whilst being DPS at this store, staff have had to be almost begged to supply CCTV to police when requested to assist in a criminal investigation and this was followed up by an email from Licensing to the DPS.

Secondly, I do not believe that departmentally we have been contacted with regards to this new applications as required in the 182 guidance.

That said, the new store is located close to a low economic residential area which suffers from higher than average rates of crime and disorder, street drinking, drug issues and incidents of theft are higher, finally it is also on the periphery of Night Time Economy area of Oxford Street and surrounding Casino's. Although this area is not currently within a Cumulative Impact Area it suffers from a large frequency

of crime & disorder with groups of alcohol fuelled revellers in close proximity, this in turn brings in noise, ASB, assaults and other public order incidents.

May I also enquire what extent your contact has been with planning in relation to your proposed operating hours?

Noting that the operating times (24hrs) and Sale of Alcohol (0700-0200) 7 days a week I would be mindful to suggest:

Preferred - Alcohol reduced to 07:00 – 00:00 & Then serving hatch between 23:00 – 05:00 for all other goods through a hatch.

With the above in mind I would be mindful to suggest the following conditions to support the licensing objectives.

CCTV

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

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

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

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

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

Digital systems shall have sufficient storage capacity for 28 days evidential quality recordings (minimum 4 frames per second).

The images produced shall be date and time stamped.

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

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

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

Ensure all operators receive training from the installer when equipment is installed and that this is cascaded down to new members of nominated staff.

Have a simple operator's manual available to assist in replaying and exporting data (particularly important with digital systems) and to produce images to the police responsible authority for the purpose of the prevention and detection of crime as long as the request is lawful and complies with the GDPR

In the event of a technical failure of the CCTV equipment, the premises licence holder or DPS shall notify the police licensing department responsible for the area within 24 hours.

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

Training

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

This training must cover their legal responsibilities and action to be taken in the

event of suspicions being aroused that someone is purchasing or attempting to purchase an item under the legal age.

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

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

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

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

Refusals

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

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

The record of refusals will be retained for 12 months.

Challenge 25

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

Single cans

No single cans of beers ciders or lager shall be sold to customers. Unless other non-alcoholic product purchases (excluding tobacco and tobacco sundries) are made totalling £5.00 or more in the same transaction.

6.5%

No beers, ciders or lager of 6.5% ABV or over shall be sold by retail unless they in a pack of 4 or more as supplied by the manufacturer

Night Hatch

Between the hours of 23:00hrs and 05:00hrs daily, the site will operate a closed door policy. The entrance to the store shall be closed to customers and all transactions shall take place through a night hatch.

The hatch shall be constructed so that goods and monies can be placed within the secure area and then only one person, either side of the partition can physically touch the contents placed inside.

Kindly respond by return email by replying on this email thread to ensure the clarity and continuity of the conversation .

Regards

PC 25491 Mark HAWLEY

Licensing Officer

Licensing & Alcohol Harm Reduction Team

Southampton Central Neighbourhood Police Office

Southampton City Council

Civic Centre

Southampton
SO14 7LY

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[Restorative Justice Link](#) - This is an opportunity to speak face to face with the offender to ask questions or explain how it has affected you.

From: Licensing & Alcohol Harm Reduction Team Mailbox

Sent: 09 June 2020 13:25

To: [REDACTED]

Subject: FW: New Premises Application - Arrow Supermarket 61 - 63 Bernard Street SO14 3BA

From: Licensing [REDACTED]

Sent: 09 June 2020 10:53

To: Licensing & Alcohol Harm Reduction Team Mailbox <[REDACTED]>;

Food Safety <[REDACTED]>

Trading Standards <[REDACTED]>; Planning

[REDACTED]; Safeguarding Children Licensing

<[REDACTED]>; Public Health

<[REDACTED]>; alcohol ([REDACTED])

<[REDACTED]>

Subject: New Premises Application - Arrow Supermarket 61 - 63 Bernard Street SO14 3BA

Please find attached new application for above.

The last date for representation is 07 July 2020.

