

LICENSING ACT 2003 SUB COMMITTEE		AGENDA ITEM No. 3
23 February 2024		PUBLIC REPORT
Contact Officers:	Jacqui Harvey, Head of Operations Environmental Health, Licensing & Trading Standards Darren Dolby, Senior Licensing Regulatory Officer	Tel. 07984 647157 Tel. 01733 453540
APPLICATION: NEW PREMISES LICENCE		

APPLICANT:	Polish Shop Ltd
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REFERENCE NO:	125340
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PREMISES:	Uni Off Licence, 32 St Johns Street, Peterborough, PE1 5DD
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GLOSSARY OF TERMS: Attached at Appendix A on Page 9
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1. PURPOSE OF REPORT

1.1 To consider and determine this application for a new premises licence for Uni Off Licence, 32 St Johns Street, Peterborough, PE1 5DD taking into account the representations against the application that have been received.

2. BACKGROUND INFORMATION

2.1 This is a new application for a premises licence. There has not been any previous premises licence granted at this property.

3. AUTHORISATIONS AND TIMES APPLIED FOR

- **Sale of alcohol off the premises**

Sunday to Wednesday 07:00 to 02:00
Thursday to Saturday 07:00 to 03:00

4. APPLICATION

4.1 Please refer to the application attached at **Appendix B – Pages 11 - 34**

4.2 Representations against the application being granted have been received from 3 local residents in their capacity as 'other persons'. These representations are attached at **Appendix C on Page 35-48.**

4.3 Part P of the application sets out the applicant's proposed conditions under the licensing objectives, these being, 'The Prevention of Public Nuisance', 'Public Safety', 'Prevention of

Crime and Disorder' and 'The Protection of Children from Harm'. Successful mediation between the Applicant and the Police resulted in a number of additional conditions being offered by the applicant. These additional conditions are contained within the body of this report (in section 7) and in accordance with section 10.5 of Guidance have been interpreted into enforceable conditions. Only those appropriate and proportionate for the promotion of the licensing objectives have been included in the Operating Schedule.

- 4.5 No representations have been received from any of the Responsible Authorities ; Cambridgeshire Constabulary, Peterborough Trading Standards, Cambridgeshire Fire and Rescue Service, Licensing Authority, Peterborough City Council Planning Department, Peterborough City Council Health & Safety Department, Peterborough City Council Environmental Pollution Team, Public Health or Children's Services.
- 4.6 A 'Notice' was displayed in the newspaper in accordance with Part 4 No. 25 of Statutory Instruments 2005 No. 42 – The licensing Act 2003 (Premises Licences and Club Premises Certificates) Regulations 2005.

5. REPRESENTATIONS

- 5.1 Summary of issues raised in the representations against the application being granted:
- The granting of the licence would increase anti-social behaviour in the vicinity of St Johns Street which could lead to an increase in the requirement of Police to deal with acts of anti-social behaviour in the vicinity of the premises
 - There are already 3 'off' licences in the near vicinity of the proposed premises
 - There is a nearby school that may be affected by another 'off' licence in the vicinity
 - Insufficient parking available in the vicinity of the premises.
- 5.2 Members should note that the correspondence attached against the application are in their entirety. Please note that not all matters raised within the representations are relevant matters for consideration under the Licensing Act 2003. It is up to the Committee to decide upon what 'weight' they attach to these areas

6. MEDIATION

- 6.1 Mediation was undertaken between the applicant and Cambridgeshire Constabulary. This resulted in a number of additional conditions being agreed by the applicant which can be viewed in Section 7.

7. APPLICANT'S PROPOSED CONDITIONS UNDER THE LICENSING OBJECTIVES :

7.1 Crime and disorder

Any incidents of a criminal nature that may occur on the premises will be reported to the Police.

The licensee will ensure comprehensive CCTV coverage at the premises and it is operated and maintained at the premises.

