

LICENSING ACT 2003 HEARING TUESDAY 15TH AUGUST 2017 @ 1700HRS

APPLICATION FOR THE GRANT OF A PREMISES LICENCE

1. Premises:
Shell (Norcot Road Service Station) 856 Oxford Road Reading RG30 1EL

2. Applicant:
Shell UK Oil Products Ltd

3. <u>Premises Licence:</u>
There is currently no premises licence in force at the premises.

4. <u>Proposed licensable activities and hours:</u>
The application is for the grant of a premises licence for the following activities:
<u>Sale of Alcohol (off the premises)</u> Monday to Sunday - 24 hours a day
<u>Late Night Refreshment</u> Monday to Sunday from 2300hrs until 0500hrs
<u>Opening Hours</u> Monday to Sunday - 24 hours

5. <u>Temporary Event Notices</u>
In considering any application the Licensing Authority should be aware of the possible use of Temporary Event Notices to extend entertainment activities or hours of operation. A premises may extend the hours or scope of their operation by the use of Temporary Event Notices. Up to 15 events per year can be held under this provision at a particular premises. These events may last for up to 168 hours provided less than 500 people are accommodated and provided the total number of days used for these events does not exceed 21 per year.

6. <u>Date of receipt of application: 27th June 2017</u>
A copy of the application form is attached <u>as Appendix RF-A</u>

7. <u>Date of closure of period for representations:</u>
25 th July 2017

8. <u>Representations received:</u>
During the 28 day consultation process for the application, representations were received from:
Reading Borough Council Licensing Team (attached at appendix RF-1)

Thames Valley Police (attached at appendix RF-2)
Public Health (attached at appendix RF-3)
Reading Borough Council Environmental & Nuisance (attached at appendix RF-4)
Councillor Tom Steele (attached at appendix RF-5)
Councillor Jo Lovelock (attached at appendix RF-6)

9. Licensing Objectives and Reading Borough Council's Licensing Policy Statement

In considering representations received the Licensing Authority has a duty to carry out its functions with a view to promoting the four licensing objectives, which are as follows:

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

Any conditions that are placed on a premises licence should be appropriate and proportionate with a view to promoting the licensing objectives. The Licensing Authority can amend, alter or refuse an application should it be deemed appropriate for the promotion of the licensing objectives.

The Council's licensing policy also places an onus on applicant's who wish to open past 11pm to demonstrate how they will mitigate the issues of crime and disorder and potential public nuisance.

Amended Guidance issued under section 182 of the Licensing Act 2003 April 2017

Licensing Objectives and Aims:

1.5 (However) the legislation also supports a number of other key aims and purposes. These are vitally important and should be principal aims for everyone involved in licensing work.

They include:

protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises;

Steps to promote the licensing objectives:

The Secretary of State's Guidance (latest edition of April 2017) at paragraphs 8.38 to 8.46 specifically outline what an applicant should address in order to be able to demonstrate that the proposed use of the premises for licensable activities would not undermine the licensing objectives.

Council's Statement of Licensing Policy. This would have provided the applicant early sight of what the expectations of the Licensing Authority are and to demonstrate they have taken cognisance of the issues within the locality they propose to operate in.

Section 8.39 outlines that applicants are expected to demonstrate that they understand the layout of the local area and the proximity to residential premises or crime and disorder hotspots so as to fully and effectively gauge the risk posed by their proposed operation to the local area.

Section 8.40 states that applicants are expected to include positive proposals in how they will manage any potential risks. Where specific policies, such as Cumulative Impact exist, the applicant should demonstrate within the operating schedule an understanding on how their proposals may impact that area.

Section 8.41 states that applicants are expected to make enquiries as to the locality of their premises and develop appropriate policies. Applicants must consider factors that may undermine any of the licensing objectives (such as proximity to residential dwellings)

Section 8.42 underlines where the applicant can obtain information about the area in which they propose to operate including the Council's licensing policy and online crime data resources such as police.uk

Section 8.43 states that all parties (applicants, licensing authority and responsible authorities) should work in partnership before the any application to use local knowledge to resolve potential disputes before they arise.

Section 8.44 states that applicants are expected to provide licensing authorities with sufficient information to be able to determine the extent with which their proposed steps are sufficient to promote the licensing objectives. It goes on to say that applicants should underline why they believe their proposals are appropriate for the premises.

Section 8.45 underlines the importance of partnership working and to work out disputes accordingly.

Section 8.46 makes clear that the applicant should demonstrate within their application how their proposals will promote each of the licensing objectives.

Representations from the police

9.12 In their role as a responsible authority, the police are an essential source of advice and information on the impact and potential impact

of licensable activities, particularly on the crime and disorder objective. The police have a key role in managing the night-time economy and should have good working relationships with those operating in their local area⁵. The police should be the licensing authority's main source of advice on matters relating to the promotion of the crime and disorder licensing objective, but may also be able to make relevant representations with regard to the other licensing objectives if they have evidence to support such representations. The licensing authority should accept all reasonable and proportionate representations made by the police unless the authority has evidence that to do so would not be appropriate for the promotion of the licensing objectives. However, it remains incumbent on the police to ensure that their representations can withstand the scrutiny to which they would be subject at a hearing.