Tricia Young

Licensing Officer

Please note I am only in the office on Tuesday PM and Thursday during Lockdown

Southampton and Eastleigh Licensing Partnership

E-mail: [REDACTED] or [REDACTED]

Post: Licensing – Southampton City Council

Civic Centre Southampton SO14 7LY

From: Personal Licence Courses [REDACTED]

Sent: 08 June 2020 16:00

To: Licensing <[REDACTED]>

Subject: New Premises application

CAUTION: This email originated from a non UK Government address. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Licensing Team

I have attached a new premises application for Arrow Supermarket, 61-63 Bernard Street, Southampton, SO14 3BA. I have attached the premises licence application along with all necessary supporting documents.

Could you please call us on [REDACTED] to take payment of £190 for the application.

Kind Regards

Manpreet Singh Kapoor BA(Hons)

Licensing Consultant

Personal Licence Courses uk ltd, 145 Station Road, West Drayton, UB7 7ND

Tel: [REDACTED]



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For more information please visit <http://www.symanteccloud.com>

From: [Marshall, Lucas](#)
To: [Licensing; Young, Tricia](#)
Cc: [REDACTED]
Subject: RE: New Premises Application - Arrow Supermarket 61 - 63 Bernard Street SO14 3BA
Date: 06 July 2020 07:53:03
Attachments: [REDACTED]

Dear Sir / Madam

Trading Standards makes representation regarding the Premises Licence Application for Arrow Supermarket, 61-63 Bernard Street: the conditions below have been agreed, therefore we would not consider a hearing necessary.

Yours faithfully

Lucas Marshall

Supply of Alcohol Hours to be 07.00 to 00.00 – Sunday to Thursday, 07.00 to 02.00hrs Friday & Saturdays
Opening hours of the shop to mirror the Alcohol hours.

To promote the licensing Objectives robustly a SIA staff will be employed on Fridays and Saturdays from 20.00hrs to closing time.

The clients have also agreed the conditions you have put forward except the Night Hatch which will not be required.

I have advised the client to change the DPS at a later date as there are four new staff already trained whose personal licenses have been applied. I have been advised that these trained staff will be on duty at this shop.

Record Keeping

The Premises Licence Holder must keep, for a period of 24 months, complete records, such as invoices, receipts and delivery notes, relating to alcohol and tobacco products obtained by him for sale from his premises. Records must include the name, address, AWRS number (for alcohol suppliers) and telephone number of the supplier, the date of supply, the products supplied, and their prices. These details must be available on request to Responsible Authorities within 24 hours. The Premises Licence Holder must be able to identify who supplied alcohol and tobacco products present at his premises

CCTV

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

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

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

The system shall be serviced at twelve monthly intervals and maintained to a

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Thanks

Tricia Young
Licensing Officer

Please note I am only in the office on Tuesday PM and Thursday during Lockdown

Southampton and Eastleigh Licensing Partnership
Southampton City Council

Tel: [REDACTED]

E-mail: [REDACTED]

Post: Licensing – Southampton City Council
Civic Centre Southampton SO14 7LY

From: Marshall, Lucas

Sent: 03 July 2020 11:56

To: [REDACTED] Licensing

Cc: [REDACTED]

Subject: RE: New Premises Application - Arrow Supermarket 61 - 63 Bernard Street SO14 3BA

Dear Mr Panchal

Thankyou for your e-mail. I can confirm that Southampton's Trading Standards Service is agreeable to your proposal below.

Yours sincerely

Lucas Marshall

Lucas Marshall
Trading Standards Officer
Environmental Health and Consumer Protection Division
Southampton City Council
[REDACTED]

This email is confidential but may have to be disclosed under the Freedom of Information Act 2000, the Data Protection Act 1998 or the Environmental Information Regulations 2004. If you are not the person or organisation it was meant for, apologies, please ignore it, delete it and notify us. SCC does not make legally binding agreements or accept formal notices/proceedings by email. E-mails may be monitored

From: [REDACTED]
Sent: 02 July 2020 16:40
To: [REDACTED]
Cc: Marshall, Lucas [REDACTED] >
Subject: RE: New Premises Application - Arrow Supermarket 61 - 63 Bernard Street SO14 3BA

