

AGENDA SUPPLEMENT 2

Licensing/Gambling Hearing

To: Councillors Cuthbertson, Galvin and Looker
Date: Thursday, 17 November 2022
Time: 10.00 am
Venue: Remote Hearing

The Agenda for the above meeting was published on **9 November 2022**.
The attached additional documents are now available for the following
agenda item:

- 6. The Determination of Section 52(2)** (Pages 1 - 36)
**Application by North Yorkshire Police for
Review of a Premises Licence in respect of
Sky Blue, 16 Barbican Road, York YO10 5AA
(CYC-168154)**
Additional documents received from the police
on 14 November 2022.

This agenda supplement was published on **15 November
2022**.

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Licensing Hearing 17 November 2022**Sky Blue, 16 Barbican Road, York****Additional documents submitted by North Yorkshire Police**

1. Further Statement from PS133 Booth
2. Further Statement from PC1520 Bolland
3. JB06- Email ref Section 19 Cancellation Notice
4. Section 19 Cancellation Notice dated 081122
5. Exhibit SB/24 – Incident Log 8th November 2022
6. Exhibit SB/25 – Log sheet Room 206
7. Exhibit SB/26 – Log Sheet Room 205
8. Exhibit SB/27 – SIA sign in sheet
9. Exhibit SB/28 – Front and back training x 2 record YANG
10. Exhibit SB/29- Bright system start and termination YANG
11. Exhibit SB/30 –Training Record COVACI
12. Exhibit SB/31 – Training Record TAM
13. Exhibit SB/32- Incident book 17/10/22

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WITNESS STATEMENT**Criminal Procedure Rules, r 27. 2; Criminal Justice Act 1967, s. 9; Magistrates' Courts Act 1980, s.5B**

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Statement of: Jacqueline BOOTH

Age if under 18: Over 18 (if over 18 insert 'over 18')

Occupation: POLICE OFFICER

This statement (consisting of two page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false, or do not believe to be true.

Signature: J Booth (witness)

Date: 14th November 2022

Further to my previous statement made on 1st September 2022 in respect of the police representation for a review of a Premise Licence for Sky Blue 16 Barbican Road York, I would like to add the following additional information.

At 1345hrs on Tuesday 8th November 2022 I was on duty in company with PC1520 Bolland, when we attended Sky Blue 16 Barbican Road York. Upon arrival at the Premises which was open to the public and which had some customers seated in the restaurant areas, I spoke to a male I know to be Mr Man Wei Leung (known as Kevin). I have encountered Mr Leung many times previously at the premises and he asked if I had arranged to meet Mr Koay, who is the Designated Premises Supervisor for the venue, as he was not present and he wasn't expecting him at the Premises. I explained that I had not scheduled a pre-arranged appointment with Mr Koay, but was present to conduct an Inspection under Section 179 of the Licensing Act. I explained that a Previous Section 19 notice issued on 21st June 2022 was still in place as the conditions that had been highlighted on the notice had not been satisfied to the Police.

I explained to Mr Leung that I would check compliance with the outstanding Notice (Appendix 18). Mr Leung stated he was the person in charge at that time and would assist me. Whilst speaking to him I noted he was on his mobile phone and appeared to be texting. I asked him when was the last time that Mr Koay had been present at the premises and he stated a few days ago. I pushed him on the matter and he said he couldn't be specific.

I commenced a check of the CCTV system to ensure compliance with Annex 2 Condition 1 on the Premises Licence. I can confirm that the CCTV was working and recording. A check of the correct date and time revealed that the system was three minutes incorrect. This was immediately corrected by Mr Leung who checked his mobile phone and confirmed the timings were not accurate and set to the time from his mobile. He explained that the CCTV was checked daily and upon checking the incident book I noted that on the morning of the 8th November 2022 at 11:52 the incident book was signed and CCTV checked by a member of staff called "Gaga" whose full name is XuanZhen GUO.

