

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We **ALEXIA ALEX REGIS RAJAKULA SOORIYAR**

**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003**

**Part 1 – Premises details**

Postal address of premises or, if none, ordnance survey map reference or description 15-19 New Road Chatham Kent ME4 4QJ			
<b>Post town</b>	Chatham	<b>Postcode</b>	ME4 4QJ
Telephone number at premises (if any)			
Non-domestic rateable value of premises		£ 12250	

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as **Please tick as appropriate**

a) an individual or individuals *	please complete section (A) <b>X</b>
b) a person other than an individual *	
i as a limited company/limited liability partnership	please complete section (B)
ii as a partnership (other than limited liability)	please complete section (B)
iii as an unincorporated association or	please complete section (B)
iv other (for example a statutory corporation)	please complete section (B)
c) a recognised club	please complete section (B)
d) a charity	please complete section (B)
e) the proprietor of an educational establishment	please complete section (B)
f) a health service body	please complete section (B)

- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)  
 please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England
- h) the chief officer of police of a police force in England and Wales please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; **X** or

I am making the application pursuant to a  
 statutory function or a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Ms.		Other Title (for example, Rev)	
<b>Surname</b> ALEX REGIS RAJAKULA SOORIYAR		<b>First names</b> ALEXIA	
<b>Date of birth</b>		I am 18 years old or over YES	
<b>Nationality</b> FRENCH			
Current residential address if different from premises address		1 FINN FARM ROAD ASHFORD Kent TN25 7AB	
Post town	ASHFORD	Postcode	TN25 7AB
<b>Daytime contact telephone number</b>			
<b>E-mail address (optional)</b>			
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information) WTRJRA5XT			

**SECOND INDIVIDUAL APPLICANT** (if applicable)

		Other Title (for example, Rev)	
<b>Surname</b>		<b>First names</b>	
<b>Date of birth</b>		I am 18 years old or over	
<b>Nationality</b>			
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)			
Current residential address if different from premises address			
Post town		Postcode	
<b>Daytime contact telephone number</b>			
<b>E-mail address (optional)</b>			

**(B) OTHER APPLICANTS**

**Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.**

Name
Address
Registered number (where applicable)

Description of applicant (for example, partnership, company, unincorporated association etc.)

Telephone number (if any)

E-mail address (optional)

### Part 3 Operating Schedule

When do you want the premises licence to start?

25/01/2026

If you wish the licence to be valid only for a limited period, when do you want it to end?

Please give a general description of the premises (please read guidance note 1)

THIS AN ESTABLISHED SPECIALIST ETHNIC GROCERY AND FOOD CENTRE, BUTCHERS. APPLICANT HAS TAKEN OVER THE PREMISES WITH HER EXPERIENCE IN OPERATING LICENSED RETAIL STORES OVER 6 YEARS. SHE KNOWS THIS AREA WELL. THE STORE IS SITUATED IN CIZ ZONE - WITH FEW METRES AWAY AN OTHER OFF LICENCE WITH 24 HOURS. SHE WOULD LIKE SERVE THE EXISTING CUSTOMERS WITH ALL PRODUCTS AND SERVICES. ALCOHOL ONLY FORMS LESS THAN 20 % OF THE FLOOR SPACE.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Please  
tick all

Provision of regulated entertainment (please read guidance note 2)

that apply a) plays (if ticking yes, fill in box A)

- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)

anything of a similar description to that falling within (e), (f) or (g) h  
 (if ticking yes, fill in box H)

**Provision of late night refreshment** (if ticking yes, fill in box I)

**Supply of alcohol** (if ticking yes, fill in box J)

**X**

In all cases complete boxes K, L and M

**A**

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			<b>Please give further details here</b> (please read guidance note 4)		
Tue					
Wed			<b>State any seasonal variations for performing plays</b> (please read guidance note 5)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat					
Sun					

**B**

Films Standard days and timings	Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	

(please read guidance note 7)			Outdoors	
Day	Start	Finish	Both	
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)	
Tue				
Wed			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)	
Thur				
Fri			<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)	
Sat				
Sun				

**C**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)	
Day	Start	Finish		
Mon				
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)	
Wed				

Thur			<p><b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)</p>
Fri			
Sat			
Sun			

**D**

<p><b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)</p>			<p><b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)</p>	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			<p><b><u>Please give further details here</u></b> (please read guidance note 4)</p>		
Tue					
Wed			<p><b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)</p>		
Thur					
Fri			<p><b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)</p>		
Sat					

