



**WATFORD
BOROUGH
COUNCIL**

LICENSING SUB COMMITTEE

2 February 2022

10.30 am

Town Hall, Watford

Please note the start time of this meeting

Contact

Ona Ehimuan
democraticservices@watford.gov.uk
01923 278376

For information about attending meetings please visit the council's [website](#).

Publication date: 25 January 2022

Committee Membership

Councillors M Devonish, G Saffery, B Stanton

The Sub-Committee to comprise 3 members from those listed above.

Agenda

Part A – Open to the Public

1. **Committee membership/ election of a Chair**
2. **Disclosure of interests (if any)**
3. **Application for a new Premises - DKSR, 164 Whippendell Road, Watford WD18 7NB (Pages 3 - 50)**
4. **Exclusion of Press and Public**

The Chair to move: that, under Section 100A (4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during consideration of the item there would be disclosure to them of exempt information as defined in Section 100(1) of the Act for the reasons stated below in terms of Schedule 12A.

Note: if approved, the Chair will ask members of the press and public to leave the meeting at this point.

PART A

Report to: Licensing Sub Committee
Date of meeting: Wednesday, 2 February 2022
Report of: Senior Licensing Officer
Title: Application for a new Premises Licence- DKSR, 164 Whippendell Road, Watford WD18 7NB

1.0 Summary

- 1.1 An application has been made by Mr Srithas Sundralingham for a new premises licence for the premises at 164 Whippendell Road, Watford WD18 7NB. The premises trades as DKSR.
- 1.2 During the consultation period representations against this application were received from the Police and the council’s Community Safety Manager.
- 1.3 Members are reminded that representations are only relevant if they relate to one or more of the licensing objectives. The four licensing objectives are:
- the prevention of crime and disorder
 - the prevention of public nuisance
 - public safety
 - the protection of children from harm

2.0 Risks

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(Treat, tolerate, terminate, transfer)</i>	Risk Rating (the combination of severity and likelihood)
Appeal against decision by applicant or objector	Decision overturned by the courts with potential of costs being awarded against council if decision is	Determination of application given with detailed reasons and after considering evidence before the	Treat	2

	not justified or legal	committee, the Council's licensing policy, statutory guidance, and legislation		
Judicial review of decision by applicant, objectors, or consultees	Negative perception of the council and its licensing system	Treat in accordance with the legislation, the statutory guidance, and the council's licensing policy, with both applicants and objectors being given fair chance to present their arguments to the committee.	Treat	1

3.0 Recommendations

3.1 That the Licensing Sub-Committee determines whether to grant the application (amended as appropriate for the promotion of the licensing objectives) as set out in the report.

Contact Officer:

For further information on this report please contact: Austen Young telephone: 01923 278474 email: austen.young@watford.gov.uk

Report approved by: Justine Hoy, Head of Community Protection

4.0 Application

4.1 Type of application

4.2 Application for a new premises licence. The original application is attached at appendix 1.

4.3 **Description of premises**

4.4 The premises is situated on Whippendell Road and is not currently licensed.

4.5 Under policy LP1, the premises is defined as an off-licence.

4.6 Under policy LP2, the premises is defined as falling within a residential area. The area is a mix of commercial and residential properties with residential properties both above and opposite the premises.

4.7 The premises does fall within the Whippendell Road Sensitive Licensing Area (policy LP4).

4.8 A map of the location of the premises is attached at appendix 2.

4.9 **Licensable activities**

This application is requesting permission to provide the following licensable activities

Licensable activity	Requested
Plays	
Films	
Indoor sporting events	
Boxing or wrestling entertainment	
Live music	
Recorded music	
Performances of dance	
Entertainment of a similar description to live or recorded music, or dance	
Provision of late night refreshment	
Sale of alcohol for consumption on the premises	
Sale of alcohol for consumption off the premises	✓

4.10 **Licensable hours**

The hours proposed in this application are detailed in the following table:

	Off-sales of Alcohol	Opening Hours
Monday	08:00 – 22:00	08:00 – 22:00
Tuesday	08:00 – 22:00	08:00 – 22:00
Wednesday	08:00 – 22:00	08:00 – 22:00
Thursday	08:00 – 22:00	08:00 – 22:00
Friday	08:00 – 22:00	08:00 – 22:00
Saturday	08:00 – 22:00	08:00 – 22:00
Sunday	08:00 – 22:00	08:00 – 22:00

4.11 The application does not request any non-standard timings or seasonal variations to the hours stated above.

5.0 **Background information**

5.1 The following background information is known about the premises

5.2 **Proposed Designated Premises Supervisor**

5.3 Mr Srithas Sundralingham

5.4 **Closing date for representations**

5.5 7 January 2022

5.6 **Public notice published in newspaper**

5.7 17 December 2021

5.8 **Visits and Enforcement action**

5.9 The committee have requested that we note the history of visits and enforcement actions. There is no recent history of visits or enforcement action against this premises, although it must be noted that the premises are not currently licensed and have not been licensed since March 2013.

5.10 The representations do mention previous enforcement action and applications. Officers can confirm the following facts since these are a matter of public record:

1 March 2010 – a licensing Sub Committee revoked the existing premises licence having considered a review brought by Hertfordshire Constabulary. This decision was appealed but the appeal was dismissed, upholding the original decision of the Sub-Committee.

21 March 2011 – a licensing Sub-Committee refused an application for a new premises licence for the premises. This decision was not appealed.

1 November 2011 – a licensing Sub-Committee refused an application for a new premises licence for the premises. This decision was not appealed.

6 November 2012 – a licensing Sub-Committee granted an application for a new premises licence for the premises. This decision was not appealed.

12 March 2013 – a licensing Sub-Committee was convened to consider a review of the premises licence brought by Hertfordshire Constabulary. The premises licence was surrendered prior to the review hearing, meaning that with no licence in force the hearing was abandoned. Since the licence was surrendered, there was no right of appeal.

24 November 2016 – a licensing Sub-Committee refused an application for a new premises licence for the premises. This decision was not appealed.

6.0 **Promotion of the licensing objectives**

6.1 The operating schedule submitted by the applicant to describe the steps that they intend to take to promote the licensing objectives is included within the application form attached at appendix 1.

