

MEMORANDUM

To : LICENSING DEPARTMENT

From : EHTS

Tel :
Date : 09.01.2017

My Ref : LW/HerefordExpressRep
Your Ref :

LICENSING ACT 2003

This memo gives the representation from Trading Standards that was sent out to the licence holder for Hereford Express on 19 DECEMBER 2016

Dear Mrs Sivatharsini Somasundaram

RE: Review of Premises Licence and Further Enforcement Action

As an authorised body under the Licensing Act 2003, Herefordshire Council Environmental Health and Trading Standards have asked for your licence to be reviewed for the above mentioned premises.

Trading Standards have the responsibility for enforcing the Licensing Act 2003 in respect of sales of alcohol to anyone under the age of eighteen.

After considering the evidence, under the section 'protection of children from harm' we would seek for you to put in place the existing conditions (as amended) which are:

- 1. All staff engaged in the sale of alcohol to be trained in responsible alcohol retailing to the minimum standard of **BIAB level 1** training course within 1 month of commencing employment at the premises. Where there are existing staff this training shall be completed within **1 month** of the date that this condition first appears on the licence. Refresher training will be conducted at **3 monthly** intervals. Training records shall be kept on the premises and produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council on demand.**
- 2. A written or electronic register of refusals will be kept including a description of the people who have been unable to provide required identification to prove their age. Such records shall be kept for a period of 12 months. It will be collected and reviewed on a daily basis by the Designated Premises Supervisor and produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council on demand.**

- The premises shall operate a **Challenge 25 Policy**. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of the Police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council. Prominent, clear and legible signage (in not less than 32 font bold) shall also be displayed at all entrances to the premises as well as at, at least one location behind any sale area advertising the scheme operated.

In addition to this we seek to include the following conditions on the premises licence:

- A Personal Licence holder to be on site at all times and to monitor all sales of alcohol.
- DPS to sample check one day CCTV footage for any infringements of the licensing conditions once a week.

In order to achieve these recommendations you will have to show evidentially to the licencing authority or trading standards that you can meet the requirements of this representation. **I recommend a 28 day suspension of the alcohol licence for you have the time to put in place these conditions and to forward evidence.** If however this can be achieved before the proposed 28 days, then the suspension may be lifted.

Thank you for your consideration.

Regards

Having assessed the above application, I would like to make the following representation:

Representation	Industry Guidance
PREVENTION OF CRIME & DISORDER	
PUBLIC SAFETY	
PREVENTION OF PUBLIC NUISANCE	
PROTECTION OF CHILDREN FROM HARM	See above Rep

LEAH WILSON
TRADING STANDARDS OFFICER
ENVIRONMENTAL HEALTH AND TRADING STANDARDS
Herefordshire council