Sun		

**E**

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 4)		
Tue					
Wed			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat					
Sun					

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 4)		

Tue			
Wed			<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5)
Thur			
Fri			
Sat			<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</b> (please read guidance note 6)
Sun			

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of dance take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			<b>Please give further details here</b> (please read guidance note 4)		
Tue					
Wed					
Thur			<b>State any seasonal variations for the performance of dance</b> (please read guidance note 5)		
Fri					
Sat					
			<b>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Fri					
Sat					

Sun		

**H**

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
Mon				Outdoors	
				Both	
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Fri					
Sat			<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sun					

**I**

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)		Indoors	
					Outdoors	
					Both	
Day	Start	Finish	<b><u>Please give further details here (please read guidance note 4)</u></b>			
Mon						
Tue						
Wed						
Thur						
			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)			
Fri			<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6)			
Sat						
Sun						

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b><u>Will the supply of alcohol be for consumption – please tick</u></b> (please read guidance note 8)		On the premises	
					Off the premises	X
					Both	
Day	Start	Finish	<b><u>State any seasonal variations for the supply of alcohol</u></b> (please read guidance note 5)			
Mon	10:00	22:00				
Tue	10:00	22:00				

Wed	10:00	22:00	
Thur	10:00	22:00	<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)
Fri	10:00	22:00	
Sat	10:00	22:00	
Sun	10:00	22:00	

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):**

<b>Name</b> Ms. ALEXIA ALEX REGIS RAJAKULA SOORIYAR	
<b>Date of birth</b> 15/09/1994	
<b>Address</b> 1D FINN FARM ROAD ASHFORD KENT	
<b>Postcode</b>	TN25 7AB
<b>Personal licence number (if known)</b> LC202509-14279	
<b>Issuing licensing authority (if known)</b> ASHFORD BOROUGH COUNCIL	

**K**

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).**

**L**

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b>State any seasonal variations</b> (please read guidance note 5)	
Day	Start	Finish		
Mon	07:00	23:00		
Tue	07:00	23:00		
Wed	07:00	23:00		
Thur	07:00	23:00		<b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 6)
Fri	07:00	23:00		
Sat	07:00	23:00		
Sun	07:00	23:00		

**M**

Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b, c, d and e)** (please read guidance note 10)

UPLOADED AS A SEPARATE DOCUMENT

**b) The prevention of crime and disorder**

UPLOADED AS A SEPARATE DOCUMENT

**c) Public safety**

UPLOADED AS A SEPARATE DOCUMENT

**d) The prevention of public nuisance**

UPLOADED AS A SEPARATE DOCUMENT

**e) The protection of children from harm**

UPLOADED AS A SEPARATE DOCUMENT

**Checklist:**

**Please tick to indicate agreement**

**X** I have made or enclosed payment of the fee.

**X** I have enclosed the plan of the premises.

**X** I have sent copies of this application and the plan to responsible authorities and others where applicable.

**X** I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.

**X** I understand that I must now advertise my application.

**X** I understand that if I do not comply with the above requirements my application will be rejected. **X** [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE**

STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

**Part 4 – Signatures** (please read guidance note 11)

**Signature of applicant or applicant’s solicitor or other duly authorised agent** (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

<b>Declaration</b>	<ul style="list-style-type: none"><li>● [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li><li>● The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)</li></ul>
Signature	NIRA SURESHKUMAR
Date	2025-12-22
Capacity	AGENT

**For joint applications, signature of 2                      nd                      nd                      applicant or 2                      applicant’s solicitor or other authorised agent**  
(please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application  
(please read guidance note 14)

TRIDENT BUSINESS CENTRE  
89 BICKERSTETH ROAD  
LONDON  
LONDON  
SW17 9SH

Post town		Postcode	
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Telephone number (if any)	
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If you would prefer us to correspond with you by e-mail, your e-mail address (optional) [contact@arkalicensing.co.uk](mailto:contact@arkalicensing.co.uk)

## **BUSINESS PLAN – ADDRESSING THE LICENSING OBJECTIVES;**

### Application:

This is an application for a premises licence for a Best Food Supermarket which applicant want to upgrade as an upmarket store with quality products and other services. Applicant with local knowledge knows that there is a want locally for a reputable local store where local residents can do the shopping of their all household needs. The store is large and main focus of the store is to have food items including ethnic groceries, which the store already specializes in. Applicant want to add ethnic alcohol products, premium alcohol products for the existing local customers, by alleviating all the products street drinkers buy, by having control of alcohol.