Licensing authorities acting as responsible authorities

9.13 Licensing authorities are included in the list of responsible authorities. A similar framework exists in the Gambling Act 2005. The 2003 Act does not require responsible authorities to make representations about applications for the grant of premises licences or to take any other steps in respect of different licensing processes. It is, therefore, for the licensing authority to determine when it considers it appropriate to act in its capacity as a responsible authority; the licensing authority should make this decision in accordance with its duties under section 4 of the 2003 Act.

Health Bodies acting as responsible authorities

9.21 Health bodies may hold information which other responsible authorities do not, but which would assist a licensing authority in exercising its functions. This information may be used by the health body to make representations in its own right or to support representations by other responsible authorities, such as the police. Such representations can potentially be made on the grounds of all four licensing objectives. Perhaps the most obvious example is where drunkenness leads to accidents and injuries from violence, resulting in attendances at emergency departments and the use of ambulance services. Some of these incidents will be reported to the police, but many will not. Such information will often be relevant to the public safety and crime and disorder objectives.

9.22 However, health bodies are encouraged to make representations in respect of any of the four licensing objectives without necessarily seeking views from other responsible authorities where they have appropriate evidence to do so. There is also potential for health bodies to participate in the licensing process in relation to the protection of children from harm. This objective not only concerns the physical safety of children, but also their moral and psychological well being.

9.23 Evidence relating to under 18s alcohol-related emergency department attendance, hospital admissions and underage sales of alcohol, could potentially have implications for both the protection of children from harm and the crime and disorder objectives. Health bodies can provide evidence to lead or support representations in relation to this objective. In relation to proxy purchases, data collected by health bodies could be used to inform other responsible authorities, including the police and licensing authorities, about a prevalence of proxy purchasing in a particular area. For example, the police could use this data to tackle instances of 'shoulder tapping' (where under 18s approach adults to buy alcohol on their behalf) and to suggest measures which retailers might be able to take to ensure, as far as possible, that they are not knowingly selling alcohol to an adult who is buying on behalf of a person aged under 18. Although less obvious, health bodies may also have a role to play in the prevention of public nuisance where its effect is prejudicial to health and where they hold relevant data.

2.16 Public nuisance is given a statutory meaning in many pieces of legislation. It is however not narrowly defined in the 2003 Act and retains its broad common law meaning. It may include in appropriate circumstances the reduction of the living and working amenity and environment of other persons living and working in the area of the licensed premises. Public nuisance may also arise as a result of the adverse effects of artificial light, dust, odour and insects or where its effect is prejudicial to health.

Licensing Act 2003

The Licensing Act 2003 under Section 18 (6) also states that any relevant representation should be considered in the context of:

(a) the likely effect of the grant of the premises licence on the promotion of the licensing objectives.

Therefore in the context of the grant of a licence, it is reasonable for the Licensing Authority to base its decision on an application on what the likely effect of granting a licence would have on the promotion of the licensing objectives.

The Council's Licensing Policy Statement:

11.3 Hours of Sales in Off Licences

11.3.1 Shops, stores and supermarkets will generally be permitted to sell alcohol for consumption off the premises during the normal hours they intend to open for shopping purposes. However, in the case of individual shops that are known to be a focus of disorder and disturbance, then subject to relevant representations being received,

a limit on licensing hours may be appropriate.

11.4 Licensed Premises in Residential Areas

11.4.1 In general the Authority will deal with the issue of licensing hours on the individual merits of each application. However, when issuing a licence, stricter conditions are likely to be imposed with regard to noise control in the case of premises that are situated in largely residential areas. In general, public houses located in and catering for residential areas wishing to open beyond 11pm will need to demonstrate clearly that public nuisance will not result from later operation.



Reading
Application for a premises licence
Licensing Act 2003

For help contact
licensing@reading.gov.uk
 Telephone: 0118 937 3762

* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

You must enter a valid e-mail address

* E-mail

You must enter a telephone number

Main telephone number

Include country code.

Other telephone number

Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

Applying as a business or organisation, including as a sole trader
 Applying as an individual



A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is the applicant's business registered in the UK with Companies House? Yes No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If the applicant's business is registered, use its registered name.

Continued from previous page...

VAT number

Put "none" if the applicant is not registered for VAT.

Legal status

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent Details

* First name

* Family name

You must enter a valid e-mail address

* E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- An agent that is a business or organisation, including a sole trader
- A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Agent Business

Is your business registered in the UK with Companies House? Yes No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If your business is registered, use its registered name.

Continued from previous page...

VAT number	<input type="text" value="GB"/>	<input type="text" value="589415592"/>	Put "none" if you are not registered for VAT.
Legal status	<input type="text" value="Private Limited Company"/>		
Your position in the business	<input type="text" value="LICENSING MANAGER"/>		
Home country	<input type="text" value="United Kingdom"/>	The country where the headquarters of your business is located.	
Agent Registered Address		Address registered with Companies House.	
Building number or name	<input type="text" value="LOCKETT HOUSE"/>		
Street	<input type="text" value="13 CHURCH STREET"/>		
District	<input type="text"/>		
City or town	<input type="text" value="KIDDERMINSTER"/>		
County or administrative area	<input type="text" value="WORCS"/>		
Postcode	<input type="text" value="DY10 2AH"/>		
Country	<input type="text" value="United Kingdom"/>		

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PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

Address OS map reference Description

Postal Address Of Premises

Building number or name	<input type="text" value="SHELL NORCOT"/>
Street	<input type="text" value="856 OXFORD ROAD"/>
District	<input type="text"/>
City or town	<input type="text" value="READING"/>
County or administrative area	<input type="text" value="BERKS"/>
Postcode	<input type="text" value="RG30 1EL"/>
Country	<input type="text" value="United Kingdom"/>

Further Details

Telephone number	<input type="text" value="01189 458 900"/>
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Non-domestic rateable value of premises (£)

53,500

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

Confirm The Following

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

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NON INDIVIDUAL APPLICANTS

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

Non Individual Applicant's Name

Name

SHELL UK OIL PRODUCTS LIMITED

Details

Continued from previous page...