7.0 **Representations**

7.1 **Responsible Authorities**

7.2 Representations were received from the Police acting as a responsible authority. These are attached at appendix 3.

7.3 No other responsible authority submitted representations against this application or agreed any steps with the applicant during the consultation process.

7.4 **Other Relevant Bodies**

7.5 Representations have been received from the persons listed below.

Name	Address	Representative Body (Yes/No)	Relevance to which licensing objective(s)
Liam Fitzgerald	Watford Borough Council, Town Hall	No	Prevention of crime and disorder

7.6 These representations are attached at appendix 4.

8.0 **Policy considerations**

8.1 **Licensing Act 2003**

8.2 The following provisions of the Licensing Act 2003 apply to this application:

- Sections 17 and 18 (Application for premises licence)
Section 17 details the process which the applicant must have followed for

the application to be considered valid. Section 18 describes the process by which an application for a premises licence is determined, including where relevant representations have been made as in this case

- Sections 19 and 19A (mandatory conditions)
These sections detail the mandatory conditions that would apply if the Sub-Committee was minded to grant a licence authorising the supply of alcohol.
- The Licensing Act 2003 (Hearings) Regulations 2005 (as amended):
These regulations detail how hearings should be conducted to determine applications submitted under the Licensing Act.

8.3 **Statutory guidance**

8.4 The following provisions of the Secretary of State's guidance (April 2018) apply to this application:

- Paragraphs 8.41 – 8.49
These paragraphs explain how steps should be taken to promote the licensing objectives. It is for the Sub-Committee to decide in the light of this guidance whether the measures offered by the applicant are appropriate to promote the licensing objectives. It is equally important to use the same measures when looking at any steps requested by a party making representations against an application.
- Paragraphs 9.11 and 9.12
These paragraphs explain the general role of responsible authorities in considering licence applications. Although certain responsible authorities may be more of an expert in their relevant fields than others, licensing authorities must consider all relevant representations from responsible authorities carefully. It is the responsibility of all responsible authorities to ensure that their representations can withstand scrutiny to which they would be subject to at a hearing.
- Paragraphs 9.31 – 9.41
These paragraphs explain that hearings should be focussed on the steps considered appropriate to the promotion of the licensing objectives, as well as how appropriate weight must be attributed to the steps to promote the licensing objectives, the representations presented by all parties, the statutory guidance, and the licensing authority's statement of licensing policy.
- Paragraphs 9.42 – 9.44
These paragraphs explain that when determining applications, the authority's determination should be evidence-based, as well as how to

assess if a step is 'appropriate' for the promotion of the licensing objectives.

- Chapter 10
This chapter looks at best practice in relation to conditions that may be attached to a premises licence should it be believed that such conditions are appropriate to promote the licensing objectives. Any additional conditions requested by any party should be considered with reference to this chapter.

8.5 **Statement of licensing policy**

8.6 The following paragraphs of the licensing authority's statement of licensing policy apply to this application:

- Policy LP1 – Premises definitions
Under this policy, officers would define this premises as an off-licence
- Policy LP2 – Location and operation of premises
This policy sets out the approach to licensing premises when relevant representations are received, notwithstanding that each application is considered on its own merits.

This policy states that off-licences 'will generally be allowed alcohol sales in accordance with the normal opening hours of the shop'

- Policy LP4 – Sensitive Licensing Areas
The premises are located on Whippendell Road within a Sensitive Licensing Area (SLA). SLAs were originally introduced to recognise community concerns about the impact that a concentration of licensable activities in a small geographical area has on the licensing objectives. This includes:
 - (1) availability of stronger-strength alcohol to street drinkers leading to anti-social behaviour in the immediate vicinity of the premises
 - (2) alcohol and/or late night refreshment being available at times that are significantly different from other premises in that area likely to have an adverse impact on the licensing objectives
 - (3) litter and other nuisances from a concentration of late-night take-aways

Where an application for alcohol sales or late night refreshment has been received within an SLA, this policy states that the licensing authority will consider making representations and will strictly apply policies LP6, LP7, LP8 and LP9 in relation to those premises.

Where additional representations have been made by other parties, our strict starting point in these areas will be to consider whether conditions will be appropriate to address those concerns or whether a refusal is justified on the basis that the licensing objectives would be undermined.

- Policy LP6 – Prevention of crime and disorder
Under this policy the committee will consider any appropriate measures to deal with the potential for crime and disorder where relevant representations have been received, and this policy highlights areas of particular concern.
- Policy LP7 – Public safety
Under this policy, the committee will consider any appropriate measures to mitigate risks to public safety where relevant representations have been received. This policy highlights particular measures that the committee may address through conditions, while also stating that conditions should not seek to duplicate existing health and safety requirements.
- Policy LP8 – Prevention of public nuisance
Under this policy the committee will consider any necessary measures to deal with the potential for public nuisance and/or antisocial behaviour where relevant representations have been received.
- Policy LP9 – Protection of children from harm
This policy details the approaches expected from applicants to promote this licensing objective, and what factors the subcommittee will take into account when considering concerns under this objective.
- Policy LP11 – Representations against applications
This policy recommends the type of information that should be included in a representation. It also explains how representations will be dealt with.

8.7 The Sub-Committee is reminded of their duty under the Crime and Disorder Act 1998 to consider the crime and disorder implications of their decisions and the authority's responsibility to co-operate in the reduction of crime and disorder in the Borough.

8.8 The Sub-Committee is reminded that the Human Rights Act 1998 guarantees the right to a fair hearing for all parties in the determination of their civil rights. The Act also provides for the protection of property, which may include licences in existence, and the protection of private and family life.

9.0 **Conditions**

- 9.1 Members will be aware that an operating schedule forms part of the licensing process. This document outlines what activities are proposed, the opening hours, and how the activities will be managed particularly in respect of the licensing objectives.
- 9.2 The most critical part of the operating schedule are the steps taken by the applicant to promote the four licensing objectives. Applicants are always reminded to take careful consideration as to what is entered in this section as whatever is proposed will be translated as conditions on the licence.
- 9.3 Applicants should give consideration to the local area and reflect this in their application. It should demonstrate an awareness of the local community, local crime and disorder issues, and the local environment.
- 9.4 The applicant's original operating schedule for this application can be found in their application attached at appendix 1.