GUO was present at the premises and I spoke with her regarding what checks she had completed and if she had received staff training. She confirmed she had received staff training and this was completed on 21/06/22 (SB/07 refers). The staff training does include Conditions attached to the Premises Licence. If staff are being asked to check CCTV on a daily basis they need to be aware of the condition " Copies of the recordings will display the correct date and time of the recording". I explained to Mr Leung that It is imperative that the date stamp is correct on the CCTV so that recordings are stored accurately. He stated that this had been an oversight on this occasion and he would ensure going forward that this would be checked daily.

I carried out two dip samples of CCTV recordings from the Karaoke Rooms for 22nd and 28th October 2022 to ensure compliance with Annex 2 Condition 23 and 24 (namely that persons using the Karaoke rooms had been customers in the restaurant, and that checks are conducted by staff every 30minutes). I reviewed the logs for Room 205 (Exhibit SB/26) camera 4 on 22nd October 2022 and whilst the timings on the sheet vary to the recordings with some searching Mr Leung was able to locate footage of the staff entering the rooms to check customers. This could be attributed to the timing being inaccurate and we went back a few minutes and were

able to locate the staff member entering the room. During this time Mr Koay arrived at the Premises and I explained to him the reasons for my visit as referred to above.

The recording from the 28th October 2022 for room 206 Camera 5 showed the room was empty all evening, yet a time sheet (exhibit SB/25) had been completed for this room showing staff conducting checks. I queried this with Mr Leung and Mr Koay who checked the booking diary but could not see any bookings for this date. I asked to see footage from the other Karaoke rooms for that date and time and with some further interrogation of the CCTV discovered that in fact room 206 was not used on the 28th October it was room 205 but no log entries had been made for this room.

Mr Leung explained that he could recall that there had been a last minute change of the room as the group did not want to pay more money for a larger room however this had not been recorded under room 205. I discussed with Mr Koay and Mr Leung that given the previous failings of the Premises they should be keeping accurate records to demonstrate compliance with the Premise Licence conditions.

I requested to see the SIA sign in register as per Annex 2 Condition 8. I was provided some pages that were held in a folder (exhibit SB/27). Mr Koay stated that he had requested a sign in book from the Security provider when the old book was completed but had not been provided one. I advised that the pages could easily be lost as they are loose and that the SIA should have a formal sign in book which could be the dated incident book or the sequential booking diary which had been previously discussed with Mr Koay.

I completed a check with Mr Koay in relation to the HR Management System Condition 17 and 18 at Annex 2 on the Premise Licence. He accessed an electronic HR system and allowed me to view the records. I was able to verify that either a passport or driving licence was held as an ID document for each member of staff on the system. I was shown current staff entries and staff whose contract had been terminated. I was able to view the employment start date of staff on the system. On receipt of this information I then checked the on-site staff training records. All staff training had been carried out by Mr Leung and Mr Koay confirmed that this was correct and that he did not deliver training to the staff. The training record for YU QI Yang showed her commence employment on 18/06/22, yet her staff training records are dated 9th August 2022 (exhibits SB/28 & SB/29).

I discussed with Mr Koay the previous Section 19 Notices from 18th February and 21st June 2022 both which referred to staff training not being complied with and his police interview on 20th July 2022 in relation to section 136 offences of unauthorised Licensable activities (namely failing to comply with Premise Licence Conditions) one of which was the staff training. I explained to Mr Koay that it was his responsibility to ensure compliance with the premise licence conditions and not Mr Leung's.

I explained that it was disappointing to see that YANG's staff training was not completed until 9th August 2022. Mr Koay stated he gave the training responsibility to Mr Leung.

I advised Mr Koay that it was his responsibility to check that every member of staff who worked at the Premises had undertaken staff training as per the Premise Licence condition. He did explain that since September 2022 Mr Leung was completing training with staff prior to commencement of their employment.