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

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PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

- Yes No

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PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

- Yes No

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PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

- Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

- Yes No

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PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

- Yes No

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PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

- Yes No

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Continued from previous page...

PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

Yes No

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing anything similar to live music, recorded music or performances of dance?

Yes No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

THE PROVISION OF HOT DRINKS AND HEATED SNACK FOODS (E.H PASTIES, PANNINIS, SAUSAGE ROLLS).

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

NONE.

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

NONE.

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

NONE.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

NONE.

Continued from previous page...

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

Name

First name

Family name

Date of birth / /

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

Continued from previous page...

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

NONE

Continued from previous page...

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

NONE

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LICENSING OBJECTIVES

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

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

List here steps you will take to promote all four licensing objectives together.

A suitable and sufficient CCTV system with recording facilities will be in place at site and will operate at all times the premise is open for licensable activities. Images can be made available upon reasonable request by the Police or other relevant officers of a responsible authority.

Staff will be trained with regard to their responsibilities in the retail sale of alcohol and regular refresher training will also be undertaken. Training records can be made available for inspection upon reasonable request by the Police or other relevant officers of a responsible authority.

A refusals log will be operated and maintained and will be produced to a relevant officer of the Police or other relevant officers of a responsible authority upon request.

An incident log will be operated and maintained and will be produced to a relevant officer of the Police or other relevant officers of a responsible authority upon request.

A Challenge 25 policy will be operated at the premise, acceptable forms of identification are a passport, photocard driving licence and PASS accredited identification card.

Spirits (with the exception of spirit mixers and pre mixed spirit drinks) will be located behind the counter.

b) The prevention of crime and disorder

Spirits (with the exception of spirit mixers and pre mixed spirit drinks) will be located behind the counter.

Staff will be trained with regard to their responsibilities in the retail sale of alcohol and regular refresher training will also be undertaken. Training records can be made available for inspection upon reasonable request by the Police or other relevant officers of a responsible authority.

A suitable and sufficient CCTV system with recording facilities will be in place at site and will operate at all times the premise is open for licensable activities. Images can be made available upon reasonable request by the Police or other relevant officers of a responsible authority.

c) Public safety

A suitable and sufficient CCTV system with recording facilities will be in place at site and will operate at all times the premise

Continued from previous page...

is open for licensable activities. Images can be made available upon reasonable request by the Police or other relevant officers of a responsible authority.

d) The prevention of public nuisance

Staff will be trained with regard to their responsibilities in the retail sale of alcohol and regular refresher training will also be undertaken. Training records can be made available for inspection upon reasonable request by the Police or other relevant officers of a responsible authority.

An incident log will be operated and maintained and will be produced to a relevant officer of the Police or other relevant officers of a responsible authority upon request.

e) The protection of children from harm

Staff will be trained with regard to their responsibilities in the retail sale of alcohol and regular refresher training will also be undertaken. Training records can be made available for inspection upon reasonable request by the Police or other relevant officers of a responsible authority.

A refusals log will be operated and maintained and will be produced to a relevant officer of the Police or other relevant officers of a responsible authority upon request.

A Challenge 25 policy will be operated at the premise, acceptable forms of identification are a passport, photocard driving licence and PASS accredited identification card.

Spirits (with the exception of spirit mixers and pre mixed spirit drinks) will be located behind the counter.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.

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- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 21 of 21

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

The fee payable will be based on the rateable value of the property. Band A - 0 - 4300 - Fee Payable - 100 Band B - 4301 - 33,000 - Fee Payable - 190 Band C - 33,001 - 87,000 - Fee Payable - 315 Band D - 87,001 - 125,000 - Fee payable - 450 Band E - 125,001 and over - Fee payable - 635 Additional fees apply to outdoor events.

* Fee amount (£)

DECLARATION

Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

* Date / /
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/reading/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

Continued from previous page...

IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED

OFFICE USE ONLY

Applicant reference number	SHELL NORCOT
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
Is Digitally signed	<input type="checkbox"/>

< Previous 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 Next >



Key:

- Area licensed for the sale of alcohol for consumption off the premise and Late Night Refreshment.

- Fire extinguisher.

- CCTV.

- Fire Bucket.

Consent of individual to being specified as premises supervisor

I, KARUHARAN SUGREENTHAN
[full name of prospective premises supervisor]

of [REDACTED] STOW MARKET CLOSE, LOWER EARLEY, READING, RG6 3UA
[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

PREMISES LICENCE APPLICATION
[type of application]

By SHELL UK OIL PRODUCTS LIMITED
[name of applicant]

relating to a premises licence: [number of existing licence, if any]

Shell Norcot, 856 Oxford Road Reading, RG30 1EL
[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by: SHELL UK OIL PRODUCTS LIMITED
[name of applicant]

concerning the supply of alcohol at:

Shell Norcot, 856 Oxford Road Reading, RG30 1EL
[name and address of premises to which application relates]

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number: OSKS-34VE-TP9F-WELK
[insert personal licence number, if any]

Personal licence issuing authority: KETTERING BOROUGH COUNCIL
MUNICIPAL OFFICES, BAWLING GREEN ROAD, KETTERING,
NN15 7AX (01536 410333)
[Insert name and address and telephone number of personal licence issuing authority, if any]

Signed K Sugreenthan

Name (please print) SUGREENTHAN

Dated 21/06/17

Date of Birth [REDACTED]

Place of Birth JAFFNA

Nationality BRITISH

**General description supplementary to the premises licence application
for:**

SHELL UK OIL PRODUCTS LIMITED

**SHELL NORCOT
856 OXFORD ROAD
READING
BERKS
RG30 1EL**

Convenience Store Overview.