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Dear Mark

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Mr S.Panchal
Personal License Courses UK Ltd
145 Station Road
West Drayton
UB7 7ND

[REDACTED]
[REDACTED]
[REDACTED]

From: [REDACTED]
<[REDACTED]>
Sent: 30 June 2020 16:10
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: New Premises Application - Arrow Supermarket 61 - 63 Bernard Street SO14 3BA

Dear Sir's,

I have still not had any contact from yourselves with respect to this application. If I have not heard back by end of business Wednesday 1st July I will be mind-full to prepare an objection to the application.

Kind regards

Mark

From: Hawley, Mark,25491
Sent: 19 June 2020 10:09
To: [REDACTED]
Subject: FW: New Premises Application - Arrow Supermarket 61 - 63 Bernard Street SO14 3BA

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Licensing & Alcohol Harm Reduction Team
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Southampton City Council
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[REDACTED]

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[Restorative Justice Link](#) - This is an opportunity to speak face to face with the offender to ask questions or explain how it has affected you.

From: [REDACTED]

Sent: 09 June 2020 16:46

To: [REDACTED] [REDACTED]

Cc: 'Lucas Marshall' [REDACTED] >; Swallow, Brian

<[REDACTED]>

Subject: FW: New Premises Application - Arrow Supermarket 61 - 63 Bernard Street SO14 3BA

Dear Sir,

I am in receipt of an application for a new premises licence for, Arrow Supermarket, 61-63 Bernard Street, Southampton SO14 3BA.

Firstly can I ask, the DPS proposed is also a DPS for Shirley News and Off-Licence, can she instruct me on how she will be responsible for the day to day running of the 2 stores. I also note that there is a spelling mistake on the granted licence for Shirley News and Off-Licence in that the first name is incorrect, small error but needs addressing.

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That said, the new store is located close to a low economic residential area which suffers from higher than average rates of crime and disorder, street drinking, drug issues and incidents of theft are higher, finally it is also on the periphery of Night Time Economy area of Oxford Street and surrounding Casino's. Although this area is not currently within a Cumulative Impact Area it suffers from a large frequency of crime & disorder with groups of alcohol fuelled revellers in close proximity, this in turn brings in noise, ASB, assaults and other public order incidents.

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Noting that the operating times (24hrs) and Sale of Alcohol (0700-0200) 7 days a week I would be mindful to suggest:

Preferred - Alcohol reduced to 07:00 – 00:00 & Then serving hatch between 23:00 – 05:00 for all other goods through a hatch.

With the above in mind I would be mindful to suggest the following conditions to support the licensing objectives.

CCTV

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

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

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

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

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

Digital systems shall have sufficient storage capacity for 28 days evidential quality recordings (minimum 4 frames per second).

The images produced shall be date and time stamped.

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

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

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

Ensure all operators receive training from the installer when equipment is installed and that this is cascaded down to new members of nominated staff.

Have a simple operator's manual available to assist in replaying and exporting data (particularly important with digital systems) and to produce images to the police responsible authority for the purpose of the prevention and detection of crime as long as the request is lawful and complies with the GDPR

In the event of a technical failure of the CCTV equipment, the premises licence holder or DPS shall notify the police licensing department responsible for the area within 24 hours.

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

Training

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

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

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

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

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

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

Refusals

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

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

The record of refusals will be retained for 12 months.

Challenge 25

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

Single cans

No single cans of beers ciders or lager shall be sold to customers. Unless other non-alcoholic product purchases (excluding tobacco and tobacco sundries) are made totalling £5.00 or more in the same transaction.

6.5%

No beers, ciders or lager of 6.5% ABV or over shall be sold by retail unless they in a pack of 4 or more as supplied by the manufacturer

Night Hatch

Between the hours of 23:00hrs and 05:00hrs daily, the site will operate a closed door policy. The entrance to the store shall be closed to customers and all transactions shall take place through a night hatch.

The hatch shall be constructed so that goods and monies can be placed within the secure area and then only one person, either side of the partition can physically touch the contents placed inside.

