

Local Hero Teddington
Address 59 High Street, Teddington, TW11 8HA

Applicant(s) Miss Emma Blazevic

Application Type New Premises Licence

Application Reference WK/202484660

Closing Date for Representations Wednesday, 30 April 2025

Permissions being applied for

Live Music

Indoors

Monday

Tuesday

Wednesday

Thursday 17:00 – 22:00

Friday 17:00 – 22:00

Saturday

Sunday

Music will not be amplified

Recorded Music

Indoors

Monday

Tuesday

Wednesday

Thursday 16:00 – 22:30

Friday 16:00 – 22:30

Saturday

Sunday

Supply of Alcohol

On the premises

Monday

Tuesday

Wednesday

Thursday 17:00 _ 22:00

Friday 17:00 _ 22:00

Saturday

Sunday

Premises Opening Hours

Whole premises

Monday 07:30 _ 16:00

Tuesday 07:30 _ 16:00

Wednesday 07:30 _ 16:00

Thursday 07:30 _ 16:00 and 17:00 _ 22:30

Friday 07:30 _ 16:00 and 17:00 _ 22:30

Saturday 08:00 _ 16:00

Sunday 08:00 _ 16:00

Thursdays & Fridays close from 16.00 - 17.00 in order to prepare for the sale of alcohol

LICENSING OBJECTIVES

a) General - all four licensing objectives

Ensure that staff are thoroughly trained in safety and are able to responsibly serve alcohol

b) The prevention of crime and disorder

Ensure that good quality CCTV cameras are functioning and have a wide and visible angle of the premises

c) Public safety

Fire extinguishers are installed and staff are trained to be prepared for emergency situations.

d) The prevention of public nuisance

Ensure that the area surrounding the premises is clear from litter and we communicate our opening times with our neighbours and local community.

e) The protection of children from harm

Have strict policies in regards to allowing under-18s into the premises after a certain time.

Annex 2

Conditions consistent with the Operating Schedule

NONE

Annex 3

Conditions attached after a hearing by the licensing authority

NOT APPLICABLE

Statutory Notes

A register of existing premises licences and club certificates within the London Borough of Richmond is available online at https://richmond.gov.uk/services/business/services_for_business/business_and_street_trading_licences/licensing_act_2003.htm.

Applications can be inspected by email request or at the Civic Centre by appointment during office hours.

Representations must be made in writing to The Licensing Team. Advice regarding making representations is available on our website.

Rocks Lane Multi Sports Centre**Address** The Clubhouse, Rocks Lane, Barnes, London, SW13 0BY**Applicant(s)** TFC Leisure Limited**Application Type** Premises Licence Variation [For existing licence LN/000056552 see Premises Licence Register]**Application Reference** WK/202489034**Closing Date for Representations** Wednesday, 7 May 2025**What the new set of permissions would be****Supply of Alcohol**

On & off the premises

Monday	09:00 _ 22:00
Tuesday	09:00 _ 22:00
Wednesday	09:00 _ 22:00
Thursday	09:00 _ 22:00
Friday	09:00 _ 22:00
Saturday	08:00 _ 20:00
Sunday	08:00 _ 22:00

Premises Opening Hours

Whole premises

Monday	09:00 _ 22:00
Tuesday	09:00 _ 22:00
Wednesday	09:00 _ 22:00
Thursday	09:00 _ 22:00
Friday	09:00 _ 22:00
Saturday	08:00 _ 22:00
Sunday	08:00 _ 22:00

M. Promoting the four licensing objectives

Four licensing objectives

a. General all four licensing objectives (b, c, d and e): As per current licence.

b. The prevention of crime and disorder:

Nothing stated by applicant

c. Public safety :

Nothing stated by applicant

d. The prevention of public nuisance:

Nothing stated by applicant

e) The protection of children from harm :