This is a well-established convenience store which is due to undergo refurbishment later this year. The site trades under Shell UK Oil Products Limited and is operated by Vanee Petroleum Company Ltd. There are no facilities on site for the maintenance and/or sale of motor vehicles.

The Convenience Store.

The convenience store will have retail area of approximately 395 sq ft. The purpose built store has been designed to serve both the local community along with passing trade. The convenience store operates 24 hours per day, seven days per week under the company's own format. The store stocks a range of fresh foods and dairy produce, groceries and other domestic products and will also offer 'express' lunch facilities. In addition dry fuel products such as BBQ charcoal/kindling/logs will be available. Off sales are a standard and expected feature of the convenience store service.

Security.

The internal and external digital CCTV system will benefit from a recorder with no less than 28 days image retention. Recordings can be made available to Police and other enforcement agencies as needed.

The Operation.

The convenience store will be operated by the Manager assisted by a team of full and part time staff. The Designated Premises Supervisor, is trained and certified through an accredited scheme and is responsible for training all staff-utilising the Lockett & Co Due Diligence package-and keeping complete training records. The Challenge 25 trading initiative will be used supported by the refusals system with records kept in the Refusals Log.

The following two pages provide an overview of the content of the Lockett & Co Due Diligence package.

LOCKETT & CO DUE DILIGENCE PACKAGE OVERVIEW

Lockett & Co will provide each licensed site with a complete due diligence package to consisting of the following material:

1. A Premises Licence Manual:

The manual consists of all the relevant information and guidance the licence holder would require relating to the premises licence and the requirements under the Licensing Act 2003. There is a location within the manual to store Part A of the premises licence and instruction provided regarding the requirement of the Section 57 notice and Part B Summary being displayed.

2. Staff Training Manual:

This manual is designed to enable the licence holder to undertake regular in house staff training relating to alcohol and age restricted products to ensure that all staff members including any new members of staff understand their legal duties and what the requirements are under the Licensing Act 2003 for alcohol and age restricted products and the penalties that may be applicable if the law is not adhered to.

3. Premises Refusals Log:

The log is to enable all staff to record all details of any refused sales to customers (for example if they are underage, do not have any ID, etc). The log allows all refusals to be kept in one place and provides the detailed information that is required under the Licensing Act 2003, which can then be produced at any time upon request to the Police, Trading Standards or other relevant officer to ensure that staff has been compliant with the requirements. This log is also signed off by the relevant DPS or site manager on a regular basis to ensure compliance.

4. Premises Incident Log:

The log is to enable staff to record any incidents that occur at the premises (for example theft, non-payment for goods, drive offs, acts of aggression or violence, etc).

5. Refusals Cards Alcohol:

The cards are for the staff members serving customers to give out to the customer when they are refused service when trying to purchase alcohol, telling them why they were refused. The use of the card can assist in reducing potential confrontation.

6. Refusals Cards Age Restricted:

The cards are for the staff members serving customers to give out to a customer when they are refused service for age restricted products, telling them why they were refused. The use if the card can assist in reducing potential confrontation.

7. U 25 Drink Awareness Badges:

The badges are for staff members to wear on their uniform, to identify to customers that they will be requesting ID from anyone who appears to be under the age of 25 when purchasing alcohol and age restricted products.

8. U 25 Drink Awareness Posters and Window Decal:

The posters and window decal are provided for the premises licence holder to display in and around the premise. There are three posters as follows: 1. Advises that anyone who appears to be under the age of 25 will be asked for ID when purchasing alcohol, 2. Advises it is an offence to purchase or attempt to purchase alcohol on behalf of anyone who is under the age of 18. 3. Advises that it is a criminal offence to buy alcohol on behalf of a child. The window decal advises that anyone who appears to be under the age of 25 will be asked to produce ID when buying any age restricted product.

9. Tobacco Posters

The posters are for the premises licence holder to display on or near to the cigarette gantry that it is illegal to sell tobacco products to anyone under the age of 18. The poster meets the legislative requirements that the retailer must display in respect of tobacco sales.

10. Staff Guide to Selling Alcohol and Age Restricted Products Booklet:

The small booklet is provided to each member of staff at the premises and is distributed to them as part of their in house training, it is designed as an easy guide for staff members to refer to regarding their responsibilities with regard to the sale of alcohol and age restricted products.

Please note: Any legislative changes will be advised to the premises licence holder the changes will also be updated within the material provided to each site as and when it is required.

