

Jubilee Food & Wine  
20 Station Parade  
London  
NW2 4NH

19 December 2019

**RE: Premises Licence current and proposed conditions**

Dear Sir/Madam,

As a result of the issues at the premises during the inspection carried out on Saturday 14<sup>th</sup> December 2019, please find below a list of the current conditions as requested. Ahead of the meeting on Thursday, please also see an idea of the type of conditions we propose would go onto the premises licence and would replace the current conditions.

Please be aware this list is not exhaustive and the police have not had a chance to make any comments.

**Current Premises Licence Conditions**

- 1 CCTV shall be installed and maintained in a working condition.
  - 2 All CCTV recordings shall be kept for 14 days and shall be made available to police and licensing officers if requested.
  - 3 A personal licence holder shall be present on the premises and supervise the sale of alcohol throughout the permitted hours for the sale of alcohol.
  - 4 A copy of the premises licence summary including the hours which licensable activities are permitted shall be visible from the outside of each entrance to the premises.
  - 5 `Raid Control? crime prevention measures shall be installed and all staff given suitable training.
  - 6 No high strength beers, lagers, and ciders above 5.5% ABV shall be stocked
  - 7 All deliveries shall take place during the normal working day (i.e. 09:0 to 18:00 daily).
  - 8 The PASS approved ID scheme or similar such scheme shall be adopted.
  - 9 A sign stating `No proof of age ` No sale? shall be displayed at the point of sale.
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10 A refusal book shall be kept and maintained.

**Proposed Premises Licence Conditions**

1. CCTV shall be installed to Home Office Guidance standards and maintained in a good working condition and recordings shall be kept for 30 days and shall be made available to police and authorised Officers from Brent Council. This must comply with the Data Protection Act including signage.
2. The CCTV system shall display on any recordings, the correct date and time of the recording.
3. CCTV camera shall be installed to cover entrances/exits of the premises and further cameras installed to cover the full interior of the licensed area.
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 to the public.
5. 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.
6. The Licence holder /DPS/Manager shall inspect and test that the CCTV is operational and working correctly on a weekly basis. A signed and dated record of the CCTV examination and any findings shall be kept on the premises and made available to the police and authorised officers of the Local Authority on request.
7. A copy of the premises licence summary including the hours which licensable activities are permitted shall be visible from the outside of each entrance to the premises.
8. A sign stating 'No proof of age, No sale' shall be displayed at any point of sale.
9. The premises will operate a challenge 25 age verification policy with the only acceptable forms of photographic identification being a driving licence or passport.
10. Any staff directly involved in selling alcohol for retail to consumers and staff who provide training including managers shall undergo regular training of the Licensing Act 2003 legislation (at least every 6 months). The training shall be documented and signed off 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.
11. No deliveries shall take place between 20:00 and 07:00 hours
12. No high strength beers, lagers, and ciders above 6.0% ABV shall be stocked or sold.
13. A clear and unobstructed view into the premises shall be maintained at all times.
14. A personal licence holder shall be present on the premises and supervise the sale of alcohol throughout the permitted hours for the sale of alcohol
15. 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) all refusals
  - (b) any complaints received
  - (c) any incidents of disorder

- (d) any faults in the CCTV system or searching equipment or scanning equipment
- (e) any visit by a relevant authority or emergency service.

- 16. No single cans of beers, largers or ciders shall be sold at the premises.
- 17. The licence holder and DPS shall undertake the BIAAB level 2 Award for Personal Licence Holders Qualification Certificate.

Yours sincerely



Susana Figueiredo  
Licensing Inspector  
Regulatory Services