Nothing stated by applicant

Annex 2 - Conditions consistent with the Operating Schedule

Closed-circuit television

1. The premises shall install and maintain a comprehensive closed-circuit television system (CCTV). All recordings shall be stored for a minimum of 31 days with date and time stamping. Recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 31 day period.
2. The digital CCTV will cover all areas to where public have access.
3. CCTV will be recording at all times when premises is open, and the recordings will be of evidential quality in all lighting conditions and be of a sufficient quality to produce in court of hearing.
- 4.. All images downloaded from the CCTV must be provided in a format which can be viewed on regularly available equipment without the need for specialist software.
5. At all times the premises is open to the public a minimum of one member of staff on duty will be able to operate the CCTV.
6. The CCTV system shall be maintained in effective working order.
7. Suitable signage shall be displayed at the premises in a prominent position as customers enter the premises stating that CCTV is in operation.

Restaurant conditions

8. The premises will be only operate as a café/restaurant.
9. Substantial food to be made available.

Display of alcohol

10. No alcoholic product will be displayed for sale within close proximity of the entrance to the premises.

Staff training

11. All staff shall be trained before they are allowed to sell any alcohol to the public.
12. Records of staff training along with any training material used must be kept by the Designated Premises Supervisor or

Premises Licence Holder.

13. All training records shall be signed by the trainer and trainee in respect of training received.
14. The premises licence holder shall implement a training manual and all members of staff shall be suitably trained in underage sales prevention before making any sales of alcohol.
15. Refresher training shall be carried out every 12 months for all staff and documented within the training records.
16. The training records shall be available for inspection by the police or authorised local authority officers.

Welfare and Vulnerability Engagement Training

17. Customer facing staff will be provided with Welfare and Vulnerability Engagement (WAVE) training to provide those working in the licensed industry with an awareness of vulnerability and their responsibilities towards people visiting their premises.

oThis training is available at

<https://nbcc.police.uk/crime-prevention/safeguarding/welfare-and-vulnerability-engagement-wave-lesson-plan?highlight=WYJ3YXZIII0=>

Counter Terrorism Awareness Training

18. All members of customer facing staff, will be provided with basic Counter Terrorism Awareness Training by the Premises Licence Holder. Such training is available at <https://www.gov.uk/government/news/act-awareness-elearning> or via the local Counter Terrorism Protect Officer (CTPO)

Security, incidents

19. The incident logbook shall be available for inspection by the police or authorised local authority officers.
20. An incident logbook shall be kept and maintained on the premises and made available on request to the Police or the

Licensing Authority, which will record the following:

- All crime reported to the venue
- All ejections of patrons
- Any complaints received
- Any incidents of disorder
- Any refusals to the sale of alcohol

Accident, Emergencies

21. All staff on duty shall have Safeguarding and First Aid qualifications.
22. In the event of an accident, duty managers shall complete an accident reporting form.
23. All fire exits shall be kept free from obstruction at all times.

Dispersal

24. All staff will be trained to ask customers to leave quietly in the evening when necessary.
25. Notices shall be prominently displayed at the exit requesting customers to respect the needs of local residents and leave the area quietly and make the request verbally where appropriate.

Notice, sales to children

26. Notices shall be strategically and prominently placed on the premises detailing the restrictions on sales to children.

Conduct of Premises

27. The Centre shall have clearly labelled provision for waste and recycling disposal and staff shall clear any waste or recycling left on site, regularly and quietly.

Challenge 25

28. A 'Challenge 25' scheme shall be implemented and maintained, whereby any person that appears under 25 years of age has to prove they are over 18 by providing acceptable identification.
29. A notice shall be displayed in a prominent position at the premises to advise customers that Challenge 25 is in operation at the premises.

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

Not applicable

Annex 4 - Plans

Statutory Notes

A register of existing premises licences and club certificates within the London Borough of Richmond is available online at https://richmond.gov.uk/services/business/services_for_business/business_and_street_trading_licences/licensing_act_2003.htm.

Applications can be inspected by email request or at the Civic Centre by appointment during office hours.

