

Good morning,

In respect of the below application, we have engaged with the applicant and agreed conditions as per attached email and document. We wish to have the opportunity to present our observations should any other objections be received and a Hearing date set.

Kind regards



Netty Bryant - Licensing Officer Braintree and Uttlesford

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My working days are Monday to Wednesday.

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Staff training:

- All staff engaged in the sale or supply of alcohol on the premises shall have received training in relation to the protection of children from harm (including under-age sales), how to recognise drunkenness and the duty not to serve drunk persons. Refresher training shall be carried out at least every six months.
- Training records shall be kept on the premises (or otherwise be accessible on the premises) for a minimum of 12 months and made immediately available to police, trading standards or licensing authority staff upon reasonable request.
- All staff employed in licensed areas of the premises shall have received training in the recognition of child sexual exploitation and the steps to be taken when such activity is suspected. Refresher training shall be carried out at least annually.
- Written training records shall be kept on the premises for a minimum of 12 months and made immediately available to police or licensing authority staff upon request.

Challenge 25 Scheme:

- A Challenge 25 scheme shall be operated, whereby any person who appears to be under the age of 25 years of age is required to produce on request an item which meets the mandatory age verification requirement (photo, name, date of birth and either a holographic mark or ultraviolet feature) **and** is either a:
 - Proof of age card bearing the PASS Hologram;
 - Photocard driving licence;
 - Passport; or Ministry of Defence Identity Card.

- The premises shall clearly display signs at the each point of sale and in areas where alcohol is displayed advising customers that a 'Challenge 25' policy is in force. Such signs shall be a minimum size of 200mm x 148mm.

Incident log:

An incident log shall be kept at the premises and made immediately available to police or licensing authority staff upon reasonable request.

The log must be completed as soon as is possible and within any case within 4 hours of the occurrence and shall record the following:

- (a) all crimes reported to the venue
- (b) all ejections of patrons
- (c) any complaints received concerning crime and disorder
- (d) any incidents of disorder
- (e) all seizures of drugs or offensive weapons
- (f) any faults in a CCTV system, searching equipment or scanning equipment mandated as a condition of the licence.

The incident log shall either be electronic or maintained in a bound document with individually numbered pages and be retained for at least 12 months from the date of the last entry.

Refusals record:

- A refusals record shall be maintained at the premises that details all refusals to sell alcohol. Each entry shall, as a minimum, record the date and time of the refusal and the name of the staff member refusing the sale.

All entries must be made as soon as possible and in any event within 4 hours of the refusal and the record must be made immediately available to police, trading standards or licensing authority staff upon reasonable request.

- The refusals record shall be either electronic or maintained in a bound document and retained for at least 12 months from the date of the last entry.

Takeaways:

- Alcohol sales may only be made where a food sale takes place as part of the same transaction
- Age verification process in place at the point of purchase.
- At the point of delivery there must be age verification process in place (Challenge 25). To include any third-party delivery services used.