

Re: MInimarket 48-50 Napier Road Gillingham Kent

Jose Manuel Rocha

To: Hopson, Lisa <lisa.hopson@gravesham.gov.uk>

Dear Miiss Lisa

I can confirm the Applicant Agree with all the conditions proposed by PC Hunt

Kind Regards  
Manuel Rocha

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**From:** Hopson, Lisa  
**Sent:** 13 December 2021 13:05  
**To:** 'Jose Manuel Rocha'  
**Subject:** RE: MInimarket 48-50 Napier Road Gillingham Kent

Good afternoon,

Please kindly reply to this email confirming that you are agreeable to the following conditions being added to your operating schedule.

1. CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions.

- a. CCTV cameras should cover all internal areas of the premises, as well as outside of premises, including outside areas.
- b. Equipment must be maintained in good working order, be correctly time and date stamped, recordings MUST be kept on the hard drive and kept for a period of 31 days and handed to Police upon reasonable request.
- c. The premises licence holder must ensure at all times a DPS or appointed member of staff is capable and competent at downloading CCTV footage in a recordable format to the Police or other authorised officer upon reasonable request.
- d. The recording equipment and hard drive shall be kept in a secure environment under the control of the DPS or other responsible named individual.
- e. In the event of technical failure of the CCTV equipment the premises licence holder or DPS must report the failure to the Police Licensing Officer within 24 hours unless the CCTV will be repaired before that time ([licensing.north.division@kent.police.uk](mailto:licensing.north.division@kent.police.uk))

2. All persons that sell or supply alcohol to customers must have licensing training.

- a. Training should take place within six weeks of employment and any new employees will be supervised until the training has taken place.
- b. Refresher training should be repeated a minimum of every six months or earlier if required due to changes of legislation.
- c. Training records must be kept on the premises and shall contain the nature, content and frequency of all training.
- d. Records must be made available for inspection by Police, Police Licensing Officer and authorised officers from Medway council upon request either electronically or hard copy.

3. A "Challenge 25" policy will be operated from these premises and posters will be displayed stating this policy. The only forms of ID acceptable are either a new photographic driving licence, a valid UK passport, Official HM Armed Forces ID Card or a recognised proof of age card containing the official PASS logo.

4. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.

5. Outside the hours authorised for the sale of alcohol, all alcohol within the trading area is to be secured behind locked grilles, locked screens or locked cabinet doors.

6. No alcohol to be displayed or stored on the floor of the shop.

7. All spirits will be displayed behind the counter.

8. The premises licence holder or designated premises supervisor must keep a refusal register. Staff to be trained to complete a refusal book/record immediately after the refusal but no later than the end of their shift. The register must be kept on the premises and will detail:

1. Day, date & time of refusal.
2. Item refused.
3. Name or description of person refused sale.
4. Reason for refusal.

Each entry is to be checked and signed by the DPS/Licensee no later than 1 week after the entry has been made. The register must be made available for police, police licensing officer and authorised officers from Medway Council on demand either electronically or by hard copy.

PC HUNT 11044

P. A/Ch. Supt Loudon Date: 06/12/2021  
North Division Area Commander

Kind Regards

Lisa Hopson  
Licensing Officer  
Gravesham and Medway Shared Licensing Service  
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