Representations must be made in writing to The Licensing Team. Advice regarding making representations is available on our website.

Foley Fest
Address Cardinal Vaughan School Playing Fields, Whitton Dene, Whitton, TW7 7LT

Applicant(s) Foley Fest CIC

Application Type New Premises Licence

Application Reference WK/202490393

Closing Date for Representations Wednesday, 14 May 2025

Permissions being applied for

Live Music

Indoors & Outdoors

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday 12:00 _ 21:00
- Sunday

This time-limited premises licence application is planned to be a one-day event for max 1000 - Saturday 19.07.25

Recorded Music

Indoors & Outdoors

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday 12:00 _ 21:00
- Sunday

This time-limited premises licence application is planned to be a one-day event for max 1000 - Saturday 19.07.25

Performance of Dance

Indoors & Outdoors

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday 12:00 _ 21:00

Sunday

This time-limited premises licence application is planned to be a one-day event for max 1000 - Saturday 19.07.25

Supply of Alcohol

On & Off the Premises

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday 12:00 _ 21:00

Sunday

This time-limited premises licence application is planned to be a one-day event for max 1000 - Saturday 19.07.25

Premises Opening Hours

Whole Premises

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday 12:00 _ 22:00

Sunday

This time-limited premises licence application is planned to be a one-day event for max 1000 - Saturday 19.07.25

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)

This time-limited premises licence application is planned to be a family-focussed one-day event for max 1000 people with music, singing and dancing. It will also be an opportunity to raise funds and awareness about cancer support services in West London. An Event Safety Management Plan (ESMP) and supporting Risk Assessment (RA) has been completed and will fully support the promotion of the 4 Licensing Objectives.

The applicant has liaised with the local Metropolitan Police Licensing Officer PC Joel Clewett

b) The prevention of crime and disorder

The licensee shall provide comprehensive Event Management Plan, including plans for Traffic Management; Pedestrian and Crowd Management; Sound Management; Emergency Evacuation; Security and Stewarding; Medical and First Aid Provision; Search policies for public, staff, concessions and Artists; drug and alcohol management and Fire safety.

All Management Plans shall be submitted in good time to the Licensing Authority for consideration as necessary, including at any Safety Management Group that may be arranged.

The licensee and key partners shall attend any arranged SAG as required to discuss or develop plans with all reasonable safety management requirements.

For all issues or significant incidents at the event, including Crime and Disorder, a Management Incident Log either in book, or electronic format shall be maintained. The incident log shall be made immediately available for inspection by any Police officer or Authorised Officer upon request.

Search staff shall include male and female SIA registered stewards to enable appropriate searching of all patrons and bags before entry.

The premises shall adopt a 'zero tolerance' policy in respect of illegal drugs and other illegal substances. Signage will be displayed at the premises to advise customers of this policy

c) Public safety

All necessary ESMP & Risk Assessments shall be undertaken for the range of activities on the event site.

The ESMP and RA will ensure that the premises is fully compliant with the Regulatory Reform (Fire Safety) Order 2005. Any incidents, accidents or dangerous occurrences will be recorded in an appropriate manner and reported to the event management team.

Reporting required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) shall be the responsibility of the event management team.

All RIDDOR accidents will be accompanied by a site incident report

d) The prevention of public nuisance

The licensee shall be sensitive to and take all necessary steps to ensure that there is no, or minimal disturbance to local residents.

Generator plant noise will be monitored and powered down when not in use to minimise disturbance where both necessary and appropriate.

e) The protection of children from harm

Non-alcoholic drinks, water, slush, ices, juices, carbonated drinks and foods shall be available for purchase and consumption.

The licensee shall operate a 'Challenge 25' policy across the site and to apply to all bars and all sales of alcohol.

Challenge 25 signs shall be prominently displayed at each of the sale points for alcohol on the site.

Any person attempting to purchase alcohol who appears under the age of 25 shall be required to produce a valid photo ID before being served. No ID will result in the refusal of any sale.