Name of Officer	Peter Narancic						
Type of Application	Grant of a Premises Licence - Licensing Act 2003						
Name of Premises	Shell Norcot						
Address	856 Oxford Road						
	Reading						
	RG30 1EL						
Proposed Licensable Activities	Sale by Retail of Alcohol						
	Provision of Late Night Refreshment						
Finish Times	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	x	x	x	x	x	x	x
<u>Content of Application</u>							
The application seeks to:							
1.	Supply of Alcohol (off premises)		Monday - Sunday	24.00 hours			
2.	Late Night Refreshment		Monday - Sunday	23.00-0500 hours			
3.	Hours premises open to public		Monday - Sunday	24.00 hours			
<u>Officer comments</u>							
<p>In order to promote the four licensing objectives, I object to this application due to the potential undermining of the licensing objectives - notably the prevention of crime and disorder, public safety and the prevention of public nuisance. I believe that the operating schedule contained within the application does not include suitable measures to promote the licensing objectives. I refer to Section 18 (6) of the Licensing Act in regard to the likely effect the granting of a licence would have on the promotion of the licensing objectives and sections 8.38 to 8.46 of the Secretary of State's Guidance which deals with the information that applicants should provide to the licensing authority in order to actively promote the licensing objectives. I believe the information included in the application does not assist in both of these regards and require the additional or more robust conditions to be attached to any premises licence that may be granted. Together with information that the premises has high levels of crime at the premises involving non payment of fuel, which I would suggest, seriously undermines the licensing objective of prevention of crime and disorder.</p> <p>Although these premises are not located within the Council's Cumulative area, I am very concerned if this licence is granted in full (to allow the sale of alcohol 24 hours a day) to the potential impact on the promotion of the licensing objectives, this may include the potential impact on crime and disorder and/or public nuisance on a road that a large concentration of licensed premises may have.</p> <p>Concerns do exist about the large number of licensed premises in parts of Reading, particularly in Oxford Road, together with the impact that these premises have upon the licensing objectives. The Council recognises the concerns of residents in areas with high proportions of</p>							

licensed premises and will use best endeavours and all available legislation so as to ensure these premises and the activities associated with them are properly controlled and do not result in unreasonable disturbance for residents.

Additionally, in line with other nearby licensed premises retailing alcohol (which are also located in residential areas), together with the issue of numerous street drinkers who congregate by an off licence opposite the service station, of which I understand Shell staff are aware of, from 10.00 hours until 23.00 hours (when they usually disperse), the sale of alcohol should cease at 23.00 hours and late night refreshment at midnight. This will ensure the street drinkers do not stay around for a longer period of time or other customers migrate to these premises to purchase alcohol when other off licences have closed. Please refer to attached photographs dated 18.07.2017 marked Appendices I, II and III respectively.

Secretary of State's Guidance

8.38 In completing an operating schedule, applicants are expected to have regard to the statement of licensing policy for their area. They must also be aware of the expectations of the licensing authority and the responsible authorities as to the steps that are appropriate for the promotion of the licensing objectives, **and to demonstrate knowledge of their local area when describing the steps they propose to take to promote the licensing objectives.** Licensing authorities and responsible authorities are expected to publish information about what is meant by the promotion of the licensing objectives and to ensure that applicants can readily access advice about these matters. **However, applicants are also expected to undertake their own enquiries about the area in which the premises are situated to inform the content of the application.**

Reading Borough Council Licensing Policy statement states:

Licensed Premises in Residential Areas

In general the Authority will deal with the issue of licensing hours on the individual merits of each application. However, when issuing a licence, stricter conditions are likely to be imposed with regard to noise control in the case of premises that are situated in largely residential areas. In general, public houses located in and catering for residential areas wishing to open beyond 11pm will need to demonstrate clearly that public nuisance will not result from later operation.

Hours of Sales in Off Licences

Shops, stores and supermarkets will generally be permitted to sell alcohol for consumption off the premises during the normal hours they intend to open for shopping purposes. However, in the case of individual shops that are known to be a focus of disorder and disturbance, then subject to relevant representations being received, a limit on licensing hours may be appropriate.

Licence Conditions

General Approach to Licence Conditions

The purpose of the licensing Act is the regulation of licensable activities on licensed premises. All conditions attached to Premises Licences and Club Premises Certificates, will be focused on matters, which are within the control of individual licensees and others in possession of relevant authorisations. Accordingly, matters will centre on the premises being used for licensable activities and the vicinity of these premises.

Licensing law is not the primary mechanism for the general control of nuisance and anti-social behaviour once persons are away from licensed premises, and therefore, beyond the direct control of the individual, club or business holding the licence, certificate or authorisation. However, licensing law will always be part of a holistic approach to the management of the evening and local economy.

Licensing conditions will relate to licensed premises and the impact of those licensable activities on the premises in the vicinity thereof. In this latter regard the Council will primarily focus on the direct impact of any activities taking place on those living, working or otherwise engaged in the area concerned business, which is a relevant representation, or conditions are consistent with the operating schedule submitted by the applicant.

The Authority will, only impose conditions on premises if it is considered necessary and proportionate to do so in order to promote the licensing objectives. The Authority does not propose to implement standard conditions on licences across the board but instead, will draw upon a pool of conditions based upon those issued by the Home office and will attach such other conditions as it considers appropriate, given the circumstances of each individual case.

The model conditions will cover issues surrounding;

- crime and disorder
- public safety
- public nuisance
- protection of children from harm

Conditions to be imposed on licences will be tailored to the individual premises and events concerned. None of the matters discussed within this policy which may result in the imposition of conditions will be applicable or suitable for all premises. The Authority will have regard to the size and type of premises when considering imposing conditions upon licences as the result of receiving relevant representations.

