

Reference: 2013/03658/01SPRV

Hearing:

13th February 2014

APPLICATION TO VARY A PREMISES LICENCE

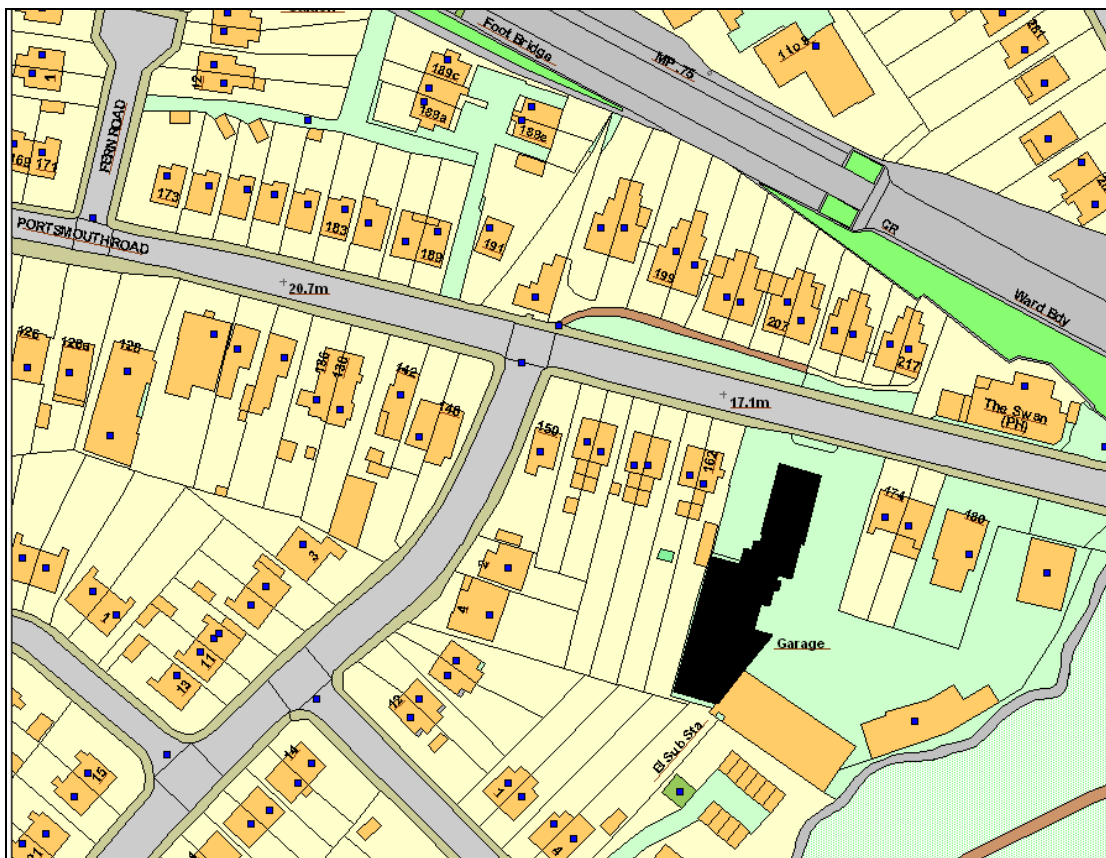
Premises Name: Woolston Service Station
 Premises Address: 170 Portsmouth Road
 Southampton
 SO19 9AQ

Application Date:
 Application
 Received Date:

18th December 2013
 20th December 2013

Application Valid
 Date:

20th December 2013



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Representations From Responsible Authorities

Responsible Authority	Satisfactory?	Comments
Child Protection Services - Licensing	No Response Received	
Hampshire Fire And Rescue - Licensing	Yes	
Environmental Health - Licensing	Yes	
Planning & Sustainability - Building Control - Licensing	No Response Received	
Primary Care Trust - Public Health Manager	No Response Received	
Planning & Sustainability - Development Control - Licensing	No Response Received	
Police - Licensing	Yes	
Trading Standards - Licensing	Yes	

Other Representations

Name	Address	Contributor Type
Alex McNamara and Sheelagh McCarthy	211 Portsmouth Road Woolston Southampton SO19 9BG	Resident