No staff shall be appointed to alcohol sales until trained in the key responsibilities in the management of alcohol sales.

Annex 2

Conditions consistent with the Operating Schedule

NONE

Annex 3

Conditions attached after a hearing by the licensing authority

NOT APPLICABLE

Statutory Notes

A register of existing premises licences and club certificates within the London Borough of Richmond is available online at https://richmond.gov.uk/services/business/services_for_business/business_and_street_trading_licences/licensing_act_2003.htm.

Applications can be inspected by email request or at the Civic Centre by appointment during office hours.

Representations must be made in writing to The Licensing Team. Advice regarding making representations is available on our website.

Dapper Fox**Address** 63 High Street, Hampton Wick, KT1 4DG**Applicant(s)** Melisa Larkins**Application Type** New Premises Licence**Application Reference** WK/202490886**Closing Date for Representations** Tuesday, 20 May 2025**Permissions being applied for****Supply of Alcohol**

On the premises

Monday	09:00 _ 21:00
Tuesday	09:00 _ 21:00
Wednesday	09:00 _ 21:00
Thursday	09:00 _ 21:00
Friday	09:00 _ 21:00
Saturday	09:00 _ 19:00
Sunday	09:00 _ 18:00

Premises Opening Hours

Whole premises

Monday	09:00 _ 21:30
Tuesday	09:00 _ 21:30
Wednesday	09:00 _ 21:30
Thursday	09:00 _ 21:30
Friday	09:00 _ 21:30
Saturday	09:00 _ 19:30
Sunday	09:00 _ 18:30

LICENSING OBJECTIVES

a. General - all four licensing objectives (b, c, d and e): We will be a strict, zero tolerance premises adopting an over 21

policy. We are aware that these are crucial for ensuring our licensed premises operate safely in the public interest and do not negatively affect the local community. We will operate an operating schedule, with staff trained in their responsibilities, responsible alcohol sales, security protocols, safety protocols and child protection procedures. We expect the vast

majority of our patrons to already be using our barber services we will not be promoting ourselves as a purely alcohol serving establishment.

b. The prevention of crime and disorder: Strict rules on selling of alcohol, with over 21 rule applying. No excessive amounts of drinks given to patrons. Drinking will be restricted to the premises only. Staff will have continuous training on these rules and regulations.

c. Public safety :We have provided disabled toilet facilities, as well as step free access. We have no hidden areas all areas are visible to staff. Drinks will only be allowed within the premises. Our staff are first aid trained. We have in place further security measures, fire system and drill, noise control and staff training.

d. The prevention of public nuisance: We will not be allowing live or loud music only ambient music via a TV system. All drinks will only be allowed within the premises. We will only be open during operating hours. We have recently installed double glazing to the premises. We are not adjoining any residential properties.

e) The protection of children from harm :We will adopt a strict over 21 rule. All ID must be valid and checked out staff are trained in this. All drinks will be served within the premises not exposing any non patrons. In the main we expect patrons will be users of our other services.

Annex 2

Conditions consistent with the Operating Schedule

NONE

Annex 3

Conditions attached after a hearing by the licensing authority

NOT APPLICABLE

Statutory Notes

A register of existing premises licences and club certificates within the London Borough of Richmond is available online at https://richmond.gov.uk/services/business/services_for_business/business_and_street_trading_licences/licensing_act_2003.htm.

Applications can be inspected by email request or at the Civic Centre by appointment during office hours.

Representations must be made in writing to The Licensing Team. Advice regarding making representations is available on our website.