### Location:

The store is situated in the Cumulative Impact Zone – the store is situated on the tree lines streets, with hotel above, and a restaurant next door. The area is good part of the town. There is a ESSO within 500metres have 24 hour off licence. This store wants to limit the hours 10.00 am to 22.00 hours for sale of alcohol.

## **THE HIGHLIGHT COUNCIL POLICIES IN THE AREA:**

Evidence summary Evidence, provided to the Authority, shows this area has unacceptably high rates of:

- a. Criminal offences, the highest density occurring in the High Street, Pentagon Shopping Centre, Best Street, New Road, The Brook and surrounding areas.
- b. Anti-social behaviour, the highest density occurring in the High Street, Pentagon Shopping Centre, Best Street, New Road, The Brook.
- c. Domestic Abuse.
- d. Begging, with the highest density in the Medway area occurring in the Chatham High Street, Pentagon Shopping Centre, Best Street, New Road, The Brook and surrounding areas.
- e. Deprivation.
- f. Alcohol related hospital admissions.
- g. Alcohol related littering, street drinking, urination and defecation and colocated drug use in areas of public drinking.

There are off licensed premises in the Cumulative Impact Area, and surrounding area, most of which are small convenience stores, corner shops and newsagents. Many of these sell products which are known as ‘super strength’ beer and cider i.e. cheap beer and cider products over 5.5% ABV, making cheap, high-strength alcohol readily

available. Evidence has been provided showing the number of off licensed premises has led, in part, to issues of street drinking and associated crime, disorder and nuisance as well as other, more hidden alcohol related harms, such as domestic abuse and health harms. Where its discretion is engaged the Authority regards the prevention of public nuisance and crime and disorder to residents as material considerations in any application. Chatham is the location of extensive heritage assets, such as the Historic Dockyard and Fort Amherst.

**NOTE: THE HOURS PROPOSED: Licensing 10.00AM TO 22.00 HOURS, opening hours 07.00 to 23.00.**

Street drinkers often consume high strength alcohol. The scheme follows increasing evidence of the harm caused by this type of alcohol to vulnerable drinkers, and also the crime, disorder and nuisance caused by street drinkers. The models used vary from place to place but tend to target alcohol products above 6% alcohol by volume (ABV) as well as sale of miniatures, although some have focused on a slightly lower ABV or lower cost products. The council encourages and supports applicants to outline any voluntary ban in their operating schedule or voluntary conditions offered as part of their licence application.

**NOTES: Operating Schedule addressed the above with control of alcohol.**

**5. Controls of alcohol: Conditions:**

- a) A till prompt system shall be installed to assist staff by reminding them to challenge for ID when a sale is made.
- b) There shall be no supply of alcohol for consumption off the premises except in sealed containers.
- c) Beers, lagers, stout and ciders sold at the premises shall not exceed 6% alcohol by volume.
- d) There shall be no sales of single cans or bottles of beers, lagers, stout and ciders from the premises.
- e) Spirits shall not be sold in bottles of less than 35cl.
- f) Outside sale of alcohol hours, alcohol will be screened off to prevent access by customers.

## **ROBUST OPERATING SCHEDULE PROPOSED:**

### **1. CCTV:**

a) The CCTV system at the premises shall be maintained in working condition and shall record 24 hours every day. Recordings shall be retained for a minimum of 31 days and shall be made available to Police or Local Authority officers on request and shall be capable of identification and of evidential quality in any light conditions.

b) The equipment MUST have a suitable export method i.e. CD/DVD/USB facility so that the Police and officers of the Council 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 (i.e. manufacturers proprietary), then the licence holder shall within 14 days of being requested supply the replay software to ensure that the video on the CD can be replayed by the Police and officers of the Council on a standard computer. Copies shall be made available to the police and officers of the Council on request, or within 24 hours.

c) Staff working at the premises shall be trained in the use of the equipment and a log will be kept to verify this. At least one member of staff, so trained, shall be present at the premises at all times when it is open for licensable activities.

d) Cameras on the entrances, including both serving hatches, must capture full frame shots of the heads and shoulders of ALL people entering the premises, i.e. capable of identification and of evidential quality in any light conditions.

e) There shall be signs displayed in the customer area to advise that CCTV is in operation.

f) Should the CCTV become non-functional this shall be reported immediately to the Licensing Authority and the problem rectified as soon as practicable.

g) CCTV cameras shall monitor all areas of the premises that are accessible to members of the public including the area immediately outside the premises to monitor numbers and prevent crime and disorder.