Applicants are asked to consider the model conditions and incorporate such of the conditions into their operating schedules as they consider appropriate and necessary in order to promote the licensing objectives. The Authority will impose the model conditions on application when those conditions are consistent with the operating schedule.

Crime Prevention

Conditions attached to premises licences and club premises certificates will, so far as possible, reflect local crime prevention strategies.

Where relevant representations are received the Authority may impose conditions, for example, requiring the use of CCTV both inside and outside of licensed premises for the purpose of minimising crime disorder and disturbance. Again, applicants for licences should note that the Authority might only attach conditions to licences if such conditions are consistent with the operating schedule submitted as part of the application process, or if relevant representations are received.

Closed Circuit Television

1. The Premises Licence holder shall ensure the premises' digitally recorded CCTV system cameras shall continually record whilst the premises are undertaking licensable activities and recordings shall be kept for a minimum of 31 days with time and date stamping. The entire licensable area shall be covered by the CCTV. Data recordings shall be made available to an authorised officer of Reading Borough Council or a Thames Valley Police officer, together with facilities for viewing upon request subject to the provisions of the Data Protection Act. Recorded images shall be of such a quality as to be able to identify the recorded person.

2. Signage advising customers that CCTV is in use shall be positioned in prominent positions.

Dispersal Policy

3. The Premises Licence Holder shall implement a policy to actively disperse customers away from the premises when required once purchases have been made. The policy must be in written format and made available for inspection to authorised officers of Reading Borough Council and Thames Valley Police. All members of staff shall be trained in this policy.

Age Verification Policy

4. The premises shall at all times operate a Challenge 25 age verification policy to prevent any customers who attempt to purchase alcohol and who appear to the staff member to be under the age of 25 years from making such a purchase without having first provided identification. Only a valid driver's licence showing a photograph of the person, a valid passport, Military ID or proof of age card showing the 'Pass' hologram (or any other nationally accredited scheme as set down within the mandatory conditions) are to be accepted as identification. The age verification policy shall be in a written form and displayed in a prominent position.

5. Posters advertising the premises Challenge 25 age verification policy shall be displayed in prominent positions on the premises.

Staff Training

6. All cashiers shall be trained to record refusals of sales of alcohol in a refusals book or electronic register. The book/ register shall contain:

Details of the time and date the refusal was made;

The identity of the staff member refusing the sale;

Details of the alcohol the person attempted to purchase. This book /register will be available for inspection to an authorised officer of Reading Borough Council or Thames Valley Police. A weekly review of the refusal book/register shall also be carried out and signed off by the Designated Premises Supervisor or their nominated representative.

7. Staff employed to sell alcohol shall undergo training upon induction in utilising the Challenge 25 proof of age checking policy. This shall include, but not be limited to, dealing with refusal of sales, proxy purchasing and identifying attempts by intoxicated persons to purchase alcohol. Such training sessions are to be completed before the employee is permitted to sell alcohol, documented and refreshed every six months. Records of training shall be kept for a minimum of two years and be made available to an authorised officer of Thames Valley Police and Reading Borough Council.

Staffing Levels

8. The Premises Licence Holder shall at all times maintain adequate levels of staff. Such staff levels shall be disclosed, upon request, to an authorised officer of Thames Valley Police and Reading Borough Council.

Incident Register

9. An incident register shall be used, maintained and kept on the premises to record any

incident of crime and disorder or instances when the police have had to attend the premises. The register shall be made available for inspection to authorised officers of Reading Borough Council and Thames Valley Police upon request.

Other Initiatives

10. No cans of super strength beer and cider above 6.5% ABV shall be sold on the premises at any time except for products identified as premium craft beers.

11. No single cans or bottles of beer and cider shall be sold at any time.

12. The licence holder shall actively participate in initiatives set up by Thames Valley Police; Reading Borough Council or Reading Pubwatch including initiatives to tackle drunken behaviour and street drinking.

If the applicant agrees to the above measures being placed as conditions on the premises licence and the reduced operating hours I would be willing to withdraw my representation.