9.5 **Conditions agreed with responsible authorities**

- 9.6 No conditions have been proposed by a responsible authority or agreed with the applicant.

9.7 **Conditions proposed by other objectors**

- 9.8 There are no conditions proposed by any other parties to this application.

9.9 **Conditions consistent with the operating schedule**

- 9.10 Officers propose that the following conditions would be appropriate to attach to the licence to promote the licensing objectives, and are consistent with the applicant's operating schedule:

1. The premises shall install and maintain a CCTV system. All entry, exit and point of sale areas will be covered by the cameras, and the images shall enable frontal identification of every person entering in any light condition. The system shall continually record whilst the premises is open for licensable activities and during all times when staff and customers remain on the premises. All recordings shall be stored for a minimum of 31 days with date and time stamping. Recordings shall be made available to a Police officer or an authorised officer of the licensing authority upon request throughout the preceding 31 day period, providing that such requests are in connection with the prevention or detection of crime.

2. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public. This staff member shall be able to show a Police officer or an authorised officer of the licensing authority data or footage upon request.
3. The premises shall keep a suitable store of necessary recording media (such as DVDs, SD cards or similar) to enable footage to be recorded from the CCTV system and provided to an authorised officer of the licensing authority or Police officer upon demand.
4. All faults/defects in the CCTV system must be reported to Hertfordshire Constabulary within one day of the fault being discovered. The notification must be made to the Hertfordshire Constabulary non-emergency telephone number of 101 and a log number obtained from the Police and recorded in the premises' incident book. The Watford Police Licensing Unit must also be notified as soon as reasonably practicable.
5. All faults with the CCTV system shall be repaired as soon as possible and in any case within two working days after which time, if the system is still inoperative no licensable activities shall take place without the agreement of Watford Police Licensing Unit and the licensing authority until the fault is rectified.
6. All sales of alcohol for consumption off the premises shall be in sealed containers only.
7. Outside of the hours authorised for the sale of alcohol, all alcohol within the trading area is to be secured behind locked grilles/screens or secured behind locked cabinet doors to the satisfaction of Watford Police Licensing Unit or the licensing authority.
8. No super-strength beer, lagers or ciders of 6.5% ABV (alcohol by volume) or above shall be sold at the premises.
9. No single cans or bottles of beer or cider shall be sold at the premises.
10. No sales of miniature spirits of any kind shall be permitted.
11. There shall be no self-service of spirits on the premises.
12. Prominent signage indicating the permitted hours for the sale of alcohol shall be displayed so as to be visible before entering the premises, where alcohol is on public display, and at the point of sale.

13. In addition to any other training, staff shall receive regular training in how to prevent underage sales and training in the premises' age verification policy. Training shall be documented to include the date the training was given, the name of the person who gave the training, the person who received the training and signatures by both trainer and trainee. All staff training records shall be available for inspection upon request by the Police and authorised officers of the licensing authority.
14. A log (which may be electronically recorded) shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the Police or an authorised officer of the licensing authority at all times whilst the premises is open.
15. The premises must implement a 'Challenge 25' policy whereby all customers who appear to be under 25 must produce photographic identification in the form of a passport, driving licence or Proof of Age Scheme (PASS) approved identification before being allowed to purchase alcohol.
16. A sign advising customers that if they are unable to produce proof of age then there shall be no sale of alcohol shall be displayed at all points of sale.

9.11 **Pool of Model Conditions**

9.12 In addition to any conditions proposed by the responsible authorities or objectors, the licensing authority also has its own pool of model conditions that may help mitigate the concerns raised in the representations.

9.13 Officers would propose the following condition as being appropriate to the promotion of the licensing objectives due to the concerns raised in the representations which could replace or supplement the training conditions proposed above:

1. The licence holder shall ensure that all members of staff involved in the sale of alcohol receive training with regards to age restricted sales. This training must include the following:
 - The licensing objectives
 - Recognising signs of drunkenness
 - Challenge 25 and appropriate forms of identification
 - Refusals logs including when and how to use themThis training must be documented, signed by any person involved in the sale of alcohol on site to state that they understand the training, and kept

for a minimum of 6 months following the event. No person shall sell alcohol until they have received the training and signed the training document.

- 9.14 Officers would also propose the following condition lifted from the pool of model conditions:
2. The designated premises supervisor shall attend and pass a formal training course on avoiding underage sales and provide evidence of attendance if requested.
- 9.15 The representations from the Police raise concerns over their confidence in the management of the premises. Specific reference is made to previous allegations of selling alcohol to underage people and intoxicated customers. Officers suggest these conditions to increase the confidence of both the Police and staff in challenging customers over identification and to increase their level of understanding over the licensing objectives.. There are training bodies who offer courses which may meet these aims. It is prudent to name the aims of the training rather than a particular training course from a particular training body, and allows the applicant the ability to find a course which is suitable for them. If such a condition is held to be appropriate, Members are asked to consider whether this training should be completed within a certain time limit.
- 9.16 This does not restrict the Sub-Committee's power to attach conditions from the pool (amended or otherwise) if they consider that they are appropriate, proportionate, justifiable and within the applicant's power to comply with.
- 9.17 A draft Premises Licence which reflects this application and the conditions which are proposed in the preceding paragraphs is attached at appendix 5.
- 10.0 **Officers' observations**
- 10.1 This application falls within the Whippendell Road Sensitive Licensing Area under Policy LP4. This policy states that the strict starting point for determining this application, and considering any representations against the application, will be to consider if conditions will be appropriate to address the concerns raised against the application, or whether a refusal is justified on the basis that the licensing objectives will be undermined.
- 10.2 Members are able to depart from policy in circumstances where there are justifiable reasons for doing so, and after considering the individual merits of the application before them.
- 10.3 Members will see from the representations that reference is made to the history of the premises. Paragraph 5.10 provides detail of this history. Members must not re-examine the original decisions and whether it was right or wrong for the original

decisions to be made. This information is provided here as factual background information.

