**Premises Licence**

(Licensing Act 2003 - Part A)

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| **CRAWLEY BOROUGH COUNCIL**  Licensing Section, Town Hall, The Boulevard, Crawley,  West Sussex. RH10 1UZ  01293 438289 |  |

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| **PREMISES LICENCE NUMBER** | **12/01192/LAPRE** |

**Part 1 - Premises details**

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| **Postal address of premises, or if none, ordnance survey map reference or description**  Anna Enterprises Ltd  10/12 The Boulevard  Northgate | |
| **Post Town** Crawley | **Post Code**  RH10 1XX |
| **Telephone number**  01293 200916 | |

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| **Where the licence is time limited the dates;** Not applicable |

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| **Licensable activities authorised by the licence**  Supply of Alcohol |

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| **The times the licence authorises the carrying out of licensable activities:**  **Supply of Alcohol**  Standard days & Timings; Monday – Sunday 07:00 - 23.00 |

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| **The opening hours of the premises**  Standard days & timings: Monday – Sunday 07.00 – 23.00 |

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| **Where the licence authorises supplies of alcohol whether these are on the and/or off supplies**  **OFF THE PREMISES** |

**Part 2**

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| **Name, (registered) address, telephone number and email (where relevant) of holder of premises licence**  Anna Enterprises Ltd  10/12 The Boulevard  Northgate  Crawley  West Sussex  RH10 1XX |

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| **Registered number of holder, for example company number, charity number (where applicable)**  **12646618** |

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| **Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol**  Jayakanthan Mahadevan |

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| **Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol**  06/00306/LAPER Crawley Borough Council |

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| **State whether access to the premises by children is restricted or prohibited; N/A** |

**Annex 1 – Mandatory Conditions**

1 If this premises licence authorises the supply/sale of alcohol, the following two conditions apply:

1. No supply of alcohol may be made under the premises licence at a time when there is no designated premises supervisor in respect of the premises licence, or at a time when the designated supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply/sale of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

2 If this premises licence authorises the exhibition of film(s), the admission of children under the age of 18 years is restricted in accordance with the age restrictions of the British Board of Film Classification (BBFC) or authority designated under Section 4 of the Video Recordings Act 1984.

3 If this premises licence includes a condition that at specified times one or more individuals must

be at the premises to carry out a security activity (as defined by the Private Security Industry Act

2001) then such individuals must be licensed by the Security Industry Authority.

*Condition effective from 1st October 2010– Sch 4 Policing & Crime Act 2010)*

4 (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

(2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

**Annex 2 – Conditions consistent with the Operating Schedule**

*The following condition was agreed by the applicant and Sussex Police 25.09.12, further agreement for licence condition (1) to be retained 28.08.20)*

1. No beer, lager or cider above 6% abs to be sold from the premises.

*The following additional condition (2) was agreed by the applicant and Sussex Police 28.08.20*

2. No single cans of alcohol shall be sold from or supplied by the premises at any time.

3. The Premises Licence Holder shall ensure that all staff members engaged or to be engaged, in selling alcohol at the premises shall receive the following induction training. This training will take place prior to the selling of such products:

The lawful selling of age restricted products

Refusing the sale of alcohol to a person who is drunk

4. Further verbal reinforcement/refresher training covering the above will be carried out thereafter at intervals not to exceed three months, with the date and time of the verbal reinforcement/refresher training documented.

5. Digital CCTV and appropriate recording equipment to be installed in accordance with Home Office Guidelines relating to UK Police Requirements for Digital CCTV System (PSDB Publication Number 09/05), operated and maintained throughout the premises internally and externally to cover all public areas, including the entrance to the premises and the outside seating area. The system shall be on and recording at all times the premises licence is in operation.

6. The CCTV cameras and recording equipment must be of sufficient quality to work in all lighting levels inside the premises at all times. CCTV footage will be stored for a minimum of 31 days.

7. The management will give full and immediate cooperation and technical assistance to the Police in the event that CCTV footage is required for the prevention and detection of suspected or alleged crime.

8. The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy.

9. Subject to Data Protection guidance and legislation, the premises licence holder will ensure that key staff are fully trained in the operation of the CCTV, and will be able to download selected footage onto a disk for the police without difficulty or delay and without charge to Sussex Police.