Mr Koay produced the incident book for the Premises Condition 3 Annex 2 and upon reviewing the incident book I noted that it was signed daily, namely by Mr Leung or the staff member GAGA (Xuanzen GUO). I discussed with Mr Koay as DPS did he sign or check the incident book and he confirmed the last entry he signed was 17th October 2022, (exhibit SB/32). I discussed with Mr Koay how often he would attend the Premises and what checks he did to ensure compliance with Premise Licence Conditions. Mr Koay informed me that most of his time is taken up at his other business and advised that the last time he was present at the premises was 28th October 2022. He stated Mr Leung is the main manager on site and will undertake the responsibility to ensure compliance with Premise Licence Conditions.

I advised Mr Koay that I would email him a cancellation notice in respect of the Section 19 issued on the 21st June 2022. I pointed out that it had taken almost five months for the notice to be complied with and that as DPS it is his responsibility to continue to ensure that the Premise licence conditions are being adhered to and whilst Mr Leung has been in charge of the venue Section 136 offences have taken place.

On 10th November 2022, I emailed Mr Koay and his legal representative a copy of the Section 19 cancellation Notice. Exhibit JB/06

Signature: J Booth

Signature witnessed by:

WITNESS STATEMENT

Criminal Procedure Rules, r 27. 2; Criminal Justice Act 1967, s. 9; Magistrates' Courts Act 1980, s.5B

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Statement of: Samantha Bolland

Age if under 18: Over 18 (if over 18 insert 'over 18')

Occupation: Police Officer

This statement (consisting of 3 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false, or do not believe to be true.

Signature: SB (witness)

Date: 10/11/2022

I am PC 1520 Samantha Bolland of North Yorkshire Police currently stationed at Fulford road Police Station, York. I am a Licensing Officer and have been in this role for 6 years.

Further to my previous statement dated 5th September 2022, I would like to add the following;

On Wednesday 8th November at 13:45 hours I re-attended Sky Blue, in company with PS 133 Jackie Booth, Force Licensing Manager, to conduct a Section 179 Licensing Inspection at the premises.

Upon arrival, the premises were open and there were members of the public seated in the restaurant. Mr LEUNG was also present.

While PS Booth went through the Premise Licence conditions with LEUNG, I took a photos of numerous documents, which I exhibit as follows:

- SB24 –Incident log book 8th Nov signed by Gaga
- SB25 – Karaoke room 206 - camera 5 - 281022 sheet
- SB26 - Karaoke room 205 - camera 4 - 221022 sheet
- SB27- SIA sign in sheet - 011022 to 051122
- SB28- Yuqi YANG training record -1FRONT PAGE
- SB28- Yuqi YANG training record - BACK PAGE
- SB29- BRIGHT system start date 180622 (1st screen shot) - Yuqi YANG
- SB29- BRIGHT system termination date 230822 (2nd screen shot) - Yuqi YANG
- SB30- Ariana L COVACI paper training record 1FRONT PAGE - DPS signed as LEUNG
- SB30- Ariana L COVACI paper training record BACK PAGE - DPS signed as LEUNG
- SB31- Ho TAM paper training record 1FRONT PAGE - DPS signed by LEUNG
- SB31- Ho TAM paper training record BACK PAGE - DPS signed by LEUNG
- SB32- KOAY signed Incident Book 171022

At approximately 14:30 hours, Mr KOAY attended the premises.

PS Booth then concluded the Licensing inspection and we then left the premises.

Upon leaving via the rear car park, there was a white BMW parked in the Sky Blue private car par area, which has been present on multiple occasions when I have conducted Licensing visits. The car's registration was 8888 GC, and as previously detailed from the Police National Computer, is Registered to B and G LTD, 21A Blake Street, York YO1 8QJ, and insured parties are Mr Zhong Le Chen and Ms Yantong Feng 27 Topcliffe Court, Selby YO8 3WB.