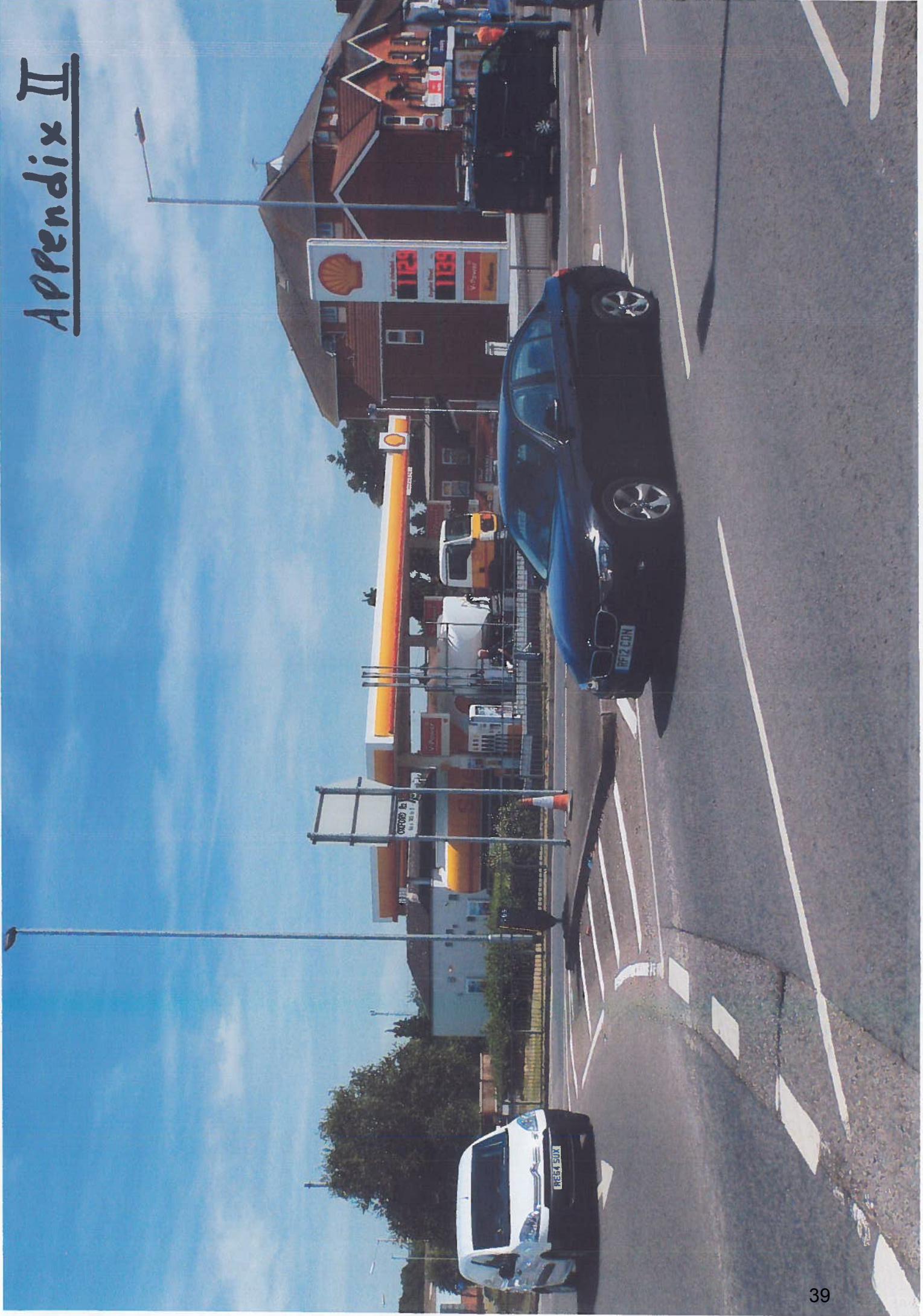
Date Received	27/06/2017	Date Due	25/07/2017
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Date	19	07	2017

Appendix I



Appendix II



Appendix III





Mr Mike King
Licensing Officer
Reading & West Berkshire LPAs
The Police Station
Castle Street
Reading
RG1 7TH

E-mail: mike.king@thamesvalley.pnn.police.uk

12 July 2017

Mr R Smalley
Licensing Team
Reading Borough council
Bridge Street
Reading
RG1 2LU

Dear Mr Smalley

Licensing Act 2003
Shell Norcot, Oxford Road, Reading

Please find attached the Police response to the application submitted for a Premises Licence for the above mentioned premises.

If you require any further information or assistance then please do not hesitate to contact me where every assistance will be given.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mike King'.

Mike King
I Licensing Officer I Thames Valley Police I Reading and West Berkshire LPAs I
I Reading Police Station, Castle Street, Reading, RG1 7TH I internal 3516353 I External 01189
536353 I Mobile 07800 703310

Neighborhood Policing and Partnerships

(NP&P)

On 28th June 2017 Thames Valley Police (TVP) received an application for a Premises Licence for the Shell Norcot Service Station, Oxford Road, Reading. The application is seeking to retail alcohol twenty four hours a day, seven days a week.

There are forty off licenses along the Oxford Road whose licenses generally cease between 23.00 and Midnight and yet there is still a significant amount of crime and disorder coupled with anti-social behaviour. From 1st January 2015 to 12 July 2017 there has been a total of five hundred and sixty three incidents that have warranted being crimed on Niche alone.

In addition, the premises has a high count of bilking incidents which are being looked at as a supplementary document in support of this representation coupled with evidence of the high level of crime and disorder and anti-social behaviour associated with the Oxford road cannot be ignored in considering the application.

The physical documentation in support this will be submitted in due course. Therefore, TVP wish to object to the application.

This representation is submitted in support of the four Licensing Objectives.

**Mr Mike King
Licensing Officer
Reading & West Berkshire LPAs
The Police Station
Castle Street
Reading
RG1 7TH**

E-mail: mike.king@thamesvalley.pnn.police.uk

25 July 2017

Mr R Smalley
Licensing Team
Reading Borough council
Bridge Street
Reading
RG1 2LU

Dear Mr Smalley

**Licensing Act 2003
Shell Norcot, Oxford Road, Reading**

Please find attached the supporting documentation in relation to the objection to the application for a twenty four hour alcohol licence submitted relative to the above mentioned premises.

It must be noted that there is a revised figure in relation to the number of crime & disorder coupled with anti-social behaviour in the period mentioned. This was due to the report used not having a complete package of Police identification codes needed for this type of report. The number of incidents recorded is now 1,426.

If you require any further information or assistance then please do not hesitate to contact me where every assistance will be given.