- 10.4 Members are reminded that they must consider this application on its own merits, based upon the submissions put before them. Prior enforcement action against any premises does not mean that there is an automatic presumption for refusal, and Members must consider the application without prejudice. Any person has the right to apply for a licence providing that they are over 18 and propose to use the premises for carrying on licensable activities. Where representations have been made, as in this case, applicants have the right to an open and fair hearing, where they can put forward an argument as to why their application should be granted. This same right of a fair and open hearing is also extended to those parties making representations against this application. The history of the premises is mentioned in the representations and is presented as evidence, and it will be for Members to attach such weight to this evidence as they see fit.
- 10.5 Officers have proposed conditions related to training staff on preventing underage sales and checking customer identification due to the representations received against this application. Members may wish to investigate what training, if any, the applicant may have undertaken prior to this hearing, or what other evidence the applicant may wish to present as proof of suitability. Any responses will need to be considered in line with the promotion of the licensing objectives, and Members may attach such weight as they see fit.
- 10.6 The representations refer to anti-social behaviour from street drinkers. Members are reminded of paragraph 2.21 of the Statutory Guidance, which states that beyond the immediate area surrounding a licensed premises, individuals are responsible for their actions. If a customer of any premises decides to engage in anti-social behaviour either while, or as a result of, consuming alcohol, but that alcohol was purchased legally, then it is the customer that is liable for their behaviour, and not the licensed premises. If Members are satisfied that there are additional steps that the premises could take in order to assist dispersal from the immediate area, and that such steps are appropriate for the promotion of the licensing objectives, then these steps may be confirmed by being attached to the licence as conditions.
- 10.7 Members are reminded that both applicants and objectors have the right to expand upon their original submissions, but should not introduce new evidence unless provided and circulated before the hearing, or introduced at the hearing with the agreement of all parties present.
- 10.8 The officers' observations and the comments regarding the representations are in no way meant to bind Members. They are for guidance only and Members may attach whatever weight they see fit.

- 10.9 Members are also to attach whatever weight they see fit to both the submissions of the applicant, and to the submissions of the objectors, when considering this application.
- 10.10 The Sub-Committee is reminded that it has a duty to “have regard” to the licensing policy but is not bound by it. However, should Members wish to depart from the policy then detailed reasons for this must be given as part of any decision.
- 10.11 In determining this application, the Sub-Committee must have regard to the representations and take such steps as it considers appropriate for the promotion of licensing objectives. The steps are:
- (a) grant the application in full.
 - (b) modify the conditions of the licence volunteered by the applicant in the operating schedule, by altering or omitting or adding them.
 - (c) reject the whole or part of the application.
- 10.12 It is important that a licensing authority should give reasons for its decision in anticipation of any appeals. Failure to give adequate reasons could itself give rise to grounds for an appeal.

Appendices

Appendix 1 – Application

Appendix 2 – Location plan

Appendix 3 – Police representations

Appendix 4 – Watford Borough Council Representations

Appendix 5 – Draft premises licence

Background Papers

The following background papers were used in the preparation of this report. If you wish to inspect or take copies of the background papers, please contact the officer named on the front page of the report.

Licensing Act 2003

Amended guidance issued under section 182 of the Licensing Act 2003 (Home Office April 2018)

Licensing Act (Hearings) Regulations 2005

Watford Borough Council Licensing Policy (April 2021 – November 2023)

Watford Borough Council Pool of Model Conditions (January 2018)



Watford
Application for a premises licence
Licensing Act 2003

For help contact
licensing@watford.gov.uk
 Telephone: 01923 278476

* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

SRITHAS

* Family name

SUNDRALINGAM

* E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

- Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Continued from previous page...

Address

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

Agent Details

* First name

* Family name

* E-mail

Main telephone number Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- An agent that is a business or organisation, including a sole trader
- A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Your Address

Address official correspondence should be sent to.

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

Continued from previous page...

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

Address OS map reference Description

Postal Address Of Premises

Building number or name	<input type="text" value="DKSR"/>
Street	<input type="text" value="164 WHIPPENDELL ROAD"/>
District	<input type="text"/>
City or town	<input type="text" value="WATFORD"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text" value="WD18 7NB"/>
Country	<input type="text" value="United Kingdom"/>

Further Details

Telephone number	<input type="text"/>
Non-domestic rateable value of premises (£)	<input type="text" value="8,700"/>

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

Confirm The Following

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

Section 4 of 21

INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

Family name

Is the applicant 18 years of age or older?

- Yes No

Continued from previous page...

Current Residential Address

Is the address the same as (or similar to) the address given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes No

Building number or name	<input type="text" value="69"/>
Street	<input type="text" value="ASCOT GARDENS"/>
District	<input type="text"/>
City or town	<input type="text" value="SOUTHALL"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text" value="UB1 2SB"/>
Country	<input type="text" value="United Kingdom"/>

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes No

E-mail	<input type="text" value="REDACTED"/>
Telephone number	<input type="text" value="REDACTED"/>
Other telephone number	<input type="text"/>
* Date of birth	<input type="text" value="REDACTED"/> dd mm yyyy
* Nationality	<input type="text" value="DANISH"/>
Right to work share code	<input type="text"/>

Documents that demonstrate entitlement to work in the UK
Right to work share code if not submitting scanned documents

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of the premises

Continued from previous page...

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

SRI LANKAN SUPERMARKET

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

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PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes No

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes No

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes No

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Continued from previous page...

Will you be providing recorded music?

- Yes No

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes No

Section 13 of 21

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes No

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- Yes No

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

none

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

none

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Family name

Date of birth
dd mm yyyy

Continued from previous page...

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number
(if known)

Issuing licensing authority
(if known)



PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 21

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

NONE

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

NONE

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

NONE

Section 18 of 21

LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

Continued from previous page...

List here steps you will take to promote all four licensing objectives together.