10. Any breakdown or system failure will be notified to the police immediately & remedied as soon as practicable.

11. In the event of the CCTV system hard drive being seized as evidence as part of a criminal investigation by Sussex Police or for any other reason, the premises will be expected to install a replacement hard drive or a temporary replacement drive as soon as practicable.

12. All off sales of alcohol will be supplied in sealed containers.

13. The premises will actively participate and adhere to the local Shopwatch scheme, and will not sell alcohol to target street drinkers identified through the scheme.

14. Spirits shall be stored and displayed behind the serving counter.

15. All forms of advertising and promotional literature detailing the delivery service (including internet sites and flyers/leaflets) will clearly state that a Challenge 25 policy is in place, the recommended forms of ID accepted, and that alcohol should only be purchased for delivery to intended recipients (or persons who will accept delivery on behalf of the named recipient) who are aged over 18.

16. Alcohol deliveries will only be made to a residential or business address.

17. The person accepting the delivery must be aged 18 years or over. Where the person accepting delivery appears to be under 25, a recognised photographic Identification (ID) must be produced prior to delivery. Failure to produce satisfactory age verification ID will result in the alcohol not being delivered and instead returned to the premises. All refusals will be documented in the refusals book.

18. Customers ordering alcohol for delivery to a residential or business address must have their age verified. This process will be documented, the records of which must be retained for no less than twelve months and produced on request to an officer of a Responsible Authority.

19. For deliveries where the alcohol is delivered by a third party where the DPS has no direct supervision or control over the delivery and delivery is anticipated to take more than 24 hours (such as an independent courier or Royal Mail):

* All forms of advertising and promotional literature detailing the delivery service (including internet sites and flyers/leaflets) will clearly state that alcohol should only be purchased for delivery to intended recipients (or persons who will accept delivery on behalf of the named recipient) who are aged over 18.
* In the event that the person ordering and paying for the alcohol nominates another person as

the recipient of the alcohol, as a gift etc, the person ordering and paying for the alcohol will be required to state as part of their order that the recipient is aged over 18.

* Where the premises contracts a third party to deliver alcohol on their behalf and the person collecting the alcohol from the premises delivers it directly to the customer within a short timescale (such as Deliveroo, Just Eats), the premises will ensure that the above conditions are adhered to by the third party.

20. Deliveries to the premises and collections from the premises shall only be made during the times the premises are open to the public.

21. Litter bins to be provided inside and outside of premises

22. The premises will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. The recommended forms of ID that will be accepted are passports,

driving licenses with a photograph, photographic military ID or proof of age cards bearing the "PASS" mark hologram.

23. Suitable and sufficient signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises.

24. The premises shall at all times maintain and operate refusals recording system (either in book or electronic form) which shall be reviewed by the Designated Premises Supervisor at intervals of no less than 4 weeks and feedback given to staff as relevant. This refusals book will be kept at the premises and made available to officers of any responsible authority upon request.

**Annex 3 – Conditions attached after a hearing by the licensing authority**

N/A

**Annex 4 – Plans;-**

is issued subject to the attached approved plan (plan which was submitted as part of the application process) and now forms a very important part of the ‘authorisation’.

*(Any alternation made to the premises or a substantial change to the approved plans which are currently in the possession of the Council may require a variation of the licence. You are advised to consult with this Licensing Authority before you make any proposed changes)*.

**IMPORTANT;**

**This licence is issued subject to the relevant (Licensing Act 2003, the Act) legislation and does not constitute an authorisation for any other purpose administered by Crawley Borough Council and it may not be construed that the grant of this premises licence shall indicate the approval of any other authorisation administered by this Council.**

**This licence forms an authorisation which indicates the approved licensable activities applicable to the premises so mentioned, the times of these activities, the approved layout of the premises and the conditions by which the premises may lawfully operate.**

**You are advised that in accordance with s136 on the Act , a person commits an offence if they carry on or attempt to carry on a licensable activity on or from any premises otherwise than under and in accordance with an authorisation or knowingly allow a licensable activity to be so carried on.**