

Mr Nira Suresh  
Arka Licensing Consultants  
Trident Business Centre  
89 Bickersteth Road  
SW17 9SH

17 December 2024

Our Ref: 33642

Dear Mr Suresh,

**Licensing Representation to the Initial Application for the Premises Licence at Gladstone Mini Mart, 343 Edgware Road, NW2 6LB**

I certify that I have considered the application shown above and I wish to make a representation that the likely effect of the grant of the application is detrimental to the Licensing Objectives for the reasons indicated below.

An officer of the Licensing Authority, in whose area the premises are situated, who is authorised for the purposes of exercising its statutory function as a 'Responsible Authority' under the Licensing Act 2003.

The application has been made for a new premises licence under section 17 of the Act.

The Licensing Authority representations are primarily concerned with the four licensing objectives;

- the prevention of crime and disorder;
- public safety;
- the prevention of public nuisance; and
- the protection of children from harm.

*The Licensing Authority require the following points to be included in the operating schedule or added as conditions on the premises licence:*

1. CCTV shall be installed to Home Office Guidance standards and maintained in a good working condition and recordings shall be kept for 31 days and shall be made available to police and authorised Officers from Brent Council.
  2. The CCTV system shall be capable of obtaining clear facial recognition images and a clear head and shoulders image of every person entering or leaving the premises.
  3. A CCTV camera shall be installed to cover the entrance to the premises and further cameras to cover the entire servery area and till.
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4. A member of staff trained in the use of the CCTV system shall be available at the premise at all times that the premises are open for trading. This staff member shall be capable of making copies and downloading any footage requested by the police or authorised Brent council officials.

5. A "Challenge 25" policy shall be adopted and adhered to at all times.

6. A sign stating "No proof of age – No sale" shall be displayed at the point of sale.

7. Any staff directly involved in selling alcohol for retail to consumers, staff who provide training and all managers will undergo regular training (every 12 months) of Licensing Act 2003 legislation. This will be documented and signed for by the DPS and the member of staff receiving the training. This training log shall be kept on the premises and made available for inspection by police and relevant authorities upon request.

8. A notice asking Customers to leave quietly from the premises shall be displayed by the exit/entrance.

9. An incident log shall be kept at the premises, and made available for inspection on request to an authorised officer of Brent Council or the Police, which will record the following:

- (a) Any complaints received.
- (b) Any incidents
- (c) Any faults in the CCTV system.
- (d) Any visit by a relevant authority or emergency service.
- (e)

Any entries into the log shall be made within 24 hours of any incident and shall contain the time/date of the incident, the nature of the incident, a description of the people involved, the action taken and details of the person responsible for the management of the premises at the time of the incident.

11. A refusal book detailing date and time of the refused sale, the name of the person refusing the sale and a description of the person attempting to purchase alcohol, shall be kept and maintained and made available for inspection at the premises.

12. No high strength beers, lagers, and ciders above 6.0% ABV shall be stocked or sold at the premises.

13. All deliveries shall take place during the normal working day (i.e. 09:00 to 18:00 daily).

14. A lockable safe with deposit slot and anti-fishing mechanisms must be used at the counter till area in order to prevent crime.

15. A suitable intruder alarm and panic button shall be fitted and maintained.

16. Outside of the hours authorised for the sale of alcohol, all alcohol within the trading area is to be secured behind locked grills, locked screens, or locked cabinet doors so as to prevent access to the alcohol by customers or staff.

17. The premises licence holder or the DPS shall ensure that an "authorisation to sell alcohol" document is kept and maintained at the premises. Each employee involved in the supply of alcohol at the premises must be named on this document with it being signed off by the DPS.

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In light that the premises is surrounded by residential dwellings, the Licensing Authority feel that proposed hours for the sale and supply of alcohol are excessive and therefore recommend the following hours:

**Sale or Supply of Alcohol (changed)**

Monday to Sunday – 08:00hrs to 23:00rs

**The Opening Hours of the Premises (not changed)**

Monday – Sunday – 05:30hrs to 23:00hrs

In order for the Licensing Authority to withdraw this representation, it will be necessary for you to confirm in writing that your client is willing to accept the above conditions.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Esther Chan', written in a cursive style.

Esther Chan  
Licensing Inspector  
Regulatory Services

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