The CCTV system will conform to the following points :

- Cameras will be sited to observe the entrance and exit doors both inside and outside.
- Cameras on the entrance will capture full frame shots of the heads and shoulders of all people entering the premises, ie capable of identification.
- Cameras viewing till areas will capture frames not less than 50% of the screen
- Cameras overlooking floor areas will be wide angled to give an overview of the premises.

- Be capable of visually confirming the nature of the crime committed.
- Provide a linked record of the date, time and place of any image
- Provide good quality images – colour during opening times.
- Operate under existing light levels within and outside the premises.
- Will have the recording device located in a secure area or locked cabinet.
- Will have a monitor to review images and recorded picture quality.
- Be regularly maintained to ensure continuous quality of image capture retention.
- Have signage displayed in the customer area to advise that CCTV is in operation.
- Digital images will be kept for 31 days
- Police will have access to images at any reasonable time
- The equipment will have a suitable export method eg CD/DVD writer so that the Police can make an evidential copy of the data they require. This data should be in the native file format to ensure that no image quality is lost when making the copy. If this format is non-standard (ie manufacturer proprietary) then the manufacturer should supply the replay software to ensure that the video on the CCTV can be replayed by the Police on a standard computer. Copies will be made available to Police on request.

7.2 **Public Safety**

Appropriate fire safety procedures are in place including fire extinguishers (foam, H2O & CO2), fire blanket, internally illuminated fire exit signs, numerous smoke detectors and emergency lighting (see plan for details of locations).

All appliances are inspected annually

All emergency exits shall be kept free from obstruction at all times.

7.3 **Prevention of Public Nuisance**

All customers will be asked to leave quietly.

Clear and legible notices will be prominently displayed to remind customers to leave quietly and have regard to our neighbours.

7.4 **Protection of Children**

The licensee and staff will ask persons who appear to be under the age of 25 for photographic ID such as proof of age cards, the Connexions card and Citizen Card, photographic driving licence or passport, an official ID card issued by HM Forces or by an EU country, bearing the photograph and date of birth of bearer.

All staff will be trained for underage sales prevention regularly.

A register of refused sales shall be kept and maintained on the premises.

ADDITIONAL CONDITIONS AGREED AFTER MEDIATION

Crime and Disorder

The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points, and the street environment will be covered, enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record while the premises are open to the public and recording shall be kept available and unedited for a minimum of 28 days with the date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises when they are open to the public and must be able to produce/download/ burn CCTV images upon reasonable & lawful request by a police officer or an authorised officer of the licensing authority or, if not present, the conversant member of staff shall produce the footage as described within 48 hours of a reasonable & lawful request. Any footage must be in a format that can be played back on a standard personal computer or standard DVD player. Where the recording is on a removable medium (ie. compact disc, flash card etc), a secure storage system to store those recording mediums shall be provided.

The premises licence holder will ensure that a digital CCTV system is fully compliant with the guidance contained in the Information Commissioner's Office (ICO) guidance document (www.ico.org.uk) regarding installation of CCTV is provided at the premises

The Designated Premises Supervisor shall ensure that a written notice of authority is kept at the premises for all staff who sell alcohol ('DPS Authorisation List' or similar). The notice shall be made available for inspection upon request of the police or an authorised officer of the licensing authority and all staff selling alcohol must be in possession of formal identification to verify their identity against the notice

A log (which may be electronically recorded) shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised officer of the Licensing Authority at all times

A log (which may be electronically recorded) shall be kept detailing all incidents. The log should include the date and time of the incident and the name of the member/s of staff who dealt with the incident. The log shall be available for inspection at the premises by the police or an authorised officer of the Licensing Authority at all times

Documented written / online records of training to prevent underage sales of alcohol shall be completed and kept for each member of staff. Training shall be regularly refreshed and at no greater than 12 monthly intervals. Training records shall be made available for inspection upon request by a police officer or an authorised officer of the Licensing Authority

No super-strength beer, lagers, ciders, perry's or spirit mixtures of 6% ABV (alcohol by volume) or above shall be sold at the premises.

