

## **Application for a new premises licence**

### **The Geen Convenience Store**

**4 The Parade, The Green, Bearsted, Maidstone ME14 4DN**

### **Operating schedule/proposed licence conditions**

This is a small and well established shop currently trading as a general convenience store selling a range of goods including newspapers, magazines, groceries, soft drinks, etc.

The applicant would like to develop the business by offering some alcohol sales to allow the business to offer the complete all-round convenience service. The focus of the shop will continue as convenience store with the proposed alcohol sales just being a part of the overall business.

The applicant is a personal licence holder and has plenty of retail experience.

A detailed and robust operating schedule is proposed to promote the licensing objectives;

### **Prevention of crime and disorder**

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 and all areas where the sale and supply of alcohol occurs.

Equipment must be maintained in good working order, be correctly time and date stamped, recordings **MUST** be kept on the hard drive and kept for a period of 31 days and handed to Police upon reasonable request.

The premises licence holder must ensure that the DPS or a member of staff is capable and competent at downloading CCTV footage in a recordable format to the Police and Local Authority upon reasonable request.

All staff selling alcohol shall be authorised to sell alcohol in writing and a record of the authorisation will be kept in the shop for inspection.

Any incidents of crime and disorder at or immediately outside the premises, witnessed by staff, will be recorded in an incident book(s) kept at the premises. This book will be kept available for inspection.

Spirits will be kept behind the counter.

### **Public safety**

Appropriate fire safety equipment to be available;

The PLH shall comply with other legislative requirements to ensure that the shop is safe for customers and staff.

### **Prevention of public nuisance**

The DPS and staff will be vigilant and monitor the area immediately outside the shop to check that youths are not causing annoyance by congregating.

Deliveries to the premises will be arranged so as not to cause any public nuisance.

Notices will be on display in the premises asking customers to leave the premises quietly.

Staff will monitor the area immediately outside the premises on a regular basis to check for, and to properly dispose of, any litter from the premises.

### **Protection of children from harm**

The premises will adopt the "Challenge 25" Scheme which will be advertised within the premises by way of sufficient posters to make the public aware.

Only Home Office approved ID of proof of age will be accepted by staff. This will include photographic driving licence, a passport or a 'PASS' marked proof of age card.

All staff involved in the sale or supply of alcohol will be trained in the "Challenge 25" Scheme and such training will be recorded

Training should take place within six weeks of employment and any new employees will be supervised until the training has taken place. Refresher training shall be provided every 12 months or earlier if required due to changes of legislation.

Training records must be kept on the premises and shall contain the nature, content and frequency of all training. Records must be made available for inspection (either electronically or hard copy) by Police and other Authorised Officers.

A refusal recording register will be in operation at the premises. All staff, including any delivery drivers, involved in the sale of alcohol will be fully trained in the system and it will record the following:

Date and time of refusal

Item refused

Name of description of the person refused

Reason for refusal

Name of staff member making the refusal.

The refusal register will be available for inspection to any Police Officer and other Authorised Local Authority Officers at any reasonable time.

Notices shall be displayed in the premises where they can be seen clearly to advise customers that it is unlawful for persons under 18 to purchase alcohol or for any persons to purchase alcohol on behalf of a person under 18 years of age.

**NOTE TO RESPONSIBLE AUTHORITIES - IF YOU HAVE ANY QUERIES OR COMMENTS ON THESE PROPOSALS, PLEASE CONTACT IAN RUSHTON ON [REDACTED] OR BY EMAIL [REDACTED] TO DISCUSS FURTHER - PRIOR TO MAKING ANY REPRESENTATIONS.**