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Subject: Hereford Express, Folly Lane, Hereford - licensing review
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NOT PROTECTIVELY MARKED

West Mercia Police are in receipt of details of a licensing review launched by Herefordshire Council Trading Standards regarding a shop premises known as **Hereford Express, Folly Lane, Hereford.**

This matter concerns under age sales of alcohol and tobacco products. In addition there is strong suspicion that the staff member involved in the sales - who has 'gone missing' - had no right to be in the country or right to be employed/work in the country. This suspicion is supported by the fact that the premises licence holder was unable to produce any information of who he is.

West Mercia fully support this application.

This is well established business located near a number of educational establishments.

West Mercia request that the licensable hours for the premises are REDUCED to 0800hrs until 1800hrs daily. In addition West Mercia Police have the following representations based on the circumstances of the incident:

1. A log book must be kept at the premises and made immediately available on request to an authorised person (as defined by Section 13 of the Licensing Act 2003), the Police or an officer of the UK Border Agency. The log book must record the following:
 - (a) Details of all persons employed at the premises in any capacity.
 - (b) Date of birth of the person.
 - (c) The full name of the person.
 - (d) Their current address.
 - (e) Their national insurance number.
 - (f) Their passport details.
 - (g) In respect of EU citizens, proof of a current EU passport, national insurance card, P45 or P60 shall be provided.
 - (h) In respect of non EU citizens, a passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom must be provided.

All such information shall be recorded prior to them working at the premises.

All information detailed above to be supported by a copy of the relevant document.

2. A Personal licence Holder shall be on duty within the licensed area of the premises at all times when the premises operate for the sale of alcohol.

3. CCTV will be provided in the form of a recordable system, capable of providing pictures of EVIDENTIAL QUALITY in all lighting conditions particularly facial recognition.

Cameras shall encompass all ingress and egress to the premises, fire exits, outside areas, and all areas where the sale/ supply of alcohol occurs.

Equipment MUST be maintained in good working order , be correctly time and date

stamped, recordings MUST be kept in date order, numbered sequentially and kept for a period of 31 day and handed to Police on demand.

The Premises Licence Holder must ensure at all times a DPS or appointed member of staff is capable and competent at downloading CCTV footage in recordable media format, an

authorised Herefordshire Trading Standards Officer or the Local Authority on demand.

The Recording equipment and tapes/discs shall be kept in a secure environment under the control of the DPS or other responsible named individual. An operational daily log report must be

maintained endorsed by signature, indicating the system has been checked and is compliant, in the event of any failings actions taken are to be recorded.

In the event of technical failure of the CCTV equipment the Premises Licence holder/DPS MUST report the failure to the Police on contact number '101' immediately

4. An incident log must be kept at the premises. Incident log records will be retained for a period of 12 months from the date it occurred. It will made immediately available on request to an

'authorised person' (as defined by Section 13 of the Licensing Act 2003), an authorised Herefordshire Trading Standards Officer or the Police, which must record the following:

- (a) all crimes (relevant to the licensing objectives) reported to the venue
- (b) all ejections of patrons
- (c) any complaints (relevant to the licensing objectives) received
- (d) any incidents of disorder
- (e) seizures of drugs or offensive weapons
- (f) any faults in the CCTV system or searching equipment or scanning equipment (if fitted)
- (g) any refusal of the sale of alcohol
- (h) any visit by a relevant authority or emergency service

5. The premises shall operate a Challenge 30 Policy. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of an authorised person' (as defined by Section 13 of the Licensing Act 2003), an authorised Herefordshire Trading Standards Officer or the police. Prominent, clear and legible signage (in not less than 32 fonts bold) shall also be displayed at all entrances to the premises as well as at least one location behind any serving area advertising the scheme operated.

In addition West Mercia Police request that the premises licence is suspended whilst staff are trained to the standard required and that this information is provided to the Licensing Authority and Trading Standards. Once this information is verified by the Licensing Authority and Trading Standards, the suspension shall be lifted.

These are the minimum conditions and requirement/restriction West Mercia Police would wish to see applied to the premises licence if this review application is granted

Regards

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