1. Strict implementation of challenge 25 policy
2. CCTV to be installed and 31 days recording system
3. All staff to be trained in responsible alcohol retailing
4. Training manual will be available at the premises

b) The prevention of crime and disorder

1. The premises shall install and maintain a CCTV system. All entry, exit and point of sale areas will be covered by the cameras, and the images shall enable frontal identification of every person entering in any light condition. The system shall continually record whilst the premises is open for licensable activities and during all times when staff and customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available to a Police officer or an authorised officer of the licensing authority upon request throughout the preceding 31 day period, providing that such requests are in connection with the prevention or detection of crime.
2. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public. This staff member shall be able to show a Police officer or an authorised officer of the licensing authority data or footage upon request.
3. The premises shall keep a suitable store of necessary recording media (such as DVD's, SD cards or similar) to enable footage to be recorded from the CCTV system and provided to an authorized officer of the licensing authority or Police officer upon demand.
4. All faults/defects in the CCTV system must be reported to Hertfordshire Constabulary within one day of the fault being discovered. The notification must be made to the Hertfordshire Constabulary non-emergency telephone number of 101 and a log number obtained from the Police and recorded in the premises' incident book. The Watford Police Licensing Unit must also be notified as soon as reasonably practicable.
5. All faults with the CCTV system shall be repaired as soon as possible and in any case within two working days after which time, if the system is still inoperative no licensable activities shall take place without the agreement of the Watford Police Licensing Unit and the licensing authority until the fault is rectified.
6. All sales of alcohol for consumption off the premises shall be in sealed containers only, and shall not be consumed on the premises.
7. Outside of the hours authorised for the sale of alcohol, all alcohol within the trading area is to be secured behind locked grills/screens or secured behind locked cabinet doors to the satisfaction of the Watford Police Licensing Unit or the licensing authority.
8. No super-strength beer, lagers or ciders of 6.5% ABV (alcohol by volume) or above shall be sold at the premises.
9. No single cans or bottles of beer or cider shall be sold at the premises.
10. No sales of miniature of spirits of any kind shall be permitted.
11. There shall be no self-service of spirits on the premises
12. Prominent signage indicating the permitted hours for the sale of alcohol shall be displayed so as to be visible before entering the premises, where alcohol is on public display, and at the point of sale.
13. The premises will have an [intruder] [panic] alarm installed to the satisfaction of the Watford Police Licensing Unit, such alarm to be properly maintained and regularly tested and staff trained in its use.
14. Staff training must be documented and based on legislation and operating procedures. All training shall be signed and

Continued from previous page...

dated and a copy of such records will be available for inspection by Police and local authority enforcement officers.

15. All staff will have right to work in UK documents checked before being offered employment.

c) Public safety

1. Installation of appropriate safety equipment
2. Fire exit signs displayed
3. To comply with all current, fire, health and safety laws
4. CCTV working at all times

d) The prevention of public nuisance

1. No deliveries may be made to the premises between 20:00 hours and 08:00 hours
2. Notice displayed asking customers to leave quietly from premises also customers will be told in person to leave quietly and not to disturb the local neighborhood
3. Strict policy in place to tell all staff not to serve alcohol to drunks at all
4. Appropriate signage will be displayed, in prominent position informing customers they are being recorded on CCTV

e) The protection of children from harm

1. A log (which may be electronically recorded) shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised officer of the licensing authority at all times whilst the premises is open.
2. The Premises must implement a "Challenge 25" policy whereby all customers who appear to be under 25 must produce photographic identification in the form of a passport, driving licence or Proof of Age Scheme (P.A.S.S) approved identification before being allowed to enter the Premises whilst licensable activities are taking place.
3. Challenge 25 posters displayed across the premises.
4. The licensee will ensure that staff are trained regularly as appropriate in respect to the Licensing Act 2003 legislation, staff to be trained regularly in underage sales prevention.
5. All staff authorised to sell alcohol will be trained in the Challenge 25 scheme and this training will be documented to include the date the training was given, the name of the person who gave the training, the person who received the training and signatures by both trainer and trainee.
6. A sign stating "No proof of age – No sale" shall be displayed at the point of sale.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

Continued from previous page...

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 21 of 21

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to <https://www.tax.service.gov.uk/business-rates-find/search>.

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

190.00

DECLARATION

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I

Continued from previous page...

* 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.

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, if appropriate.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

* Date / /
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/watford/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

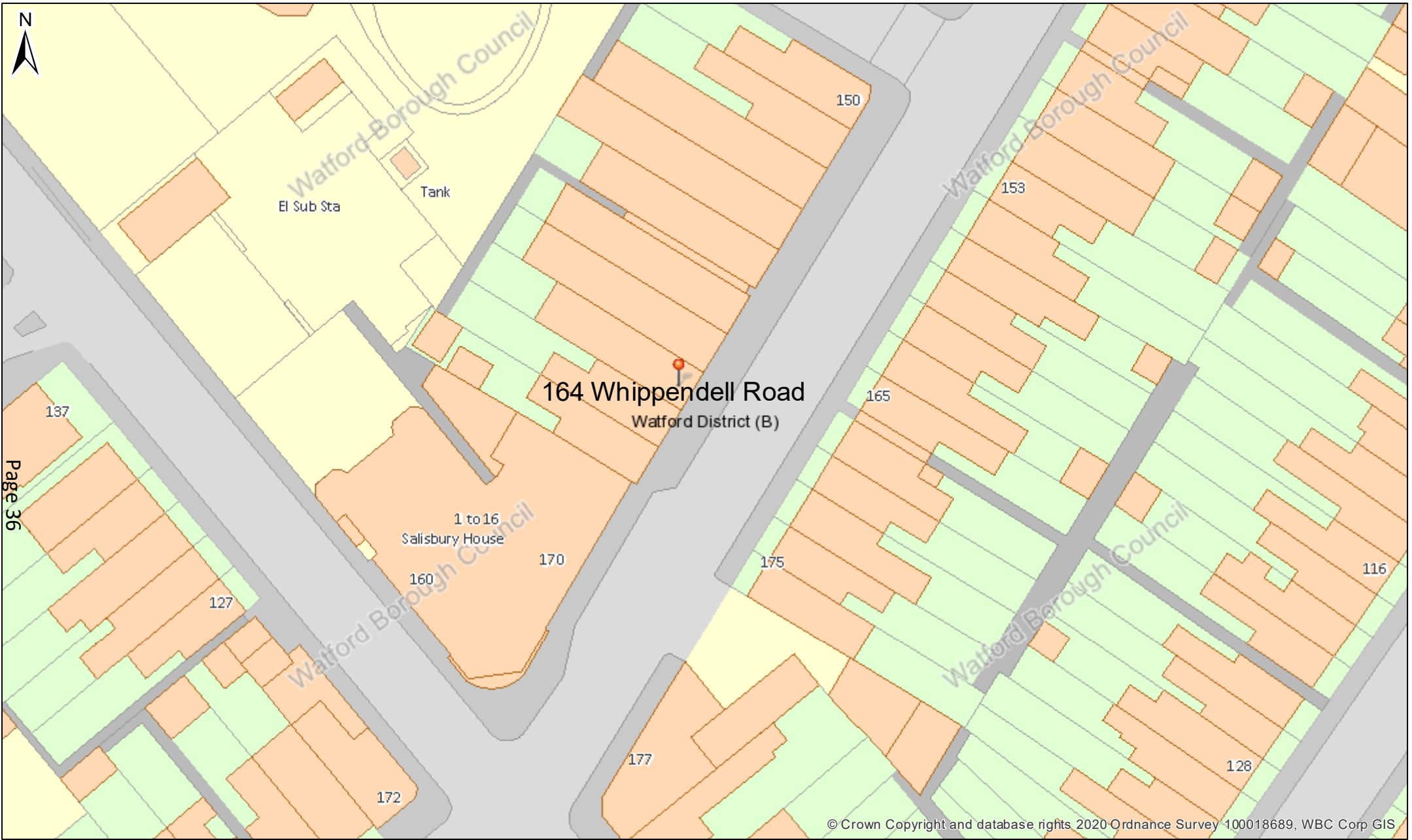
IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