Base Face Pizza**Address** 112 Kew Road, Richmond, TW9 2PQ**Applicant(s)** Base Face Pizza Ltd**Application Type** New Premises Licence**Application Reference** WK/202491098**Closing Date for Representations** Wednesday, 21 May 2025**Permissions being applied for****Supply of Alcohol**

On and Off the premises

Monday 12:00 _ 22:30**Tuesday** 12:00 _ 22:30**Wednesday** 12:00 _ 22:30**Thursday** 12:00 _ 22:30**Friday** 12:00 _ 22:30**Saturday** 12:00 _ 22:30**Sunday** 12:00 _ 22:30**Premises Opening Hours**

Whole premises

Monday 12:00 _ 23:00**Tuesday** 12:00 _ 23:00**Wednesday** 12:00 _ 23:00**Thursday** 12:00 _ 23:00**Friday** 12:00 _ 23:00**Saturday** 12:00 _ 23:00**Sunday** 12:00 _ 23:00**LICENSING OBJECTIVES**

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

The designated premises supervisor will be on premises at all times during opening hours while alcohol is being served. The responsible person will ensure no irresponsible promotions take place. Free potable water will be available on request to customers. Other non-intoxicating beverages will also be available during all open hours. An age verification policy will be in force and staff will be trained in its implementation and in the legality and procedure of alcohol sales, and at least one member of staff on duty trained in the Licensing Act 2003 requirements in terms of the licensing objectives, offences and conditions. Training records will be kept for at least 18 months. Where beer, cider, gin, rum, vodka, whisky or still wine in a glass is supplied for consumption on the premises it will be supplied in the relevant measures which are also displayed on printed material available to customers per existing licensing conditions. No sale of alcohol will take place for less than the permitted price specified by the licence conditions. CCTV with appropriate signage and compliant with the DPA 1998 will be in use and available to the authorities. A refusals book will be kept and maintained and available to the authorities. Signage advising patrons to keep their personal property safe will be on display and a lost property log kept and available to the authorities on request. Chip and pin covers will be on all payment devices and "chelsea clips" on tables. Signage reminding customers to respect neighbours and with the telephone number for the premises or responsible member of staff will be on display and visible from the highway. Deliveries and collections and refuse shall be arranged between 08:00-22:00 only. All plant and equipment including ventilation, extraction and ducting systems will be correctly installed, operated, maintained and regularly serviced. Alcohol will be served to seated customers by waiter/waitress or purchased at the bar for consumption off premises in sealed bottles/containers. Deliveries of alcohol to customers will be via reputable delivery firm such as Deliveroo and the drivers will be asked to carry out an age verification check on delivery. The premises shall close and all customers have left no later than 30 minutes after the end of the permitted hours for sale by retail of alcohol on the premises. Children on the premises must be accompanied by an adult at all times.

b.. The prevention of crime and disorder

CCTV with appropriate signage and compliant with the DPA 1998 will be in use and available to the authorities. A refusals book will be kept and maintained and available to the authorities. Signage advising patrons to keep their personal property safe will be on display and a lost property log kept and available to the authorities on request. Chip and pin covers will be on all payment devices and "chelsea clips" on tables.

c. Public safety

The designated premises supervisor will be on premises at all times during opening hours while alcohol is being served. The responsible person will ensure no irresponsible promotions take place. Free potable water will be available on request to customers. Other non-intoxicating beverages will also be available during all open hours. Where beer, cider, gin, rum, vodka, whisky or still wine in a glass is supplied for consumption on the premises it will be supplied in the relevant measures which are also displayed on printed material available to customers per existing licensing conditions. No sale of alcohol will take place for less than the permitted price specified by the licence conditions. All plant and equipment including ventilation, extraction and ducting systems will be correctly installed, operated, maintained and regularly serviced. Alcohol will be served to seated customers by waiter/waitress or purchased at the bar for consumption off premises in sealed bottles/containers.

d. The prevention of public nuisance

The designated premises supervisor shall ensure there is no drinking beyond the demarcated area. Signage reminding customers to respect neighbours and with the telephone number for the premises or responsible member of staff will be on display and visible. The premises shall close and all customers have left no later than 30 minutes after the end of the permitted hours for sale by retail of alcohol on the premises. Deliveries and collections and refuse shall be arranged between 08:00-22:00 only.

e. The protection of children from harm

An age verification policy will be in force and staff will be trained in its implementation and in the legality and procedure of alcohol sales, and at least one member of staff on duty trained in the Licensing Act 2003 requirements in terms of the licensing objectives, offences and conditions. Training records will be kept for at least 18 months. Children on the premises must be accompanied by an adult at all times. Deliveries of alcohol to customers will be via reputable delivery firm such as Deliveroo and the drivers will be asked to carry out an age verification check on delivery.

