

**West Oxfordshire District Council
Licensing Panel**

APPLICATION TYPE:	Application for a new premises licence	APPLICATION FOR:	Costcutter
NAME OF APPLICANT:	Leah Horwood		
PARISH (if applicable):	Witney	ADDRESS OF PREMISES:	135 Burwell Drive, Witney, OX28 5LP
CASE OFFICER:	Nicola Neyhaul		

CONSULTEE/ REPRESENTOR:	SUMMARY OF COMMENTS
Thames Valley Police	<p>No objections providing the following conditions are agreed to: (Note- agreed by the applicant)</p> <p>1) All staff employed at the premises whose duties include the sale or supply of alcohol will undertake and complete a programme of training in relevant aspects of the Licensing Act 2003, including the details of the premises, prior to being authorised to sell alcohol/ The content of the training programme will be agreed with Thames Valley Police and the Licensing Authority prior to implementation. Records of this training will be kept and made available to Responsible Authorities on request.</p> <p>2) The premises will have written policies and procedures statements and/or management action plan. The documents shall include, but not be limited to, policies and procedures in relation to:</p> <ul style="list-style-type: none"> • under-age sales/proxy sales • sales to drunks • dealing with/responding to incidents that impact upon the licensing objectives (various levels/types of crime and disorder, public safety etc). <p>3) The policies referred to in condition 2 above will be reviewed and amended at any time that the premises licence holder deems appropriate, but shall in any case be reviewed following any concerns being raised by any of the Responsible Authorities.</p> <p>4) All staff at the premises shall be trained in the written policies and procedures and shall actively implement</p>

CONSULTEE/ REPRESENTOR:	SUMMARY OF COMMENTS
	<p>them. Any necessary and justifiable ad-hoc deviation from any policy shall be fully documented in the premises register.</p> <p>5) A Premises Daily Register shall be kept at the premise. This register will be maintained and kept for a rolling minimum period of 12 months. This register should record:</p> <ul style="list-style-type: none"> • the name of the person responsible for the premise on each given day. • The name of the person authorising the sale of alcohol each day. • all calls made to the premises where there is a complaint made by a resident or neighbour of noise, nuisance or anti social behaviour by persons attending or leaving the premises. This shall record the details of the caller, the time and date of the call and the time and date of the incident about which the call is made and any actions taken to deal with the call. • Any refusals on grounds of age and/or intoxication (to include date, time, member of staff involved, reason for refusal as well as a brief physical description of the person refused) • Any calls to or visits by Thames valley police in relation to any crime and disorder or like related matter. <p>The DPS shall check the book once a week ensuring it is completed and up-to-date. The DPS will sign the book each time it is checked</p> <p>The Premises Daily Register will be readily available for inspection by any responsible authority throughout the trading hours of the premise.</p> <p>6) A CCTV system will be installed or the existing system maintained. This system shall be 'fit for purpose'. It shall comply with the current and relevant Thames Valley Police guidelines for Standard Minimum Closed Circuit Television Requirements (Issue 1, July 2004). The CCTV system shall incorporate a recording facility and any recordings shall be retained and stored in a suitable and secure manner for a minimum rolling period of 30 days. A system shall be in place to maintain the quality of the recorded image and a complete audit trail maintained. The system will comply with other essential legislation, and all signs as required will be clearly displayed.</p> <p>7) Amongst other pertinent areas of the premises the CCTV system will incorporate a camera(s) covering:</p>

CONSULTEE/ REPRESENTOR:	SUMMARY OF COMMENTS
	<p>1. any entrance/exit doors (entrance to be capable of providing a full facial shot)</p> <p>2. the point of sale</p> <p>3. the areas where alcohol is merchandised</p> <p>4. external areas of the premises and be capable of providing an image which is regarded as 'identification standard.</p> <p>8) The CCTV system will be switched on, maintained and fully operational throughout the hours that the premises are open for any licensable activity.</p> <p>9) A member of staff shall be present at the premises during the operation of the premises licence that is fully trained on the operation of the system and be able to provide copies of any footage requested by a relevant authority upon request.</p> <p>10) All spirits are to be displayed behind the counter.</p> <p>11) High strength lagers or ciders or fortified wines or Sherries shall not be stocked or sold from the premises. Note. High strength implies 7% or higher.</p>
Oxfordshire County Council Fire and Rescue Service	No objections
Oxfordshire County Council Social and Health Care	Nothing received
Oxfordshire County Council Trading Standards	Nothing received
Oxfordshire Clinical Commissioning Group (NHS)	Nothing received
West Oxfordshire District Council Licensing	No objections

CONSULTEE/ REPRESENTOR:	SUMMARY OF COMMENTS
West Oxfordshire District Council Environmental Health (Food H & S)	No objections
West Oxfordshire District Council Environmental Health (noise)	No objections
West Oxfordshire District Council Planning Services	No objections
Parish/Town Council	No objections
Other persons	2 letters of objection plus a petition

LICENSING LEGISLATION / STATEMENT OF LICENSING POLICY / POOL OF CONDITIONS
<p data-bbox="132 870 1402 898">GUIDANCE UNDER SECTION 182 OF THE LICENSING ACT 2003 amended October 2014</p> <p data-bbox="132 938 579 966"><u>Crime and Disorder</u> from page 7</p> <p data-bbox="132 1006 485 1034"><u>Public Safety</u> from page 8</p> <p data-bbox="132 1075 533 1102"><u>Public Nuisance</u> from page 11</p> <p data-bbox="132 1143 779 1170"><u>Protection of children from harm</u> from page 13</p>