Legal Implications

1. The Licensing Act 2003 specifically restricts the grounds on which the Council, as Licensing Authority (LA), may refuse an application for a major variation of a Premises Licence, or impose conditions. Where relevant representations are made, the LA may refuse on the grounds that the licensing objectives are not met or the operating schedule is inadequate. Equally, conditions may be imposed where relevant and necessary. The LA may also refuse an application in part and thereby only permit some of the licensable activities sought.
2. The decision making committee, in considering an application, must have regard to the adopted Statement of Licensing Policy and any relevant representations made by those directly affected.
3. An applicant for a variation, whose application has been refused, or who is aggrieved by conditions imposed, may appeal against the decision to the Magistrates' Court.
4. In considering this application the committee will sit in a quasi-judicial capacity and is thus obliged to consider applications in accordance with both the Licensing Act 2003 (Hearings) Regulations 2005, and amending secondary legislation and the rules of natural justice. The practical effect of this is that the committee must make its decision based on evidence submitted in accordance with the legislation and give adequate reasons for reaching its decision.

The committee must also have regards to:-

5. *Crime and Disorder Act 1998*
Section 17 of the Crime and Disorder Act 1998 places the Council 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.
6. *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 Council 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 Council 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 Council which affect another's rights must be no more onerous than is necessary in a democratic society. The matter set out in this report must be considered in light of the above obligations.

SOUTHAMPTON CITY COUNCIL

Application to vary a premises licence 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 GLOBAL FUEL (UK) LIMITED

(Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number

2013/01530/01SPRD

Part 1 – Premises Details

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

WOOLSTON SERVICE STATION
170 PORTSMOUTH ROAD
WOOLSTON

Post town	SOUTHAMPTON	Postcode	SO19 9AQ
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Telephone number at premises (if any)

Non-domestic rateable value of premises £22250

Part 2 – Applicant details

Daytime contact telephone number	
E-mail address (optional)	
Current postal address if different from premises address	519 BASINGSTOKE ROAD

Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

Provision of regulated entertainment

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)

Sale by retail of alcohol (if ticking yes, fill in box J) X

In all cases complete boxes K, L and M

A

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

B

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

C

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

D

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

E

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

F

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

G

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

H

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

I

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

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	<input type="checkbox"/>			
				Off the premises	<input checked="" type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)					
Mon	00.00	24.00						
Tue	00.00	24.00						
Wed	00.00	24.00						
Thur	00.00	24.00						
Fri	00.00	24.00						
Sat	00.00	24.00						
Sun	00.00	24.00						
						Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		

K

<p>Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).</p>

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	00.00	24.00	
Tue	00.00	24.00	
Wed	00.00	24.00	
Thur	00.00	24.00	
Fri	00.00	24.00	
Sat	00.00	24.00	
Sun	00.00	24.00	

Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

RESTRICTION IN THE NUMBER OF HOURS ALCOHOL CAN BE SOLD FOR CONSUMPTION OFF THE PREMISES

Please tick as appropriate

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes, please fill in reasons for not including the licence or part of it below

Reasons why I have not enclosed the premises licence or relevant part of premises licence.

M

Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

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

THE FOLLOWING CONDITIONS REPLACE EXISTING CONDITION 1 & CONDITION 2:

1. THE PREMISES SHALL HAVE SUFFICIENT CAMERAS LOCATED WITHIN THE PREMISES TO COVER ALL PUBLIC AREAS INCLUDING OUTSIDE OF THE PREMISES AND COVERING THE ENTRANCE AND EXIT. THE SYSTEM WILL BE ABLE TO COPE WITH STROBE LIGHTING (WHERE USED) AND ALL LEVELS OF ILLUMINATION THROUGHOUT THE PREMISES AS WELL AS OUTSIDE AREAS.
2. CCTV WARNING SIGNS TO BE FITTED IN PUBLIC PLACES.
3. THE CCTV SYSTEM MUST BE OPERATING AT ALL TIMES WHILST THE PREMISES ARE OPEN FOR LICENSABLE ACTIVITY. ALL EQUIPMENT SHALL HAVE A CONSTANT AND ACCURATE TIME AND DATE GENERATION.
4. THE RECORDING SYSTEM WILL BE ABLE TO CAPTURE A MINIMUM OF 4 FRAMES PER SECOND AND ALL RECORDED FOOTAGE MUST BE SECURELY RETAINED FOR A MINIMUM OF 28 DAYS.
5. RECORDS MUST BE MADE ON A WEEKLY BASIS AND KEPT FOR INSPECTION TO SHOW THAT THE SYSTEM IS FUNCTIONING CORRECTLY AND THAT DATA IS BEING SECURELY RETAINED.
6. THE DPS OR PREMISES MANAGER MUST BE ABLE TO DEMONSTRATE THAT THE CCTV SYSTEM HAS MEASURES TO PREVENT RECORDINGS BEING TAMPERED WITH I.E. PASSWORD PROTECTED.
7. THERE SHALL BE AUTHORISED MEMBERS OF TRAINED STAFF ABLE TO PROVIDE VIEWABLE COPIES UPON REASONABLE REQUEST TO POLICE NO LATER THAN 24 HOURS AFTER INITIAL REQUEST, WHEN INVESTIGATING ALLEGATIONS OF OFFENCES OR CRIMINAL ACTIVITY. ANY IMAGES RECOVERED MUST BE IN A VIEWABLE FORMAT ON DISC. FOOTAGE SUPPLIED IN A DIGITAL FORMAT ON CD OR DVD WILL ALSO HAVE A COPY OF THE CCTV SYSTEM SOFTWARE ENABLED ON THE DISC TO ALLOW PLAYBACK.
8. IN THE EVENT OF TECHNICAL FAILURE OF THE CCTV EQUIPMENT THE PREMISES LICENCE HOLDER/DPS MUST REPORT THE FAILURE TO THE HAMPSHIRE WESTERN POLICE LICENSING UNIT WITHIN 24 HOURS.
9. THERE WILL BE A CHALLENGE 25 POLICY OPERATING AT THE PREMISES. CHALLENGE 25 MEANS THAT THE HOLDER OF THE PREMISES LICENCE SHALL ENSURE THAT EVERY INDIVIDUAL, WHO VISUALLY APPEARS TO BE UNDER 25 YEARS OLD AND UNKNOWN TO THE STAFF MEMBER SERVING AS A PERSON OVER 18 YEARS OLD, AND IS SEEKING TO PURCHASE ALCOHOL FROM THE PREMISES, SHALL PRODUCE IDENTIFICATION PROVING THAT PERSON IS OVER 18 YEARS OLD.
10. ACCEPTABLE ID FOR THE PURPOSES OF AGE VERIFICATION WILL INCLUDE A PHOTO DRIVING, PASSPORT OR PHOTOGRAPHIC ID BEARING THE "PASS" LOGO AND THE PERSONS DATE OF BIRTH.
11. IF THE PERSON SEEKING ALCOHOL IS UNABLE TO PRODUCE

ACCEPTABLE MEANS OF ID, NO SALE OF ALCOHOL WILL BE MADE TO THAT PERSON.

12. CHALLENGE 25 POSTERS SHAL BE DISPLAYED IN PROMINENT POSITIONS AT THE PREMISES.

THE FOLLOWING CONDITIONS ARE NEW CONDITIONS:

13. AN INCIDENT BOOK WILL BE PROVIDED AND MAINTAINED AT THE PREMISES. IT WILL REMAIN ON THE PREMISES AT ALL TIMES AND WILL BE AVAILABLE TO POLICE FOR INSPECTION UPON REQUEST.
14. ANY INCIDENTS THAT INCLUDE PHYSICAL ALTERCATION OR DISORDER, INJURY OR ID SEIZURE WILL BE RECORDED IN THE INCIDENT BOOK. THE ENTRY IS TO INCLUDE AN ACCOUNT OF THE INCIDENT AND THE IDENTITY OF ALL PERSON(S) INVOLVED (OR DESCRIPTIONS OF THOSE INVOLVED IF THE IDENTITY IS NOT KNOWN). SHOULD THERE BE ANY PHYSICAL INTERACTION BY MEMBERS OF STAFF AND THE PUBLIC THE ENTRY WILL INCLUDE WHAT THE PHYSICAL ACTION OCCURRED BETWEEN EACH PARTY. THE ENTRY SHALL BE TIMED. DATED AND SIGNED BY THE AUTHOR.
15. IF THE MEMBER OF STAFF CREATING THE ENTRY HAS DIFFICULTIES READING OR WRITING THEN THE ENTRY MAY BE WRITTEN BY ANOTHER STAFF MEMBER. THIS SHOULD HOWEVER BE READ BACK TO THE PERSON CREATING THE ENTRY AND COUNTER SIGNED BY THE PERSON WHO WROTE THE ENTRY.
16. AT THE CLOSE OF BUSINESS ON EACH DAY THE INCIDENT BOOK WILL BE CHECKED BY THE MANAGER ON DUTY WHERE ANY ENTRIES WILL BE REVIEWED AND SIGNED.
17. A WRITTEN LOG SHALL BE KEPT OF ALL REFUSALS INCLUDE 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 STORE MANAGER.
18. THE REFUSAL LOG WILL BE KEPT AND MAINTAINED AT THE PREMISES AND WILL BE AVAILABLE FOR INSPECTION IMMEDIATELY UPON REQUEST BY THE POLICE AND ANY RESPONSIBLE AUTHORITY.
19. THE RECORD OF REFUSALS LOG WILL BE RETAINED FOR 12 MONTHS.
20. STAFF WILL BE TRAINED REGARDING APPROPRIATE PRECAUTIONS TO PREVENT THE SALE OF ALCOHOL TO PERSONS UNDER THE AGE OF 18, THE SIGNS AND SYMPTOMS OF DRUNK PERSONS AND THE REFUSAL OF SALE DUE TO INTOXICATION. RECORDS WILL BE KEPT OF SUCH TRAINING WHICH MUST BE SIGNED AND DATED BY THE MEMBER OF STAFF WHO HAS RECEIVED THAT TRAINING.
21. ALL STAFF WILL RECEIVE REFRESHER TRAINING EVERY SIX MONTHS AS A MINIMUM AND RECORDS ARE TO BE KEPT OF THIS REFRESHER TRAINING WHICH SHOULD BE SIGNED AND DATED BY THE MEMBER OF STAFF WHO RECEIVED THAT TRAINING.
22. IN ADDITION TO THEIR TRAINING A WRITTEN TEST RELATED TO THE TRAINING GIVEN WILL BE CONDUCTED BEFORE THE STAFF MEMBER IS PERMITTED TO SELL ALCOHOL. THE TEST WILL CONSIST OF A MINIMUM OF 10 QUESTIONS OF WHICH THE PASS RATE IS 80%. ANYONE WHO FAILS TO REACH THE PRESCRIBED PASS RATE WILL BE

RETRAINED AND RE-TESTED. ANYONE NOT ATTAINING THE PASS RATE WILL NOT BE PERMITTED TO SELL ALCOHOL OR AUTHORISE THE SALE OF ALCOHOL UNTIL THE PASS RATE IS ATTAINED. THERE WILL BE A MINIMUM OF TWO SETS OF QUESTIONS TO BE USED IN THE TRAINING WHICH WILL BE ROTATED UPON EACH SUBSEQUENT SIX MONTH TRAINING SESSION.

23. ALL TRAINING RECORDS WILL BE MADE AVAILABLE FOR INSPECTION UPON REASONABLE REQUEST TO THE POLICE AND ANY RESPONSIBLE AUTHORITY. TRAINING RECORDS WILL BE KEPT FOR A MINIMUM PERIOD OF 2 YEARS. TRAINING RECORDS WILL BE KEPT ON THE LICENSED TO WHICH THEY RELATE TO.
24. NOTICES TO BE DISPLAYED PROMINENTLY REQUESTING CUSTOMERS TO LEAVE THE SITE QUIETLY RESPECTING LOCAL RESIDENTS.

THE FOLLOWING EXISTING CONDITION IS TO BE REMOVED AT THE REQUEST OF THE POLICE – PART OF CONDITION 3

- THE STAFF ON DUTY WILL HAVE THE DISCRETION WHETHER TO ALLOW CUSTOMERS INTO THE SHOP OR TO SERVE VIA THE NIGHT PAY WINDOW BETWEEN THE HOURS OF 23.00 UNTIL 06.00 HOURS.