On Thursday 10th November 2022, I was on duty when I had occasion to contact the security company who supply SIA supervisors at Sky Blue. Upon speaking with the Director of the security company, he stated that he had issued 2 SIA sign in books one in July 2022 another in August 2022, he had text messages to evidence this. He stated that the premises had been in contact with him and had not received them. The Director had advised the premises to purchase a diary or separate incident book to record when SIA staff were on duty.

The contact the security company have for Sky blue, are Kevin Leung and a female by the name of Susan.

Signature: SB

Signature witnessed by: n/a

JB/06

From: Booth, Jackie
Sent: 10 November 2022 15:40
To: [REDACTED]
Subject: Sky Blue- Section 19 Cancellation Notice

Dear Mr Koay,

Following my visit to Sky Blue on Tuesday 11th November 2022, and my discussions with you please see attached Section 19 Cancellation Notice.

As discussed with you it is your responsibility as Premise Licence Holder and Designated Premises Supervisor to ensure compliance with Premise Licence conditions whilst the Premises is open and undertaking licensable activities.

If you are not able to attend the Premises for periods at a time which we established on Tuesday you need to be satisfied that the Premises are being operated in accordance with any authorisation.

Mr Walker,
I will submit this notice as additional material for the hearing pack.

If you have any further queries please do not hesitate to get in touch.

Kind Regards

Jackie

PS133 Booth
Force Licensing Manager
Partnership Hub
Tel 101 Ext 30133
Mobile: 07710977979
Email:- Jacqueline.booth@northyorkshire.police.uk

Please note my working days are Mon-Thurs 0700x1700

Committed to the Code of Ethics

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Our ref: JB/01 - 081122
Your ref: Section 19 Closure Notice 21/06/22
Date: 8th November 2022
Name and address: Sky Blue
Barbican Road
York



Dear Mr Koay

**CANCELLATION OF CLOSURE NOTICE
(Premises Licence – CYC- 68154)
Section 19 – Criminal Justice and Police Act 2001**

I refer to the above premises.

A Closure Notice was served upon you by a Police Officer of North Yorkshire Police on 21st June 2022 under Section 19(3) Criminal Justice and Police Act 2001. A copy of that Closure Notice is attached for your attention.

The Closure Notice was served due to the alleged unauthorised use of the licensed premises as indicated on the attached Notice.

This 'Notice of Cancellation' is being served upon you, in order to cancel the original Closure Notice. Under Section 19(8) Criminal Justice and Police Act 2001, this is a Cancellation of the original Closure Notice and it shall have immediate effect once it is served upon you. This Cancellation Notice will also be served upon all the other persons upon whom the original Closure Notice was served.

For the avoidance of doubt, North Yorkshire Police will not be applying to the Magistrates' Court for a Closure Order.

If you have any further queries in relation to this matter, please refer to your legal representative.

Yours sincerely

A handwritten signature in black ink, appearing to be 'J. Booth'.

PS133 Booth
Force Licensing Manager
Partnership Hub
Tel 101 Ext 30133
Mobile: 07710977979
Email:- Jacqueline.booth@northyorkshire.police.uk

SECURITY LOG Date 8/11 Time 11.32

INCIDENT DETAILS

CCTV: 1817.00
~~3553.75~~

PERSON(S) INVOLVED

WITNESSES

ACTION TAKEN

POLICE INVOLVED? IF YES RESPONDING OFFICERS NAME & OUTCOME

NOTES

SECURITY OFFICERS NAME & SIGNATURE

Grasa

SECURITY LOG Date 7/11 Time 11.26

INCIDENT DETAILS

CCTV: 1382.00
 9758.00

PERSON(S) INVOLVED

WITNESSES

ACTION TAKEN

POLICE INVOLVED? IF YES RESPONDING OFFICERS NAME & OUTCOME

NOTES

SECURITY OFFICERS NAME & SIGNATURE

Grasa

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DATE	TIME IN	TIME OUT	INCIDENT	SIG.
28/10/22	23.15	23.16	Start	JA
— " —	23.17	23.17	Drinks	JA
— " —	23.35	23.35	—	JA
— " —	23.48	23.49	Drinks	JA
— " —	00.14	00.15	Battery	JA
— " —	00.36	00.36	—	JA
— " —	00.58	00.58	—	JA
— " —	01.24	01.24	—	JA
— " —	01.48	01.48	—	JA
— " —		01.51	Finish	JA