### **2. "Challenge 25":**

a) The Licensee shall adopt a "Challenge 25" policy, where all customers who appear to be under the age of 25 and attempt to purchase alcohol or other age-restricted products, shall be asked for proof of their age.

b) The Licensee shall prominently display notices advising customers of the "Challenge 25" policy.

c) The following proofs of age are the only ones to be accepted:

- Proof of age cards bearing the "Pass" hologram symbol
- UK Photo Driving licence
- Passport
- Military ID

### 3. Staff Competence and Training:

a) The Licensee shall keep a written record of all staff authorised to sell alcohol, the record to contain the full name, home address, date of birth and national insurance number of each person so authorised. The staff record shall be kept on the licensed premises and made available for inspection by the Licensing Officer, Trading Standards or the Police, on request.

b) The Licensee shall ensure that each member of staff authorised to sell alcohol has received appropriate training on the law with regard to age-restricted products, proxy sales, and the licensable hours and conditions attached to the licence, including refresher training every six months, and that this is properly documented and training records kept. The training record (either written or electronic) shall be kept on the licensed premises and made available for inspection by the Licensing Officer, Trading Standards or the Police, on request.

c) The Licensee shall ensure that each member of staff authorised to sell alcohol is fully aware of his /her responsibilities in relation to verifying a customer's age and is able to effectively question purchasers and check evidence of proof of age.

d) The Licensee shall ensure that each member of staff authorised to sell alcohol is sufficiently capable and confident to confront and challenge under 25's attempting to purchase alcohol.

### 4. Refusals Book:

a) The licensee shall keep a register of refused sales of all age-restricted products.

b) The refusals book shall contain details of time and date, description of the attempting purchaser, description of the age-restricted products they attempted to purchase, reason why the sale was refused and the name/signature of the sales person refusing the sale.

c) The Refusals Book shall be kept on the licensed premises and made available for inspection by the Licensing Officer, Trading Standards or the Police, on request.

### 5. Controls of alcohol:

a) A till prompt system shall be installed to assist staff by reminding them to challenge for ID when a sale is made.

b) There shall be no supply of alcohol for consumption off the premises except in sealed containers.

c) Beers, lagers, stout and ciders sold at the premises shall not exceed 6% alcohol by volume.

d) There shall be no sales of single cans or bottles of beers, lagers, stout and ciders from the premises.

e) Spirits shall not be sold in bottles of less than 35cl.

f) Outside sale of alcohol hours, alcohol will be screened off to prevent access by customers.

g) The Premises Licence holder, the DPS or a nominated person shall be present at the premises at all times during licensing hours.

h) Documented delegation of authorisations to sell alcohol shall be maintained at the premises and shall be available on request by an authorised officer of the Licensing Authority or the Police.

i) Spirits shall be located behind the counter. All other alcohol exposed for sale shall be displayed in a position that is not obscured from the constant view of the cashier / staff or CCTV by fixtures.

j) There shall be no self-service of spirits.

#### 6. Incident Book:

a) The Premises Licence Holder shall ensure that an "Incident report register" is kept in a bound book or electronic format, in which full details of all incidents are recorded.

b) This shall be completed as soon as possible and in any case no later than the close of business on the day of the incident. The time and date when the report was completed, and by whom, is to form part of the entry. The register shall be kept on the premises at all times and shall be produced to an authorised officer of the Licensing Authority or the Police on request.

#### 7. Deliveries:

a) The Premises Licence holder shall carry out due diligence checks to ensure, as far as practicable, that a person ordering alcohol to be delivered to their registered address, or collecting pre-ordered alcohol from the premises, is over 18 years of age. A record of each order and the checks carried out by the staff at the premises shall be kept either in

a book or electronically and made available to Police, Local Authority Licensing and Trading Standards officers on request.

b) Internet sales / deliveries shall only be permitted to a registered address, not parks, open spaces or vehicles. If the sale contains alcohol, Challenge 25, Proof of age Photo ID must be validated by the person delivering the alcohol prior to it being handed to the customer.

c) If the premises has a website there must be a clear warning advertised that no sales of alcohol shall be made to persons under 18 years of age.

d) Alcohol deliveries by staff from the premises shall only be carried out by persons who have undergone appropriate Challenge 25 training.

e) If deliveries are carried out by an external contractor a contract shall be in place ensuring that they train their delivery staff in line with current legislation relating to underage / drunkenness.