Kindly respond by return email by replying on this email thread to ensure the clarity and continuity of the conversation .

Regards

PC 25491 Mark HAWLEY

Licensing Officer
Licensing & Alcohol Harm Reduction Team
Southampton Central Neighbourhood Police Office
Southampton City Council
Civic Centre
Southampton
SO14 7LY

Office - [REDACTED]
[REDACTED]

VICTIM ADVICE

[Victim of Crime Leaflet](#) - Understanding the support you can expect.

[Victim Personal statement Leaflet](#) - A guide explaining the purpose of a personal statement.

[Victim Support Link](#) - This charity is a free and confidential provider of support to help victims move beyond the impact of crime.

[Restorative Justice Link](#) - This is an opportunity to speak face to face with the offender to ask questions or explain how it has affected you.

From: Licensing & Alcohol Harm Reduction Team Mailbox

Sent: 09 June 2020 13:25

To: Hawley, Mark,25491 [REDACTED]

Subject: FW: New Premises Application - Arrow Supermarket 61 - 63 Bernard Street SO14 3BA

From: Licensing [REDACTED]

Sent: 09 June 2020 10:53

To: Licensing & Alcohol Harm Reduction Team Mailbox <[REDACTED]>;

Food Safety <[REDACTED]>

Trading Standards <[REDACTED]>; Planning

[REDACTED]>; Safeguarding Children Licensing

<[REDACTED]>; Public Health

[REDACTED]>; alcohol [REDACTED]

<[REDACTED]>

Subject: New Premises Application - Arrow Supermarket 61 - 63 Bernard Street SO14 3BA

Please find attached new application for above.

The last date for representation is 07 July 2020.

Tricia Young
Licensing Officer

Please note I am only in the office on Tuesday PM and Thursday during Lockdown

Southampton and Eastleigh Licensing Partnership
Southampton City Council

Tel: [REDACTED]

Fax: [REDACTED]
E-mail: [REDACTED]
Post: Licensing – Southampton City Council
Civic Centre Southampton SO14 7LY

From: Personal Licence Courses [REDACTED]
Sent: 08 June 2020 16:00
To: Licensing <[REDACTED]>
Subject: New Premises application

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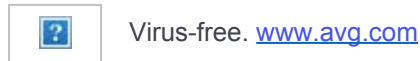
Dear Licensing Team

I have attached a new premises application for Arrow Supermarket, 61-63 Bernard Street, Southampton, SO14 3BA. I have attached the premises licence application along with all necessary supporting documents.
Could you please call us on [REDACTED] to take payment of £190 for the application.

Kind Regards

Manpreet Singh Kapoor BA(Hons)
Licensing Consultant

Personal Licence Courses uk ltd, 145 Station Road, West Drayton, UB7 7ND
Tel: [REDACTED]



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Hampshire Constabulary currently use the Microsoft Office 2013 suite of applications. Please be

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From: [REDACTED]
To: [Licensing](#)
Subject: Comments for Licensing Application 2020/01780/01SPRN
Date: 04 July 2020 10:51:15

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 10:51 AM on 04 Jul 2020 from Mr David Kitchen.

Application Summary

Address: 61 - 63 Bernard Street Southampton SO14 3BA

Proposal: Premises Licence

Case Officer: Tricia Young

[Click for further information](#)

Customer Details

Name: Mr David Kitchen

Email: [REDACTED]

Address: Flat 14, Eldon House, Orchard Lane, Southampton SO14 3DF

Comments Details

Commenter Type: Neighbour

Stance: Customer objects to the Licensing Application

Reasons for comment:

Comments: 10:51 AM on 04 Jul 2020 I strongly oppose the application reason 7am until 2am long daily Hours except to make , to the detriment of health and the social environment. Alcohol abuse and obesity are a major cost to families, society and the NHS. Noise, disorder and vandalism are all associated with excessive alcohol consumption and have a negative impact on the residential area. Elderly and disabled persons are already unable to use the bench in daytime because it is occupied by drinkers. Please do not

From: [REDACTED]
To: [Licensing](#)
Subject: Arrow, Bernard Street
Date: 03 July 2020 11:32:31

On Friday 3rd June 2020, I spoke with Dennis Marlow of 27 Holyrood House, Orchard Lane, Southampton. He is unable to read or write and is self-isolating at this time. He has asked me to note his concerns and make representation to the application for a premises licence for Arrow Store in Bernard Street.