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DATE	TIME IN	TIME OUT	INCIDENT	SIG.
20/10/22	20.56	20.56	Battery	Gaga.
20-11-	21.25	21.25	—	Gaga.
—n—	22.53	22.54	—	Gaga.
—n—	22.23	22.24	—	Gaga.
—n—	22.67		Finish	Gaga.
22/10/22	18:07	18:10	Start	St
—n—	18:17	18:17	Drumck's	St
—u—	18:19	18:19	Poy	St
—u—	18:36	18:36	Drumck's	St
—11—	18:43	18:44	Drumck's	St
—u—	18:46	18:46	Gloss out	St
—u—	19:10	19:10	Drumck's	St
—u—	19:34	19:35	Drumck's	St
—u—	20:06	20:08	Drumck's pay	St
—u—	20:17	20:17	Clem	St
25/10/22	23:00	20:24	finish	St
25/10/22	23:00	23:00	Start	St
—u—	23:07	23:08	Drumck's	St
—11—	23:17	23:17	—	St
—u—	23:26	23:26	Cl	St

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DATE	NAME	LICENSE NO	EXPIRY DATE	START TIME	FINISH TIME	SGD
11/10/22	MURITZA MUMHAMMED	1015169047897335	8/8/24	21:00	02:00	✓
11/10/22	SHAHZAB JUMANI	1011456700744646	27/25	21:00	02:00	✓
7/10/22	MURITZA MUMHAMMED	1015169047897335	8/8/24	21:00	02:00	✓
7/10/22	SHAHZAB JUMANI	1011456700744646	27/25	21:00	02:00	✓
8/10/22	MURITZA MUMHAMMED	1011456700744646	8/8/24	21:00	02:00	✓
8/10/22	SHAHZAB JUMANI	1015169047897335	8/8/24	21:00	02:00	✓
14/10/22	MURITZA MUMHAMMED	1011456700744646	8/8/24	21:00	02:00	✓
14/10/22	SHAHZAB JUMANI	1015169047897335	27/25	21:00	02:00	✓
15/10/22	MURITZA MUMHAMMED	1011456700744646	8/8/24	21:00	02:00	✓
15/10/22	SHAHZAB JUMANI	1015169047897335	27/25	21:00	02:00	✓
21/10/22	MURITZA MUMHAMMED	1011456700744646	8/8/24	21:00	02:00	✓
21/10/22	SHAHZAB JUMANI	1015169047897335	8/8/24	21:00	02:00	✓
28/10/22	MURITZA MUMHAMMED	1011456700744646	27/25	21:00	02:00	✓
28/10/22	SHAHZAB JUMANI	1015169047897335	8/8/24	21:00	02:00	✓
28/10/22	MURITZA MUMHAMMED	1011456700744646	8/8/24	21:00	02:00	✓
28/10/22	SHAHZAB JUMANI	1015169047897335	27/25	21:00	02:00	✓
29/10/22	MURITZA MUMHAMMED	1011456700744646	27/25	21:00	02:00	✓
29/10/22	SHAHZAB JUMANI	1015169047897335	8/8/24	21:00	02:00	✓
4/11/22	MURITZA MUMHAMMED	1015169047897335	8/8/24	21:00	02:00	✓
4/11/22	SHAHZAB JUMANI	1011456700744646	27/25	21:00	02:00	✓
5/11/22	MURITZA MUMHAMMED	1015169047897335	8/8/24	21:00	02:00	✓
5/11/22	SHAHZAB JUMANI	1011456700744646	27/25	21:00	02:00	✓

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Started 18/6/22

(Terminated)
23/8/22

(ISS20) 8/11/22
(AS)

Staff training checklist for -- alcohol

Staff member full name: *Karl Mundy*

A new checklist should be used to record when:

- a new staff member is appointed
- changes to the shops alcohol licence or policies have occurred
- when carrying out refresher training for existing staff.