THE ABOVE CONDITION WILL BE REPLACED WITH:

25. ALL CUSTOMERS WILL ONLY BE SERVED VIA THE NIGHT PAY WINDOW FROM 23.00 UNTIL 06.00 HOURS. THERE WILL BE NO ADMITTANCE INTO THE STORE BY CUSTOMERS BETWEEN 23.00 AND 06.00 HOURS

b) The prevention of crime and disorder

CONDITIONS: 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,25

c) Public safety

CONDITIONS: 1,2,3,4,5,6,7,8

d) The prevention of public nuisance

CONDITIONS: 24

e) The protection of children from harm

CONDITIONS: 9,10,11,12,17,18,19,20,21,22 & 23

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee. X
- I have sent copies of this application and the plan to responsible authorities and others where applicable. X
- I understand that I must now advertise my application. X
- I have enclosed the premises licence or relevant part of it or explanation. X
- I understand that if I do not comply with the above requirements my application will be rejected. X

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 5 – Signatures (please read guidance note 10)

Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent (please read guidance note 11). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	18 TH DECEMBER 2013
Capacity	DULY AUTHORISED AGENT

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant’s solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
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Date	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 13)			
RICHARD BAKER RB RETAIL & LICENSING SERVICES LIMITED 23 MAGISTER DRIVE LEE ON THE SOLENT			
Post town	PORTSMOUTH	Post code	PO13 8GE
Telephone number (if any)			

Notes for Guidance

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. 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'.
8. 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.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

From: LICENSING WESTERN Mailbox [western.licensing@hampshire.pnn.police.uk]
Sent: 15 January 2014 16:18
To: Montague, Hayley
Subject: RE: FW: FW: Woolston Service Station
Hi Hayley

it is all the conditions at the bottom but the training and cctv have the slight amendments to them

Thanks
Sarah

*PC 21071 NORRIS
Western Licensing Team
DDI 02380 674768*

From: Montague, Hayley [REDACTED] **On Behalf Of** Licensing
Sent: 15 January 2014 16:11
To: LICENSING WESTERN Mailbox
Subject: FW: FW: FW: Woolston Service Station

Hi,

Sorry can you clarify if it is just the two conditions regarding CCTV and Training or whether it is all the conditions at the bottom of the email with the relevant amendments?

Thanks,

Hayley Montague
Licensing Enforcement Officer
Legal and Democratic Services
Southampton and Eastleigh Licensing Partnership
Southampton City Council

[REDACTED]
E-mail: hayley.montague@southampton.gov.uk
Web: www.southampton.gov.uk/licensing
Post: Licensing - Southampton City Council
PO Box 1767, Southampton. SO18 9LA

Please note:- 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. SCC does not make legally binding agreements or accept formal notices/proceedings by email. Emails may be monitored. This e-mail (and its attachments) is intended only for the use of the person(s) to whom it is addressed and may contain information which is privileged and/or confidential. If it has come to you in error you must take no action based on it, nor must you copy or show it to anyone.

From: Richard Baker [REDACTED]
Sent: 15 January 2014 16:00
To: Licensing; western.licensing@hampshire.pnn.police.uk
Subject: Fwd: FW: FW: Woolston Service Station

Dear Licensing

I agree on behalf of the applicant to the inclusion of the two conditions detailed below as agreed with Sarah Norris, should the premises licence application be successful.

Kindest regards

Richard Baker
Director
RB Retail & Licensing Services Limited

----- Original Message -----

Subject:FW: FW: Woolston Service Station

Date:Wed, 15 Jan 2014 15:31:29 +0000

From: [REDACTED]

To: [REDACTED]

CC: [REDACTED]

Good Afternoon

There are no objections to the above application. The attached conditions have been agreed with the two amendments immediately below.

Regards
Sarah

*PC 21071 NORRIS
Western Licensing Team
DDI 02380 674768*

From: Richard Baker [REDACTED]
Sent: 09 January 2014 22:50
To: LICENSING WESTERN Mailbox
Subject: Re: FW: Woolston Service Station

Hi Sarah

Hope you are well.

Following our conversation at the beginning of the week may I suggest the following wording for your kind consideration:

1. <!--[if !supportLists]--><!--[endif]-->THERE SHALL BE AUTHORISED MEMBERS OF TRAINED STAFF ABLE TO PROVIDE VIEWABLE COPIES UPON REASONABLE REQUEST TO POLICE NO LATER THAN 12 HOURS AFTER INITIAL REQUEST, WHEN INVESTIGATING ALLEGATIONS OF OFFENCES OR CRIMINAL ACTIVITY. ANY IMAGES RECOVERED MUST BE IN A VIEWABLE FORMAT ON DISC. FOOTAGE SUPPLIED IN A DIGITAL FORMAT ON CD OR DVD WILL ALSO HAVE A COPY OF THE CCTV SYSTEM SOFTWARE ENABLED ON THE DISC TO ALLOW PLAYBACK.