He has concerns the late hours applied for will encourage students in the surrounding accommodation to drink to a late hour causing a public nuisance. He also has concerns for the outside spaces in the area with more street drinking due to the alcohol being available at these hours.

He lives opposite the premises and believes alcohol sales should cease by 10pm. He also feels alcohol sales should not be encouraged at 7am.

Kind regards,

[REDACTED]
Senior Licensing Officer
Southampton and Eastleigh Licensing Partnership
Southampton City Council

Tele: [REDACTED]

E-mail: [REDACTED]

Web: www.southampton.gov.uk/licensing

Post: Licensing - Southampton City Council

PO Box 1767, Southampton. SO18 9LA

From: [REDACTED]
To: [Licensing](#)
Subject: Representation regarding Arrow Supermarket premises licence Reference 2020/01780/01SPRN
Date: 06 July 2020 16:55:18

CAUTION: This email originated from a non UK Government address. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Greetings,

I would like to object to the premises licence with the reference 2020/01780/01SPRN based on the following reasons which fall under the relevant objections

- Public safety

There is a presence of homeless people and people with substance abuse issues around Holyrood Estate. For the people sleeping in the bin areas and stairwells just across the road from Arrow Supermarket (have previously found people injecting drugs in these areas), available alcohol late and night and early in the morning would make things less safe for both residents and the people with these issues.

There are also a number of vulnerable people living in the estate who this would impact negatively, and there is Sailors Home supporting vulnerable people very nearby on Oxford Street.

- The prevention of public nuisance

The opening times of 7am-2am every day are excessive and it would make noise levels too high for the surrounding areas, in the flats. The noise from the street seems to amplify upwards and especially in the summer with the windows open. There are also a lot of children in Holyrood Estate whose sleep this would disrupt.

The fall out of bars from Oxford street guests being able to buy alcohol before or after their visit and continue their drinking in the street or in the nearby parks seems inevitable.

I'd like to note I don't think it would be so bad if alcohol were to be served until normal opening hours (maybe 11pm/12am) but that I think the very late closing time will cause these issues listed above.

Please let me know if I need to amend any of this email

Many thanks,
Libby Russell
28 Holyrood House,
Orchard Lane
Southampton
Hampshire
SO143BB

From:
To: [Licensing](#)
Subject: Comments for Licensing Application 2020/01780/01SPRN
Date: 01 July 2020 23:53:32

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 11:53 PM on 01 Jul 2020 from Mr Mark Steven.

Application Summary

Address: 61 - 63 Bernard Street Southampton SO14 3BA

Proposal: Premises Licence

Case Officer: Tricia Young

[Click for further information](#)

Customer Details

Name: Mr Mark Steven

Email:

Address: Flat 124, Oceana Boulevard, Orchard Place, Southampton
SO14 3HW

Comments Details

Commenter Type: Neighbour

Stance: Customer objects to the Licensing Application

Reasons for comment:

Comments: 11:53 PM on 01 Jul 2020 Hi,
The above licensing application for operating 19hrs a day daily would mean to be a nuisance for local residents. Moreover, operating in late nights would create street drinking which would be noisy and often end up in street fights. Children in this area would find it difficult to sleep and it is a question of public safety as this is a residential area. There is every chance that crime rate would increase in this area as a result of late night alcohol shop.
Thanks
Mark

Procedure – Applications etc. under the Licensing Act 2003 or Gambling Act 2005

1. A hearing will be held to decide applications, etc., under the Licensing Act 2003, where there have been relevant representations from one or more of the responsible authorities or other persons. The parties to the hearing will have the chance to be heard. They are also entitled to be helped or represented by another person if due written notice is given in advance.
2. Hearings will take place before a Sub-Committee comprising three members of the Licensing Committee. One of these members will be elected Chair of the Sub-Committee for that hearing.
3. Please note that for day time hearings the Sub-Committee will normally adjourn for lunch at 1:00 p.m. and that comfort breaks will be taken at the discretion of the Chair at appropriate points during the meeting.