Annex 2

Conditions consistent with the Operating Schedule

NONE

Annex 3

Conditions attached after a hearing by the licensing authority

NOT APPLICABLE

Statutory Notes

A register of existing premises licences and club certificates within the London Borough of Richmond is available online at https://richmond.gov.uk/services/business/services_for_business/business_and_street_trading_licences/licensing_act_2003.htm.

Applications can be inspected by email request or at the Civic Centre by appointment during office hours.

Representations must be made in writing to The Licensing Team. Advice regarding making representations is available on our website.

Walter's Bistro**Address** 189 Castelnau, Barnes, London, SW13 9ER**Applicant(s)** Ziasetta Ltd**Application Type** New Premises Licence**Application Reference** WK/202492417**Closing Date for Representations** Wednesday, 28 May 2025**Permissions being applied for****Supply of Alcohol**

On the Premises

Monday	12:00 _ 22:30
Tuesday	12:00 _ 22:30
Wednesday	12:00 _ 22:30
Thursday	12:00 _ 22:30
Friday	12:00 _ 22:30
Saturday	12:00 _ 22:30
Sunday	10:00 _ 16:00

Premises Opening Hours

Whole Premises

Monday	08:00 _ 22:30
Tuesday	08:00 _ 22:30
Wednesday	08:00 _ 22:30
Thursday	08:00 _ 22:30
Friday	08:00 _ 22:30
Saturday	08:00 _ 22:30
Sunday	10:00 _ 16:00

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

a) General - all four licensing objectives

G01: Prominent, clear notices shall be displayed at every public entrance stating the actual operating hours of the premises.

b) The prevention of crime and disorder

CD1: All staff engaged in licensable activity at the premises will receive training and information in relation to the following:

- i. The Challenge 25 scheme in operation at the premises, including the forms of identification that are acceptable.
 - ii. The hours and activities permitted by the premises licence issued under the Licensing Act 2003 and conditions attached to the licence.
 - iii. How to complete and maintain the refusal register in operation at the premises (in relation to the sale of alcohol).
 - iv. Recognising the signs of drunkenness.
 - v. The operating procedures for refusing service to any person who is drunk, under-age or appears to be under-age, or appears to be making a proxy purchase.
 - vi. Action to be taken in the event of an emergency, including reporting an incident to the emergency services.
- Training shall be recorded in documentary form and shall be regularly refreshed at no greater than 12 month intervals. Training records shall be made available for inspection and copying at reasonable times upon request of an authorised officer of a responsible authority. Training records will be retained for at least 12 months.

CD2: An incident log shall be kept and maintained at the premises which will include a log of the following, including pertinent details:

- i. Any incidents of disorder or of a violent or antisocial nature;
- ii. All crimes reported to the venue, or by the venue to the police;
- iii. All ejections of patrons;
- iv. Any complaints received;
- v. Seizures of drugs or offensive weapons;
- vi. Any faults in the CCTV system;
- vii. Any visits by a responsible authority (under the Licensing Act 2003) or emergency service.

Records must be completed within 24 hours of any incident, and will contain the time and date, the nature of the incident, the people involved, the action taken and details of the person responsible for the management of the premises at the time of the incident. The logs shall be kept for at least 12 months following the date of entry and be made available for inspection and copying upon request of an authorised officer of a responsible authority.

