

**TONBRIDGE AND MALLING BOROUGH COUNCIL**

**LICENSING AND APPEALS PANEL**

**MINUTES**

**Wednesday, 19th October, 2022**

**Present:** Cllr Mrs F A Kemp (Chair), Cllr Mrs P A Bates and Cllr R V Roud

Together with representatives from the Licensing Authority, the applicant and responsible authorities.

**PART 1 - PUBLIC**

**LAP 22/37 DECLARATIONS OF INTEREST**

There were no declarations of interest made in accordance with the Code of Conduct.

**DECISIONS TO BE TAKEN UNDER DELEGATED POWERS IN ACCORDANCE WITH PARAGRAPH 3, PART 3 OF THE CONSTITUTION**

**LAP 22/38 APPLICATION FOR A NEW PREMISES LICENCE - H D SHOP LTD, 11-13 HIGH STREET, SNODLAND**

The Panel gave careful consideration to the written report of the Director of Central Services, together with the application set out at Annex 1 and the written representation received during the statutory consultation period (as set out at Annex 5, Annex 6 and Annex 7 to the report).

Having taken into account all representations the Panel

**RESOLVED:** To grant the premises licence subject to:

- (1) the mandatory conditions as set out in the Licensing Act 2003;
- (2) such conditions as consistent with the operating schedule accompanying the application; and

(3) the conditions agreed by Kent Police set out below:

1. CCTV shall be installed to Home Office Guidance standards and maintained in a good working condition and recordings shall be kept for 31 days and shall be made available to police and authorised Officers from the council.

2. The CCTV system shall be capable of obtaining clear facial recognition images and a clear head and shoulders image of every person entering or leaving the premises.
3. The CCTV system shall display on any recordings, the correct date and time of the recording.
4. A member of staff trained in the use of the CCTV system shall be available at the premise at all times that the premises are open to the public.
5. A CCTV camera shall be installed to cover the entrance of the premises and further cameras installed to cover the internal area and checkouts.
6. An incident log shall be kept at the premises, and made available for inspection on request to an authorised officer of the council or the Police, which will record the following:
  - (a) all crimes reported to the venue
  - (b) all ejections of patrons
  - (c) any complaints received
  - (d) any incidents of disorder
  - (e) all seizures of drugs or offensive weapons
  - (f) any faults in the CCTV system
  - (g) any refusal of the sale of alcohol
  - (h) any visit by a relevant authority or emergency service.
7. The DPS will check the incident log on a weekly basis and sign & date the log to show that this has been done.
8. Staff training must be documented and based on legislation and operating procedures. All training shall be signed and dated, and a copy of such records will be available for inspection by Police and local authority enforcement officers.
9. 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.
10. The only acceptable ID will be those with photographic identification documents, including passport, driving license or proof of age card bearing the PASS hologram.
11. A refusal book shall be kept at the premises and updated as and when required and made available for inspection on request to a Licensing Officer, Police or other responsible authority.

12. The refusal book will be regularly checked, at least weekly, by the DPS and signed and dated to show that this has been done.
13. 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.
14. 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.

### **LAP 22/39 EXCLUSION OF PRESS AND PUBLIC**

There were no items considered in private.

The meeting ended at 10.20 am