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

OFFICE USE ONLY

Applicant reference number	<input type="text"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

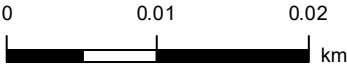
[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [Next >](#)



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Title: Appendix 2
Date: 18/01/2022
Author: Austen Young



Scale: 1:500

WATFORD LICENSING AUTHORITY
Licensing Act 2003.

REPRESENTATION FORM FROM RESPONSIBLE AUTHORITIES

Responsible Authority (please delete as applicable):

Police - On behalf of The Chief Constable

Your Name	1162 Luke Mitchell
Job Title	Licensing Sergeant
Postal and email address	Community Safety Unit, Watford Police Station, Watford, Herts WD17 1DD
Contact telephone number	

Name of the premises you are making a representation about	DKSR Supermarket (also known as Whippendell Food & Wine)
Address of the premises you are making a representation about	164 Whippendell Rd, Watford, Herts, WD18 7NB

Which of the four licensing Objectives does your representation relate to?	Yes Or No	Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary
To prevent crime and disorder	Yes	<p>An application has been received for a new Premises Licence by DKSR Supermarket, 164 Whippendell Rd, Watford, Herts, WD18 7NB to open and sell alcohol between 08:00hrs – 22:00hrs Monday to Sunday, and for Mr Srithas Sundralingam to be the Designated Premises Supervisor.</p> <p>This shop and family has a long negative history with both the local Police and the Council Licensing Team.</p> <p>In 2010, DKSR had their alcohol licence revoked for repeat breaches of their licence. This was on the back of a 10 year old child being served alcohol. Mr Sundralingam has been warned, advised and cautioned on numerous occasions by Watford Council Licensing Officer and the Police, all of which he chose to ignore.</p> <p>This was appealed at Magistrates Court but was upheld.</p> <p>In March 2011, a new premises licence was again refused by the local Licensing Committee. The Police evidenced that since the shop has had their licence removed there had been a reduction in ASB and that this shop was the root cause of the problems that had occurred in the area.</p> <p>1st November 2011, a further application for a new premises licence was heard. Neither the applicant nor representatives attended the hearing. The application was rejected.</p>
Public safety	Yes	
To prevent public nuisance	Yes	
The protection of children from harm	Yes	

In **November 2012**, after a number of refusals from the Licencing Committee the premises licence was granted to Mounisha Srithas, the previous DPS's daughter. The licence was given with a number of conditions.

Sergeant White introduced the Police's representation. She noted that this was the fourth application by the family to have their premises licence reinstated, and each had so far been refused. **The premises licence had been revoked on 1st March 2010** and the revocation was upheld on appeal. Sergeant White was concerned why this family should be given a second chance. The premises had sold alcohol outside their licensed hours, to street drinkers, to intoxicated persons and to minors including a 10 year-old. Sergeant White added that the policy LP4 was written due to the irresponsible management of this premises. If the premises were granted another premise licence, the conditions would be breached. The breaches in the past had not been isolated incidents and she did not believe that any conditions could address this. Given the history of the premises, there should be no second chance.

Conclusion – A Premises Licence was issued. The family were given their second chance.

12th March 2013 - review of premises licence by Police

- Sgt White outlines that a new premises licence was issued in November 2012 and strict conditions were put in place by the Sub-Committee.
- **Within 10 days of this being issued the venue had breached its conditions several times.**
- 2 offences recorded in Dec 2012 of selling alcohol to children.
- Counsel for the family at the Premises Licence Hearing had said that the family deserved a second chance.
- In 2012 the police said that Miss Srithas the daughter of the owner was a "puppet" controlled by her father who is the ever present figure in the background. Although she is meant to be the new face of the business in reality nothing had changed.
- 16th November 2012 - Special Sgt Jennings entered the shop in plain clothes, single cans and bottles were on sale for £1.00. S.Sgt Jennings was able to purchase a can of lager.
- 19th November 2012 - Alan Deacon, Police Licensing Officer purchased a single bottle of Magners without challenge.
- 23rd November 2012 - Susan Franklin, Police Licensing Assistant attended the store and was able to buy super strength lager. Another breach.