It is an important way to demonstrate how you are trying to comply with the specific requirements of your alcohol licence and the objectives of 2003 Licensing Act, so should be kept in a safe place. We would recommend best practice is to keep completed checklists on the shop premises in a clearly labelled and accessible 'alcohol licence' file.

1. What the law says about selling alcohol & the penalty staff and the business can face if an underage sale occurs?	<input checked="" type="checkbox"/>
2. That the shop has to have a licence to sell alcohol. That they understand what the licence requires and the consequences for them and the business should any person sell alcohol in breach of any aspect of the alcohol licence.	<input checked="" type="checkbox"/>
3. What the alcohol licence and annexed conditions requires. For example this includes basic requirements, such as; ensuring alcohol is only sold during licensing hours, mandatory conditions as well as any conditions that are set out in the Annexes to the alcohol licence that are specific to your individual premises, e.g. where in the shop alcohol can be displayed for sale.	<input checked="" type="checkbox"/>
4. Why selling alcohol underage and underage drinking is a problem for local communities, as well as the harm caused to underage drinkers themselves?	<input checked="" type="checkbox"/>
5. What your shop policy is for challenging customers for proof of age?	<input checked="" type="checkbox"/>
6. What your shop policy is, for the types of proof of age (ID) staff should accept?	<input checked="" type="checkbox"/>
7. What to look out for in relation to fake ID and how to check ID to ensure the person is who they claim to be?	<input checked="" type="checkbox"/>
8. What to do if they challenge someone using fake or someone else's ID?	<input checked="" type="checkbox"/>
9. How to operate any 'till prompt' system installed?	<input checked="" type="checkbox"/>
10. The signs to look out for that the customer may be buying alcohol for others who are underage ('Proxy purchasing')?	<input checked="" type="checkbox"/>
11. What staff should do if they suspect the person they are serving is a 'proxy purchaser'?	<input checked="" type="checkbox"/>

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- 12. What your shop policy is if a customer becomes aggressive because of a refusal to sell alcohol and steps staff should take to protect themselves?
- 13. What to do if person they are serving is 'drunk' and what your store policy is as to what 'drunk' means?
- 14. Where and how to record any refusals to sell, challenges for proof of age, use of fake ID or any other incidents such as aggressive or abusive customers etc?
- 15. Why it is important to record incidents/refusals to sell?
- 16. The law that staff under the age of 18 are not allowed to sell alcohol to anyone and the consequences for breaking this law?
- 17. What the shop policy is for an under 18 year old to get authorisation for sales involving alcohol?

The above areas are a best practice minimum only.
 Use the section below to write down other areas of shop practice that you train staff on, that will help you avoid selling alcohol to under 18's or help your shop comply with the objectives of the licensing Act 2003. For example, if you operate a banning system for problem customers, what do staff need to know for it to operate successfully?
 (If you need more space, note this is the case below and securely attach an additional sheet).

Condition 13 challenge 25

Full name of person trained	Signature	Position in shop	Date dd/mm/yyyy
Yves Young		P.O.	9/8/22
Kevin Leung		B.O.	9/8/22
Full name of Designated Premises Supervisor or personal licence holder, authorising person trained to sell alcohol. (NB Under 18's cannot be authorised to sell alcohol).	MAN WA LEUNG.	B.O.	9/8/22

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KK



Search employees...