There shall be no availability / sell of miniature spirits, or individual vessels / containers of Beers/larger/cider/perry's.

All sealed containers of alcoholic drinks offered for sale for consumption off the premises must be clearly labelled or marked with the name and postcode of the premises.

The premises licence holder or DPS, shall ensure that the provision / employment of SIA door supervisors at the premises is appropriate to ensure the safe control of the premises, this will include the completion of a written risk assessment and shall be reviewed on a regular basis and/or upon request from the Police and/or the Licensing Authority.

A record (Including name, SIA Badge number, contact details) of the SIA Door Supervisors employed shall be kept for a period of 12 months and be made immediately available upon request of a Responsible Authority.

Public Safety

A fire risk assessment required under the Regulatory Reform (Fire Safety) Order 2005 (as amended) will be completed and be available for inspection by an authorised officer.

Valid public liability insurance shall be kept in force and a copy of the schedule will be displayed at the venue and made available for inspection by an authorised Local Authority or Police Officer on request

Public Nuisance

At the close of business, the outside of the premises, including public pavement must be swept and/or washed, and litter and sweepings collected and disposed of accordingly.

Litter bins shall be provided at the premises in sufficient capacity to ensure that customers can adequately dispose of any litter.

Protection of Children

The 'Challenge 25' initiative to prevent sales of alcohol to persons under 18 years of age will be implemented at the premises & signage will be prominently placed within the premises advertising the fact that the premises operate the 'Challenge 25' initiative

8. POLICY & GUIDANCE IMPLICATIONS

8.1 The following sections/paragraphs are applicable to this application:

8.2 Council's Statement of Licensing Policy

- Objectives, Section 4 on Page 6
- Fundamental Principles, Section 6 on Page 8
- Licence Conditions, Section 15 page 18
- Delegation / Decision Making / Administration, Section 18 on Page 20

8.3 Guidance Issued under Section 182 of the Licensing Act 2003 December 2023

- The Licensing Objectives – Section 2 pages 6 to 13
- Applications for Premises Licences – Section 8 pages 55 to 73
- Determining applications – Section 9 pages 74 to 82
- Conditions Attached to Premises Licences – Section 10 page 83 to 95

9. LICENSING OFFICER'S COMMENT (FOR INFORMATION)

9.1 Regulation 19(a) requires authorities to disregard any information given by a party or person that is "not relevant" to the application.

10. LEGAL OFFICER'S COMMENTS

10.1 The Licensing Authority (hereafter referred to as "the Council) is charged with implementing the provisions of the Licensing Act 2003. This is an application for a new licence made under Section 17 of the Licensing Act.

10.2 In this case, the application was received at these offices on 3 January 2024.

10.3 The application before this Committee will be treated on its own merits, and the Licensing committee will make its decision based upon:

- The merits of the application;
- The promotion of the four licensing objectives;

- The statement of policy of the Licensing Authority; and
- The Guidance issued by the Secretary of State for Culture, Media and Sport under section 182 of the Licensing Act 2003 – December 2023.

10.4 The licensing authority may determine the application, depending upon what is appropriate for the promotion of the licensing objectives, in any of the following ways:

- Decide to grant the licence in the same terms as it was applied for;
- Decide to grant the licence, but to modify or add conditions (to promote the licensing objectives);
- Exclude from the scope of the licence a licensable activity; and
- Decide to refuse to grant the licence.

10.5 Conditions are modified if they are altered, omitted or any new condition added (Section 35(4) Licensing Act 2003).

APPENDIX A

LICENSING ACT 2003

GLOSSARY OF TERMS

Note: In this document, the following definitions are included to provide an explanation of certain terms included in the Act. In some cases they are an abbreviation of what is stated in the Licensing Act 2003 or an interpretation of those terms. For a full definition of the terms used, the reader must refer to the Licensing Act 2003.