- On 13th December 2012 - Police used a 16 year old child to try and purchase alcohol. The child was refused, this is positive, however this was not logged in the refusals book and therefore another breach.
- 27th December 2012 - a 15 year old child managed to buy a 75cl bottle of Vodka, this was recorded on CCTV.
- On the same date, it was noted via CCTV that a male was served SKOL alcohol, 9% ABV super strength from a stash held below the counter.
- 28th December 2012 – Special Sgt Jennings attended the shop in plain clothes. Desperado beer at 5.9% ABV was on sale (no alcohol over 5.5% ABV should be sold). Again he was able to buy a single bottle of beer. Another breach.
- 31st December 2012 - Licensing Officer attended the shop to look at CCTV. Whilst in the shop he noticed Desperado beer still on display, he also noticed miniature bottles of spirits. As he went around to the till area he noticed Mr Rajeswaran kicking away cans of special brew lager which were 9% ABV under the till area.
- 8th January 2013 - Miss Srithas denied all allegations in interview and said the police were bullying her and the officers involved were lying.

On the back of this overwhelming evidence the premises licence was surrendered by Miss Srithas.

An application for a new premises licence was rejected in **November 2016** by the Sub-Committee.

On **4th Dec 2017**, Miss Srithas contacted the Police and asked for a meeting to discuss reapplying for their alcohol licence, due to workload we asked if we could meet in the New Year to discuss.

On **16th Jan 2018**, Police met with Miss Srithas and her father at Watford Police Station on 16th January 2018, where Miss Srithas pleaded with the Licensing Team not to object to her new application. Within this meeting there was no evidence that things had or would change, she merely stated the need to sell alcohol to ensure the business was viable. At this time she said that only her family would be working in the shop. Due to the language barrier we couldn't effectively communicate with the father.

On **13th April 2018**, Miss Srithas phoned Watford Police and asked to speak to PCSO Abbott. She asked him for his support in their application, again giving no substance to how they would promote the licensing objectives. He said that he wouldn't get involved but agreed to see her in the shop if he was passing. PCSO Abbott attended the shop the following day and met with the father who again tried to get him to support the application,

he said, "It was very hard to run two shops and that the Police should support him."

When issuing a premises licence it's very important that we have the confidence that a shop can manage the sale of alcohol and that it doesn't have an impact on the neighbourhood and the demand on services such as the police. My concerns are that this shop, if granted a licence is going to need and expect a very large amount of police time, this is something that I can't and won't offer. We are not here to supervise, train or manage a premises, these are things we expect a competent DPS to be able to do.

On **19th April 2018**, Police were made aware that Mr Sundralingam had purchased a bottle of spirit from a homeless male. Police observed a video of the male in question saying that he had sold it to this male. Police attended the store and asked for the CCTV from DKSR. Mr Sundralingam said he couldn't work it. On speaking to Mr Sundralingam he explained that his daughter worked at Audi and she wasn't contactable during the day. We did try and ring her without any success. An email was sent to her, and she responded 2 days later saying the CCTV came up with an error message after her father had tried to obtain the recording, therefore there is no footage available.

Police had a report of a large amount of spirits stolen from a nearby nightclub a week or so beforehand, and have seen CCTV of the male trying to sell the item at nearby shops. It's alleged this male sold it in DKSR, however without their CCTV we're unable to prove or disprove this allegation.

What is very clear that despite the history of this store, the fact they have submitted a new Premises Licence application they still don't have a workable CCTV system, nor are they able to use it.

As we write this Representation today, both crime and ASB has increased in Watford. This shop and family have had a huge amount of support over the years from the authorities. Despite this support, it resulted in them having no option but to surrender their licence in 2013 for numerous breach and a catalogue of problems.

Having met with the family, I don't feel reassured by the conditions they have proposed and feel that given the huge history they are far from suitable from having a licence to sell alcohol.

On **3rd December 2021**, an application for a New Premises Licence was received by the Police. Given the long negative history that this family have had in Watford, the Police do not support this application for a premises licence.

Watford has an ever increasing issue with street drinkers. This has resulted in ASB calls in and around this location. Police have worked hard to manage shops in this area and ensure conditions are adhere to. I fail to see how giving an irresponsible

	<p>DPS and shop a licence to sell alcohol is going to support the needs of the community, and help us to prevent crime and disorder, help vulnerable people and to keep people safe.</p> <p>This premise is currently within the Sensitive Licensing Area (LP4) of Whippendell Road, between its junction with Cassio Road and Hagden Lane. This means that the area suffers greatly with street drinkers and ASB which is likely to have an adverse impact on the licensing objectives.</p> <p>In summary, we feel if this were to be granted it would be detrimental to policing in Watford and the community in its entirety.</p> <p>This therefore raises strong concerns of how this would impact the wider community in terms of increased Anti-Social Behaviour and Crime and Disorder.</p> <p>The Constabulary have concerns regarding this application and accordingly on behalf of the Chief Constable I represent against it.</p>
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<p>Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist.</p>	
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Signed: PS 1162 Luke Mitchell

Date: 6/12/2021

Please return this form along with any additional sheets to: Watford Licensing Authority, Town Hall, Watford, Herts WD17 3EX, or email to envhealth@watford.gov.uk

This form must be returned within the Statutory Period. For more details please check with the Licensing Unit on 01923 278503 .

From: Liam Fitzgerald
Sent: 06 December 2021 09:03
To: Austen Young; Jo Tomkins; Luke Mitchell; Police
Cc: Parminder Seyan; Bob Dear
Subject: RE: Premises Licence Application - DKSR, 164 Whippendell Road

Thank you Austen for raising this application for consideration .

I object to this application on the ground that his previous serious repeated multiple breaches of the licensing act.

Mr Sundrlingram was found to have made sales outside of his license prescribed time, sales to the heavily intoxicated and unproven but suspected sales to underage customers. Further he continued to breach his licence after clear warning and interventions were given , culminating in that he continued to trade after loss of license.

Mr Sundrlingram had when questioned made no admittance of the offences and repeatedly denied such including trying to claim alcohol on display in DKSR after his license was revoked was old stock ,which proved to be untrue when the records from the distributors were investigated .