CD3: The premises shall install, operate, and maintain a comprehensive digital colour CCTV system to the satisfaction of the Police. All public areas of the licensed premises including entry and exit points will be covered. The system must record clear images permitting the identification of individuals, and in particular enable facial recognition images (a clear head and shoulder image) of every person entering and leaving in any light condition. The CCTV system will continually record whilst the premises are open for licensable activities and during all times when customers remain on the premises. All equipment must have a constant and accurate time and date generation. All recordings will be stored for a minimum period of 31 days with date and time stamping. Recordings will be made available immediately upon the request of an authorised officer of a responsible authority throughout the entire 31 day period. The CCTV system will be capable of downloading images to a recognisable viewable format. The CCTV system will capture a minimum of 4 frames per second. The CCTV system will be fitted with security functions to prevent recordings being tampered with, i.e., be password protected.

CD4: All alcohol on display will be in such a position so as not to be obscured from the constant view of the staff.

CD5: There shall be no self-service of alcohol on the premises.

CD6: In the event that an incident occurs for which the police have been called, the crime scene shall be preserved to enable police to carry out a full forensic investigation.

c) Public safety

PS1: The maximum number of persons (including staff) allowed at the premises shall not exceed 15.

PS2: The collection of glasses and bottles shall be undertaken at regular intervals to ensure there is no build-up of empties on the premises.

d) The prevention of public nuisance

PN1: A telephone number shall be made available and displayed in a prominent location where it can conveniently be read from the exterior of the premises by the public for local residents to contact in the case of noise-nuisance or

anti-social behaviour by persons or activities associated with the premises. The telephone number will be a direct number to the management who are in control during opening hours. A record will be kept by management of all calls received, including the time, date and information of the caller, including action taken following the call. Records will be made available for inspection and copying by an authorised officer of a responsible authority throughout the trading hours of the premises.

PN2: No deliveries (in relation to licensable activities) to the premises shall take place between 23:00 hours and 07:00 hours.

PN3 During the hours of operation of the premises, sufficient measures will be taken to remove and prevent litter and waste arising or accumulating from customers in the area immediately outside the premises.

PN4: No collections of waste or recycling materials (including bottles) from the premises shall take place between 23:00 hours and 07:00 hours on the following day.

e) The protection of children from harm

CH1: All staff, supervisors and managers must be trained in the legality and procedure of alcohol sales, prior to undertaking the sale of alcohol and then at least every 12 months. Training shall be signed and documented. Training records must be kept on the premises and be made available for inspection and copying to an authorised officer of a responsible authority on request. The documentation relating to training should extend back to a period of at least 12 months and should specify the time, date and details of the persons both providing the training and receiving the training.

CH2: There will be in place a written age verification policy in relation to the sale or supply of alcohol, which will specify a Challenge 25 proof of age requirement. This means that staff working at the premises must ask individuals who appear to be under 25 years of age, attempting to purchase alcohol, to produce identification. The only acceptable identification documents will be:

- A photo driving licence
- A passport
- An identification card carrying the PASS hologram

Unless such identification is produced the sale of alcohol must be refused. This policy will include documented steps taken to prevent adults from purchasing alcohol for or on behalf of children under 18.

CH3: The premises shall display prominent signage indicating at any point of sale that a Challenge 25 scheme is in operation.

CH4: An alcohol sales refusal register shall be kept at the premises and be maintained to include details of all alcohol sales refused. The register will include:

- i. the date and time of refusal
- ii. the reason for refusal
- iii. details of the person refusing the sale
- iv. description of the customer
- v. any other relevant observations

The refusals register will be made available for inspection and copying on request of an authorised officer of a responsible authority. All entries must be made within 24 hours of the refusal.

Annex 2

Conditions consistent with the Operating Schedule

NONE

Annex 3

Conditions attached after a hearing by the licensing authority

NOT APPLICABLE

Statutory Notes

A register of existing premises licences and club certificates within the London Borough of Richmond is available online at https://richmond.gov.uk/services/business/services_for_business/business_and_street_trading_licences/licensing_act_2003.htm .

Applications can be inspected by email request or at the Civic Centre by appointment during office hours.

Representations must be made in writing to The Licensing Team. Advice regarding making representations is available on our website.