We would prefer the training documents to be locked away when the site manager is not on site as it would eliminate the possibility of staff tampering with training records. However perhaps we could offer the following for you to consider:


2. <!--[if !supportLists]--><!--[endif]-->ALL TRAINING RECORDS WILL BE MADE AVAILABLE FOR INSPECTION UPON REASONABLE REQUEST OR NO LATER THAN 12 HOURS AFTER THE INITIAL REASONABLE REQUEST, TO THE POLICE AND ANY RESPONSIBLE AUTHORITY. TRAINING RECORDS WILL BE KEPT FOR A MINIMUM PERIOD OF 2 YEARS. TRAINING RECORDS WILL BE KEPT ON THE LICENSED TO WHICH THEY RELATE TO.

The signage condition was included on the operating schedule at point 24.

Perhaps we can speak when convenient to confirm the condition wording acceptable and can therefore advise Southampton Licensing dept of the amended condition wording that is to be added to the premises licence certificate should the application be successful.

Kindest regards

Richard

Richard Baker
Director
RB Retail & Licensing Services Limited


On 03/01/2014 14:14, western.licensing@hampshire.pnn.police.uk wrote:

Good Afternoon Richard

I have been looking at the variation for Wooston Service Station and would like to discuss a couple of points.

In relation to cctv and staff members being able to provide viewable copies immediately. I appreciate that the management may not want staff on duty overnight having access to the system however I would suggest that during normal office hours it should be immediately and evenings and weekends within 12 hours is more acceptable than 24 hours.

With regards to the training records being made available for inspection upon reasonable request is it not possible for this to be as per our usual condition wording of immediately on request. If the records are to be kept on the premises would there be an issue having access to them and also reasonable request is open to different interpretations.

I also thought you were going to include signs requesting patrons to leave the site quietly.

Please do not hesitate to contact me should you wish to discuss

Regards
Sarah

PC 21071 NORRIS
Western Licensing Team
DDI 02380 674768
Int 741-495



ENSING WESTERN Mailbox



Good Morning

Please find the attached wording for the updated conditions which we discussed at our meeting on Thursday.

1) CCTV

The premises shall have sufficient cameras located within the premises to cover all public areas including outside of the premises covering the entrance and exit. The system will be able to cope with strobe lighting (where used) and all levels of illumination throughout the premises as well as outside areas.

CCTV warning signs to be fitted in public places.

The CCTV system must be operating at all times whilst the premises are open for licensable activity. All equipment shall have a constant and accurate time and date generation.

The recording system will be able to capture a minimum of 4 frames per second and all recorded footage must be securely retained for a minimum of 28 days.

Records must be made on a weekly basis and kept for inspection to show that the system is functioning correctly and that data is being securely retained.

The DPS or premises manager must be able to demonstrate that the CCTV system has measures to prevent recordings being tampered with, i.e. password protected.

There shall be sufficient members of trained staff at the premises during operating hours to be able to provide viewable copies immediately to police on request when investigating allegations of offences or criminal activity. Any images recovered must be in a viewable format on either disc or VHS. Footage supplied in a digital format on CD or DVD will also have a copy of the CCTV system software enabled on the disc to allow playback.

In the event of technical failure of the CCTV equipment the Premises Licence holder/DPS MUST report the failure to the Hampshire Western Police Licensing Unit within 24 hours.

2) Incident book

An incident book will be provided and maintained at the premises. It will remain on the premises at all times and will be available to police for inspection upon request.

Any incidents that include physical altercation or disorder, physical ejection, injury, id seizure or drug misuse will be recorded in the incident book. The entry is to include an account of the incident and the identity of all person(s) involved (or descriptions of those involved if identity is not known). Should there be any physical interaction by members of staff and the public the entry will include what physical action occurred between each party. The entry shall be timed, dated and signed by the author.

If the member of staff creating the entry has difficulties reading or writing then the entry may be written by another staff member. This should however be read back to the person creating the entry and counter signed by the person who wrote the entry.

At the close of business on each day the incident book will be checked by the manager on duty where any entries will be reviewed and signed. If incidents have occurred the duty manager will de-brief door staff at the close of business. Should there be no incidents then this will also be recorded at the close of business in the incident book.