Preliminary matters

4. The Chair will introduce those present.
5. The Chair will check whether any of the Sub-Committee members has a “disclosable pecuniary”, “personal” or “pecuniary” interest.
6. The Chair will check whether all the parties are present at the hearing, and if any are not, whether they have told the Council that they do not wish to attend or be represented. If any party who was expected to attend has not done so, the Sub-Committee will decide whether to hold the hearing in that party’s absence, or to adjourn it to another date. Hearings will be adjourned if the Sub-Committee considers this necessary in the public interest, if that is possible. If the Sub-Committee decides to hold the hearing in a party’s absence, they will still consider any written information received.
7. In the case of an application for variation or a new licence, the Sub-Committee’s legal advisor will ask the applicant or their advisor for confirmation that the required public notices have been displayed where they can conveniently be read from the exterior of the premises and that notice was given in a local newspaper within eleven working days of the day on which the application was received by the licensing authority.
8. Normally, hearings will be open to the public. However, the Sub-Committee may exclude the public from the hearing (or part of it) if they think the public interest in doing so outweighs the public interest in having the hearing in public. If the public are excluded, any of the parties to the hearing, and/or anyone helping or representing them, may also be excluded.
9. The Chair will propose a motion that the public and the press be excluded from the hearing while the Sub-Committee considers the matter. Ordinarily the legal advisor and democratic support officer will remain (see paragraph 30 (b) below).
10. The Openness of Local Government Bodies Regulations 2014 provide an entitlement for the public to film, photograph and audibly record (“record”) public meetings. However, by virtue of Schedule 6, paragraph 58 of the Licensing Act 2003 and section 101 (15) of the Local Government Act 1972, Licensing Act 2003 hearings are not covered by the entitlement to film as of right. The Council’s general approach is to encourage openness and transparency in all its dealings and the general presumption is that filming or recording of hearings shall generally be permitted where due notice has been provided in advance of the hearing. Nonetheless the following shall apply:

- i) Filming / recording / photographing hearings shall only be permitted with the express permission of the Chair. Such permission may include restrictions to protect children, vulnerable persons or others that object to being filmed / photographed / recorded.
 - ii) Requests to film / record / photograph should be made with sufficient notice in advance of the hearing. Late requests may not be granted if there shall be a delay to proceedings as a result.
 - iii) Every party to the hearing and any witnesses shall have the opportunity to object and those representations shall be considered by the Sub-Committee.
 - iv) No filming, photography or sound recording shall be permitted of any person under 18 years of age.
 - v) No person shall be put under any pressure to consent to such and no payment for such consent shall be given.
 - vi) The Chair shall have the final say as to whether any filming, photography or recording is allowed (including the extent to which permission is granted e.g. the parts of the meeting, the individuals concerned or the arrangement of the recording equipment).
 - vii) All directions given by the Chair shall be fully complied with and the Chair shall have the absolute discretion to withdraw permission to film, photograph or record in the event the same causes an obstruction or interferes with the general conduct of the hearing, including the impeding of the giving of proper evidence.
11. A party may have asked for someone else to appear at the hearing to make a point or points that may help the Sub-Committee reach a decision. It is up to the Sub-Committee to decide whether that person should be heard, although permission will not be refused unreasonably. Such a person is referred to as a “witness” in this procedure.
12. Where application has been made, in advance of the hearing, that it should be conducted in private (e.g. by the Police in review or summary review proceedings) reports shall be prepared and presented as confidential so that the Committee can make a meaningful determination in accordance with Regulation 14 of the Licensing Act 2003 (Hearings) Regulations 2005 to exclude the press and public. It is important to note that reports presenting Licensing Act 2003 matters are not required to be published in advance. However, certain limited information must be published in accordance with the Licensing Act 2003 (Licensing Authority’s Register) (Other Information) Regulations 2005 and section 8 of the Licensing Act 2003.
13. The Chair will then explain the procedure that will follow.
- General information on the conduct of the hearing**
14. Each party is entitled to:
- (a) Give further information in response to any point that the Council told them before the hearing they would like clarified;
 - (b) With the permission of the Chair, seek clarification on any point by any other party;
 - (c) Address the Sub-Committee.
15. Members of the Sub-Committee may also seek clarification of any party or witness.
16. At the Chair’s discretion, the Sub-Committee’s legal advisor may ask any questions he or she thinks are relevant.