What's New 5 Help Feedback Settings Logout



Actions



Home



Calendar



Employees



Rotas



Documents



Reports



Payroll

Contract summary

Employee type	Variable - hours
Employee start date	18 Jun 2022
Contract start date	18 Jun 2022
Contracted hours per week	20 hrs
Annual leave year start	01 January
Min. leave entitlement	0 hrs

Place of work

Working location	Not set
<small>Determines public holidays and leave types</small>	
Public holidays for	England & Wales

Notice period Not specified

Salary information

Salary amount and payment frequency

Notes

Employee notes

Sensitive information

Tax, NI and eligibility information

Termination



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Working location

Determines public holidays and leave types

Not set

Public holidays for

England & Wales

Sensitive information

Tax, NI and eligibility information

Termination

Leaving date, reason for termination, etc

Yuqi's termination date is set.

Undo

Termination date

Tue 23 Aug 2022

Calculate remaining holiday entitlement

Reason

Resigned

Details

Details



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A new checklist should be used to record when:

- a new staff member is appointed
- changes to the shops alcohol licence or policies have occurred
- when carrying out refresher training for existing staff.

It is an important way to demonstrate how you are trying to comply with the specific requirements of your alcohol licence and the objectives of 2003 Licensing Act, so should be kept in a safe place. We would recommend best practice is to keep completed checklists on the shop premises in a clearly labelled and accessible 'alcohol licence' file.

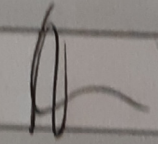

1. What the law says about selling alcohol & the penalty staff and the business can face if an underage sale occurs?	✓
2. That the shop has to have a licence to sell alcohol. That they understand what the licence requires and the consequences for them and the business should any person sell alcohol in breach of any aspect of the alcohol licence.	✓
3. What the alcohol licence and annexed conditions requires. For example this includes basic requirements, such as; ensuring alcohol is only sold during licensing hours, mandatory conditions as well as any conditions that are set out in the Annexes to the alcohol licence that are specific to your individual premises, e.g. where in the shop alcohol can be displayed for sale.	✓
4. Why selling alcohol underage and underage drinking is a problem for local communities, as well as the harm caused to underage drinkers themselves?	✓
5. What your shop policy is for challenging customers for proof of age?	✓
6. What your shop policy is, for the types of proof of age (ID) staff should accept?	✓
7. What to look out for in relation to fake ID and how to check ID to ensure the person is who they claim to be?	✓
8. What to do if they challenge someone using fake or someone else's ID?	✓
9. How to operate any 'till prompt' system installed?	✗
10. The signs to look out for that the customer may be buying alcohol for others who are underage ('Proxy purchasing')?	✓

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- 14. Where and how to record any refusals to sell, challenges for proof of age, use of fake ID or any other incidents such as aggressive or abusive customers etc? ✓
- 15. Why it is important to record incidents/refusals to sell? ✓
- 16. The law that staff under the age of 18 are not allowed to sell alcohol to anyone and the consequences for breaking this law? ✓
- 17. What the shop policy is for an under 18 year old to get authorisation for sales involving alcohol? ✓

The above areas are a best practice minimum only.
 Use the section below to write down other areas of shop practice that you train staff on, that will help you avoid selling alcohol to under 18's or help your shop comply with the objectives of the licensing Act 2003. For example, if you operate a banning system for problem customers, what do staff need to know for it to operate successfully?
 (If you need more space, note this is the case below and securely attach an additional sheet).

Condition 12 Challenge 25

Full name of person trained	Signature	Position in shop	Date dd/mm/yyyy
ASRIANA LUMINITA COVACI		SUPERVISOR	21/08/22
Full name(s) of trainer(s)			
MAN WAI LEUNG		General Manager	21/6/22
Full name of Designated Premises Supervisor or personal licence holder, authorising person trained to sell alcohol.			