3) Refusals book

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 store 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.

4) Challenge 25

There will be a Challenge 25 policy operating at the premises. Challenge 25 means that the holder of the premises licence shall ensure that every individual, who visually appears to be under 25 years of age and is seeking to purchase or be supplied with alcohol at the premises or from the premises, shall produce identification proving that individual to be 18 years of age or older.

Acceptable identification for the purposes of age verification will include a driving licence, passport or photographic identification bearing the PASS logo and the persons date of birth.

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.

Challenge 25 posters shall be displayed in prominent positions at the premises.

Training-

Staff will be trained regarding appropriate precautions to prevent the sale of alcohol to persons under the age of 18, the signs and symptoms of drunk persons and the refusal of sale due to intoxication. Records will be kept of such training which must be signed and dated by the member of staff who has received that training.

All staff will receive refresher training every six months as a minimum and records are to be kept of this refresher training which should be signed and dated by the member of staff who received that training.

In addition to their training a written test related to the training given will be conducted before the staff member is permitted to sell or authorise alcohol. The test will consist of a minimum of ten questions of which the pass rate is 80%. Anyone who fails to reach the prescribed pass rate will be retrained and re-tested. Anyone not attaining the pass rate will not be permitted to sell or authorise the sale of alcohol until the pass rate is attained. There will be a minimum of two sets of questions to be used in the training which will be rotated upon each subsequent six month training session.

All training records will be made immediately available for inspection by Hampshire Constabulary and any responsible Authority upon request. Training records will be kept for a minimum period of two years. Training records will be kept on the licensed premises to which they relate to.

As discussed there is nothing that the venue should have any problems adhering to as most of the above is already in place and we are just updating the conditions. There is currently no condition in relation to staff training although this takes place. The addition of this condition just safe guards any problems occurring in the future should there be a change of licence holder or personnel as the licence is now going to be for 24 hours.

We also mentioned the following:

Removing the discretion with regards persons entering the shop between 23 00hrs and 06 00hrs.

Signs requesting customers to leave the site quietly.

If you have any other queries please do not hesitate to contact us.

Regards
Sarah

*PC 21071 NORRIS
Western Licensing Team*

DDI 02380 674768



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Richard W R Baker -- RB Retail& Licensing Services Limited - Telephone: 

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211. Portsmouth Road
Woolston
Southampton
SO 19 9BG



Reference 2013/03658/01SPRV

Dear Sir/Madam,

We are writing to object in the strongest possible terms to the above application by Global Fuel (UK) at Woolston Service Station for a premises licence to sell alcohol and light refreshments on a 24 hour basis.

We feel that such an application is totally unacceptable and is highly likely to cause further disruption and disturbance to our neighbourhood. We are extremely concerned that these premises will attract individuals and groups en route from a social event who may already have consumed alcohol leading to an increased possibility of anti social behaviour. We are already subject to large groups gathering on the forecourt of the garage late at night and have witnessed fights breaking out and the police being called on numerous occasions.

The 24 hour selling of alcohol may benefit a few shift workers but this will turn Woolston service station into a Mecca to late night revellers returning from clubbing in the city to the detriment of all local residents. Our gardens and hedges are already littered with cans and broken bottles as it is and this will only worsen. In addition, the Service station does not provide toilet facilities for customers and this has already resulted in excrement fouling our hedged pathway and surrounding areas.

The use of a night hatch between 23.00 – 05.00 in order to serve customers already does cause great disturbances during the night . This can only escalate with 24 hr alcohol service. We have already experienced this with customers purchasing items from the grocery located in the service station. Customers shout and bawl their orders to the assistant on duty and tend to shout louder when the attendant cannot understand their drunken slur or incorrect goods are brought forward.

The practice of ordering goods through the night hatch is greatly amplified owing to the overhead canopy covering the fuel pumps. We live directly opposite the service station with double glazing fitted yet the noise of shouting and loud talking at the night hatch between 23.00 – 05.00 causes many disturbances to our sleep. Our son, who is located in the front bedroom, is currently studying for his forthcoming GCSE examinations and is likely to suffer broken sleep which is detrimental to his well being and future prospects.

We urge you to decline this application and to strongly consider the negative impact this licence will have on our neighbourhood

Yours faithfully
Alex McNamara and Sheelagh McCarthy