The actions of Mr Sundrlingram were so blatant and duplicitous that we felt he was untrustworthy and had shown compete and deliberate disregard for the law and breached the same on numerous occasion, that he should not be allowed a licences to sell alcohol . I believe this decision should stand.

I believe this decision to revoke his license was the right one and since his removal of his off license, there has been a dramatic reduction in ASB related street drinker activity in this location.

Regards.

Liam Fitzgerald
Chairman of the Joint Authorities Group (JAG)
Community Safety.
Watford Borough Council.
Town Hall Watford.WD24 3EX.





APPENDIX 5

**Licensing Act 2003
Schedule 12
Part A**

Regulation 33,34

Premises Licence

Premises Licence Number	21/01283/PRE
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Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code	
DKSR 164 Whippendell Road Watford WD18 7NB	
Telephone number	

Where the licence is time limited, the dates
From 2nd February 2022

Licensable activities authorised by the licence and the times the licence authorises the carrying out of licensable activities
Sale of Alcohol by Retail (for consumption off the premises only) Monday to Sunday 08:00 - 22:00

The opening hours of the premises
Monday to Sunday 08:00 - 22:00

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Srithas Sundralingham
69 Ascot Gardens
Southall
UB1 2SB

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

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Srithas Sundralingham
[Redacted for the purpose of this report]

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the sale of alcohol

Personal licence number: [Redacted for the purpose of this report]
Licensing Authority: [Redacted for the purpose of this report]

Annex 1 – Mandatory conditions

1. No supply of alcohol may be made under the premises licence –
 - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
3. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) 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 either—
 - (a) a holographic mark, or
 - (b) an ultraviolet feature.
4. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

For the purposes of this condition -

- (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
 - (b) “permitted price” is the price found by applying the formula $P = D + (D \times V)$, where -
 - (i) P is the permitted price,
 - (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
 - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
 - (c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence -
 - (i) the holder of the premises licence,
 - (ii) the designated premises supervisor (if any) in respect of such a licence, or
 - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
 - (d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
 - (e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.
5. Where the permitted price would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

6. (1) Sub-paragraph (2) applies where the permitted price on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

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Annex 2 – Conditions consistent with the Operating Schedule

The following conditions have been identified as being consistent with the applicant's operating schedule by officers

1. The premises shall install and maintain a CCTV system. All entry, exit and point of sale areas will be covered by the cameras, and the images shall enable frontal identification of every person entering in any light condition. The system shall continually record whilst the premises is open for licensable activities and during all times when staff and customers remain on the premises. All recordings shall be stored for a minimum of 31 days with date and time stamping. Recordings shall be made available to a Police officer or an authorised officer of the licensing authority upon request throughout the preceding 31 day period, providing that such requests are in connection with the prevention or detection of crime.
2. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public. This staff member shall be able to show a Police officer or an authorised officer of the licensing authority data or footage upon request.
3. The premises shall keep a suitable store of necessary recording media (such as DVDs, SD cards or similar) to enable footage to be recorded from the CCTV system and provided to an authorised officer of the licensing authority or Police officer upon demand.
4. All faults/defects in the CCTV system must be reported to Hertfordshire Constabulary within one day of the fault being discovered. The notification must be made to the Hertfordshire Constabulary non-emergency telephone number of 101 and a log number obtained from the Police and recorded in the premises' incident book. The Watford Police Licensing Unit must also be notified as soon as reasonably practicable.
5. All faults with the CCTV system shall be repaired as soon as possible and in any case within two working days after which time, if the system is still inoperative no licensable activities shall take place without the agreement of Watford Police Licensing Unit and the licensing authority until the fault is rectified.
6. All sales of alcohol for consumption off the premises shall be in sealed containers only.
7. Outside of the hours authorised for the sale of alcohol, all alcohol within the trading area is to be secured behind locked grilles/screens or secured behind locked cabinet doors to the satisfaction of Watford Police Licensing Unit or the licensing authority.
8. No super-strength beer, lagers or ciders of 6.5% ABV (alcohol by volume) or above shall be sold at the premises.
9. No single cans or bottles of beer or cider shall be sold at the premises.
10. No sales of miniature spirits of any kind shall be permitted.
11. There shall be no self-service of spirits on the premises.
12. Prominent signage indicating the permitted hours for the sale of alcohol shall be displayed so as to be visible before entering the premises, where alcohol is on public display, and at the point of sale.
13. In addition to any other training, staff shall receive regular training in how to prevent underage sales and training in the premises' age verification policy. Training shall be documented to include the date

the training was given, the name of the person who gave the training, the person who received the training and signatures by both trainer and trainee. All staff training records shall be available for inspection upon request by the Police and authorised officers of the licensing authority.

14. A log (which may be electronically recorded) shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the Police or an authorised officer of the licensing authority at all times whilst the premises is open.
15. The premises must implement a 'Challenge 25' policy whereby all customers who appear to be under 25 must produce photographic identification in the form of a passport, driving licence or Proof of Age Scheme (PASS) approved identification before being allowed to purchase alcohol.
16. A sign advising customers that if they are unable to produce proof of age then there shall be no sale of alcohol shall be displayed at all points of sale.

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

The following conditions have been proposed by officers in response to the representations received against the application. It is acknowledged that these conditions could replace or amend conditions proposed to be consistent with the applicant's operating schedule:

1. The licence holder shall ensure that all members of staff involved in the sale of alcohol receive training with regards to age restricted sales. This training must include the following:
 - The licensing objectives
 - Recognising signs of drunkenness
 - Challenge 25 and appropriate forms of identification
 - Refusals logs including when and how to use themThis training must be documented, signed by any person involved in the sale of alcohol on site to state that they understand the training, and kept for a minimum of 6 months following the event. No person shall sell alcohol until they have received the training and signed the training document.
2. The designated premises supervisor shall attend and pass a formal training course on avoiding underage sales and provide evidence of attendance if requested.

This does not restrict the Sub-Committee's power to attach conditions from the licensing authority's pool of model conditions (amended or otherwise), to modify any conditions which have been proposed by the responsible authorities, or to compose their own conditions if they consider that they are appropriate, proportionate, justifiable, and within the applicant's power to comply with.