'Child'

- (a) means an individual aged under 16
- (b) a child is unaccompanied if he is not in the company of an individual aged 18 years or over

DCMS: Department for Culture Media and Sport

'Designated Premises Supervisor' means the person (who must be a Personal Licence Holder), in the case of premises selling alcohol, who will normally have been given the day to day responsibility for running the premises by the holder of the Premises Licence or will be the Premises Licence holder.

'Other Persons':

- persons who live, or are involved in a business, in the relevant licensing Authorities area and who are likely to be affected by the application and are not a Responsible Authority.

'Late Night Refreshment' means the supply of hot food or hot drink to members of the public (whether for consumption on or off the premises) between the hours of 11.00 pm and 5.00 am.

'Licensable Activities' means: -

- The sale by retail of alcohol
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- The provision of Regulated Entertainment
- The provision of Late Night Refreshment

'Licensing Authority': - is the licensing function of Peterborough City Council

'Licensed Premises' includes club premises and events unless the context otherwise requires.

'Licensing Objectives'

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

'Operating Schedule' means a document containing a statement of the following matters (and any others that may be prescribed): -

- The relevant Licensable Activities
- The times at which the Licensable Activities are to take place and any other times when premises are open to the public
- Information regarding the person who will be specified in the Premises Licence as the Premises Supervisor
- Where the Licensable Activities involve the supply of alcohol, whether it is for the supply on and/or off the premises
- The steps being taken to promote the Licensing Objectives

'Challenge 25' means that a retailer will ask for proof of identification if they have reason to believe that the person making a purchase of alcohol is under the age of 25.

'Rateable Value': as regards a premises, is the value for the time being in force for the premises entered in the local non-domestic rating list for the purposes of Part III of the Local Government Finance Act 1988(b).

'Regulated Entertainment' (Schedule 1 of the Act) means: -

- A performance of a play
- An exhibition of a film
- An indoor sporting event
- A boxing or wrestling entertainment
- A performance of live music
- Any playing of recorded music
- A performance of dance

Except where there is an exemption under the Live Music Act 2012 or Statutory Instrument 2013 No. 1578 The Licensing Act 2003 (Descriptions of Entertainment) (Amendment) Order 2013

Or entertainment of a similar description falling within the last three of the categories listed above, where the entertainment takes place in the presence of and for the purposes of entertaining that audience or spectators.

'Relevant Licensing Authority': is the Authority in the area the premises are situated.

'Responsible Authority' means any of the following: -

- Cambridgeshire Constabulary (The Chief Officer of Police)
- Cambridgeshire Fire and Rescue (The Fire Authority)
- Health and Safety Team, Peterborough City Council
- Planning authority, Peterborough City Council
- Trading Standards, Peterborough City Council
- Environmental Health – Pollution, Peterborough City Council
- Children's' Services – Child Protection & Review Manager
- Primary Care Trust or Local Health Board (Director of Public Health)
- The Relevant Licensing Authority, Peterborough City Council
- Maritime & Coastguard Agency, Walton on Naze. (For vessels carrying more than 12 passengers.)
- Environment Agency, Peterborough (For vessels carrying 12 or less passengers).

'Supply of alcohol':

- the sale by retail of alcohol, or
- the supply of alcohol by or on behalf of a club to, or to the order of, a member of the club.

'Temporary Event Notice' means a Permitted Temporary Activity involving one or more Licensable Activities subject to the following various conditions and limitations: -

- Duration – they are limited to events lasting for up to 168 hours (7 days);
- Scale – they cannot involve the presence of more than 499 people at any one time;
- Use of the same premises – the same premises cannot be used on more than 12 occasions in a calendar year, but are subject to the overall aggregate of 21 days irrespective of the number of occasions on which they have been used; and
- The number of notices given by an individual within a given period of time – a Personal Licence Holder is limited to 50 notices in one year and another person to 5 notices in a similar period.

(In any other circumstances, a full Premises Licence or Club Premises Certificate will be required for the period of the event).

'the Act': means the Licensing Act 2003