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- a new staff member is appointed
- changes to the shops alcohol licence or policies have occurred
- when carrying out refresher training for existing staff.

It is an important way to demonstrate how you are trying to comply with the specific requirements of your alcohol licence and the objectives of 2003 Licensing Act, so should be kept in a safe place. We would recommend best practice is to keep completed checklists on the shop premises in a clearly labelled and accessible 'alcohol licence' file.


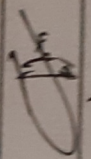
1. What the law says about selling alcohol & the penalty staff and the business can face if an underage sale occurs?	✓
2. That the shop has to have a licence to sell alcohol. That they understand what the licence requires and the consequences for them and the business should any person sell alcohol in breach of any aspect of the alcohol licence.	✓
3. What the alcohol licence and annexed conditions requires. For example this includes basic requirements, such as; ensuring alcohol is only sold during licensing hours, mandatory conditions as well as any conditions that are set out in the Annexes to the alcohol licence that are specific to your individual premises, e.g. where in the shop alcohol can be displayed for sale.	✓
4. Why selling alcohol underage and underage drinking is a problem for local communities, as well as the harm caused to underage drinkers themselves?	✓
5. What your shop policy is for challenging customers for proof of age?	✓
6. What your shop policy is, for the types of proof of age (ID) staff should accept?	✓
7. What to look out for in relation to fake ID and how to check ID to ensure the person is who they claim to be?	✓
8. What to do if they challenge someone using fake or someone else's ID?	✓
9. How to operate any 'till prompt' system installed?	✗
10. The signs to look out for that the customer may be buying alcohol for others who are underage ('Proxy purchasing')?	✓
11. What staff should do if they suspect the person they are serving is a 'proxy	✓

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- 12. What your shop policy is if a customer becomes aggressive because of a refusal to sell alcohol and steps staff should take to protect themselves?
- 13. What to do if person they are serving is 'drunk' and what your store policy is as to what 'drunk' means?
- 14. Where and how to record any refusals to sell, challenges for proof of age, use of fake ID or any other incidents such as aggressive or abusive customers etc?
- 15. Why it is important to record incidents/refusals to sell?
- 16. The law that staff under the age of 18 are not allowed to sell alcohol to anyone and the consequences for breaking this law?
- 17. What the shop policy is for an under 18 year old to get authorisation for sales involving alcohol?

The above areas are a best practice minimum only.
 Use the section below to write down other areas of shop practice that you train staff on, that will help you avoid selling alcohol to under 18's or help your shop comply with the objectives of the licensing Act 2003. For example, if you operate a banning system for problem customers, what do staff need to know for it to operate successfully?
 (If you need more space, note this is the case below and securely attach an additional sheet).

Condition 12 Challenge 25

Full name of person trained	Signature	Position in shop	Date dd/mm/yyyy
HO THAI		P.T.	9/8/22
MAN WA LUNG		SM	9/8/22
Full name of Designated Premises Supervisor or personal licence holder, authorising person trained to sell alcohol. (NB Under 18's cannot be authorised to sell alcohol).	MAN WA LUNG	SM	9/8/22

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SECURITY LOG

Date 16/10/22 Time 11:20

INCIDENT DETAILS

RS-00.
2198.75

PERSON(S) INVOLVED

WITNESSES

ACTION TAKEN

INVOLVED? IF YES RESPONDING OFFICERS NAME & OUTCOME

NOTES

SECURITY OFFICERS NAME & SIGNATURE



SECURITY LOG

Date 17/10/2022 Time 13:24

INCIDENT DETAILS

CCTV = 2790
= 2001.75

PERSON(S) INVOLVED

WITNESSES

ACTION TAKEN

POLICE INVOLVED? IF YES RESPONDING OFFICERS NAME & OUTCOME

NOTES

HD changed.

SECURITY OFFICERS NAME & SIGNATURE



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