

Part 1 – Premises Details

Postal address of premises, or if none, ordinance survey map reference or description

Ghana Market
138 Church Road, London, Brent, NW10 9NH

Telephone Number at premises (if any):

Non domestic rateable value: 10750

Part 2 – Applicant Details

Proposed Licence Holder:
Miss Karen Lanquaye



Part 3 – Operating Schedule

When do you want the premises licence to start? 10-09-2021

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

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

Please give a general description of the premises: The premises trades as a African food store

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

Section J: Sale of alcohol: Off the premises

The times the licence authorises the carrying out of licensable activities

Section J: Sale or Supply of Alcohol: Off the premises		
Day	Start Time	End Time
Monday	09:00	23:00

Tuesday	09:00	23:00
Wednesday	09:00	23:00
Thursday	09:00	23:00
Friday	09:00	23:00
Saturday	09:00	23:00
Sunday	09:00	23:00

n/a

n/a

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

Concerns in respect of Children: n/a

The opening hours of the premises

<u>Day</u>	<u>Start Time</u>	<u>End Time</u>
Monday	09:00	23:00
Tuesday	09:00	23:00
Wednesday	09:00	23:00
Thursday	09:00	23:00
Friday	09:00	23:00
Saturday	09:00	23:00
Sunday	09:00	23:00

n/a

n/a

a) General – all four licensing objectives (b, c, d, e): The licensee shall ensure that all staff are trained on relevant matters , including the conditions of the premises licence , age restricted products and [if they are ever left in charge of the shop] the operation of the CCTV system and how to deal with visits from authorised officers . The licensee shall keep written records of training and instructions given to each member of staff , detailing the areas covered to include the Licensing Objectives , identifying persons under 25, making a challenge, acceptable proof of age & checking it, making & recording a refusal, avoiding conflict & responsible alcohol retailing. Staff shall sign to confirm that they have received and understood the training . All staff who work at the till will be trained for their role on induction and be given refresher training every six months. The written training records kept for each staff member will be produced to police & authorised council officers on request.

b) The prevention of crime and disorder: CCTV shall be installed, operated, and maintained, to function all times that the premises are open for licensable activities. This CCTV shall comply with the following criteria: (a) The licensee will ensure that

the system is checked every two weeks to ensure that the system is working properly and that the date and time are correct. (b) A record of these checks, showing the date and name of the person checking, will be kept and made available to the police or other authorised officer on request; (c) The Police will be informed if the system will not be operating for longer than one day of business for any reason; (d) One camera will show a close-up of the entrance to the premises, to capture a clear, full length image of anyone entering; (e) The system will provide full coverage of the interior of the premises and any exterior part of the premises accessible to the public; (f) The system will record in real time and recordings will be date and time stamped; (g) At all times during operating hours, there will be at least 1 member of staff on the premises who can operate the system sufficiently to allow Police or authorised Council officers to view footage on request. (h) Recordings will be kept for a minimum of 31 days and downloaded footage will be provided free of charge to the police or other authorised officers on request (subject to the Data Protection Act 1998) within 24 hours of any request. No beers lagers or cider above 6.5% ABV to be sold from the premises except for pre- agreed premium products. Copies of all invoices for the purchase of alcoholic products will be kept on-site and made available for inspection by the authorities for a period of at least 12 months. An incident log shall be kept at the premises, and made available on request to the police or an authorised officer, which will record: Notices will be prominently displayed by the entry/ exit. A) That CCTV is in use & a Challenge 25 proof of age policy is in operation; B) Advising customers of the provisions of the licensing act regarding underage & proxy sales; C) Of the permitted hours for licensable activities & the opening times of the premises; No alcoholic goods or tobacco products will ever be purchased or taken from sellers calling to the shop .

c) Public safety: Staff will be trained to be alert to any potential danger to customers and react accordingly. If they are unable to quickly defuse the situation without risk to customer or staff, then they are instructed to call the police. All relevant fire procedures are in place for a premise of this size. All off sales will be sold in sealed containers.

d) The prevention of public nuisance: Customers will be reminded by way of a notice at the entrance/ exit door to please leave the premises quietly and have consideration for the neighbouring properties. sufficient litter bins will be provided to allow the customers to deposit their waste/ rubbish in the correct manner.

e) The protection of children from harm: Challenge 25 shall be operated as the proof of age policy and only a valid passport, photo driving licence, HM forces photographic iID card or proof of age card with the PASS logo or hologram on it may be accepted as proof of age. Prominent, clear and legible signage (in not less than 32 font bold) shall also be displayed at all entrances to the premises as well as at, at least one location behind any counter advertising the scheme. A notice will be displayed at the till either electronically or physically to remind staff to ask for identification . The premises shall at all times maintain and operate refusals recording system (either in book or electronic form) which shall be reviewed by the Designated Premises Supervisor at intervals of no less than 4 weeks and feedback given to staff as relevant. This refusals book will be kept at the premises and made available to officers of any responsible authority upon request. [REDACTED]