17. Unless the Council has requested in advance that a particular point be clarified, new documentary or other evidence may not be submitted for the first time at the hearing, unless all the other parties agree.
18. Members of the Sub-Committee will have read all the papers included in the agenda for the hearing before the hearing starts. The parties are requested not to spend unnecessary time repeating evidence which is already in the papers and which is not disputed.
19. Evidence that is not relevant to the case, or to the promotion of the four licensing objectives, will be disregarded.

Hearing Procedure

20. If any party has asked permission for a witness or witnesses to appear, the Sub-Committee will decide whether they should be heard (see paragraph 10 above).
21. All parties will be allowed a similar (and maximum) amount of time to put their case, and ask questions of other parties, subject to the Chair's discretion to not hear repetitive matters or questions.

The applicant

22. The applicant for the licence (or their representative) or the applicant in review proceedings, may present their case.
23. If the Sub-Committee permits, the applicant may call those witnesses whose names have been provided in advance to support their application.
24. Where a group of witnesses wish to speak in support of the application for similar reasons, one person should, where possible, act as spokesperson for the whole group. The Sub-Committee may reasonably refuse permission for a witness to be heard if their evidence simply repeats points already made.
25. The Chair will invite those making representations to seek clarification on any point made by the applicant. The Chair will decide in which order those making representations will be invited to put their questions.
26. Members of the Sub-Committee or the Legal Advisor, if so permitted by the Chair, may also seek clarification of the applicant or any of their witnesses.

The representations

27. Where there is more than one person making a representation, the Chair will decide the order in which they may put their case. If there is a representation from one or more of the responsible authorities, their representatives will normally be invited to put their case first.
28. The following procedure will apply to each person making a representation in turn:-
 - (a) The person making a representation (or their representative) may present their case.
 - (b) If the Sub-Committee permits, the person making a representation may call those witnesses whose names have been provided in advance to support their objection.
 - (c) Where a group of witnesses wish to speak in support of the objection for similar reasons, where possible, one person should act as spokesperson for the whole group. The Sub-Committee may reasonably refuse permission for a witness to be heard if their evidence simply repeats points already made.

- (d) The Chair will invite the applicant to seek clarification on any points made by those making representations.
- (e) Members of the Sub-Committee or the Legal Advisor, if so permitted by the Chair, may seek clarification of those making representations or any witnesses.

Summing up

- 29. The Chair will invite each person making a representation to make a final statement or sum up their case.
- 30. The Chair will invite the applicant to make a final statement or sum up their case.

Sub-Committee's decision

- 31.
 - (a) At the end of the hearing the Sub-Committee will move to private session whilst it considers the matter.
 - (b) The Sub-Committee's legal advisor will remain to provide legal advice and the democratic services officer will remain to record the decision. Details of any legal advice will be recorded and referenced in the decision and reasons.
 - (c) The parties will be invited to wait to be informed of the outcome.
 - (d) As soon as the decision is reached, the public and press will be invited to return to the room in which the hearing took place, and the Chair will announce the decision and the reasons for it.
 - (e) If a room is available, the Committee may retire to deliberate and make its decision
 - (f) All parties will be formally notified in writing of the decision and reasons as soon as possible.

In most cases the Sub-Committee will announce the decision at the conclusion of the hearing. In certain cases where this is not possible due to time constraints (and the Hearings Regulations permit – Regulation 26 (1) sets out those hearings where delay is not possible) the decision shall be made within 5 working days beginning with the day of the hearing or the last day of the hearing.

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