Yours sincerely



Mike King
I Licensing Officer I Thames Valley Police I Reading and West Berkshire LPAs I
I Reading Police Station, Castle Street, Reading, RG1 7TH I internal 3516353 I External 01189
536353 I Mobile 07800 703310

Shell Norcot

Annex A

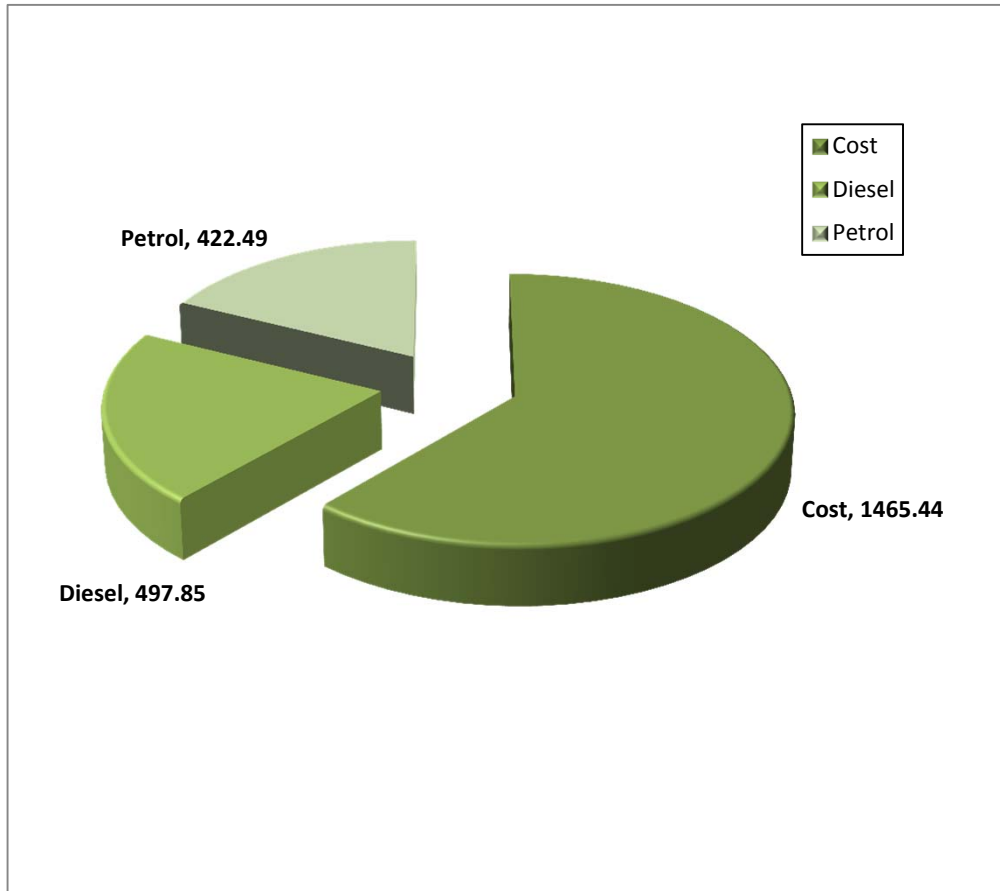
Number	Date	Time	Amount Petrol Ltrs	Amount Diesel Ltrs	Cost	URN	Occurrence	Crime
1	21/01/2015	07.41		19.00	21.34	139	43150018333	Bilking
1	21/01/2015	12.10		Yes	42.73	474	43150018664	Bilking
1	03/02/2015	17.19	11.00		35.78	1236	43150032401	Bilking
1	04/02/2015	18.55		Yes	34.99	1213	13150033646	Bilking
1	06/02/2015	11.21	Yes		30.00	514	43150035295	Bilking
1	07/02/2015	17.28	Yes		20.00	1174	43150036577	Bilking
1	09/02/2015	16.58	Yes		20.00	1091	43150038365	Bilking
1	13/02/2015	17.51	17.31		18.50	1200	43150042932	Bilking
1	22/02/2015	19.22	11.88		12.50	1138	43150051569	Bilking
1	25/02/2015	20.14	36.73		40.00	1444	43150054900	Bilking
1	02/03/2015	13.10	10.52		11.46	645	43150059461	Bilking
1	02/03/2015	07.16		40.36	50.01	612	43150059441	Bilking
1	21/03/2015	17.22			5.00	1122	43150080290	Bilking
1	26/03/2015	10.25	18.03		20.00	391	43150084808	Bilking
1	15/05/2015	17.53		48.81	62.92	1277	43150134447	Bilking
1	21/05/2015	10.13		24.88	30.08	398	43150140124	Bilking
1	16/07/2015	01.31	44.55			718	43150199447	Bilking
1	26/07/2015	20.07		4.36	5.01	1334	43150210407	Bilking
1	28/07/2015	16.51				1003	43150212474	Bilking
1	03/09/2015	01.17	22.75		25.00	452	43150250097	Bilking
1	09/11/2015	10.11	59.18		65.12	350	43150315995	Bilking
1	16/11/2015	11.31	52.22		60.00	531	43150323377	Bilking
1	16/01/2016	11.31	39.38		40.13	485	43160014516	Bilking
1	29/02/2016	16.28		Yes	74.01	967	43160059623	Bilking
1	15/04/2016	18.00		36.83	39.00	1239	43160103786	Bilking
1	24/04/2016	15.22			55.04	797	43160112194	Bilking
1	13/05/2016	00.00		Yes	40.52	502	43160130505	Bilking
1	27/06/2016	09.50			82.49	302	43160175316	Bilking
1	27/06/2016	11.11		33.00	40.00	436	43160175421	Bilking
1	31/07/2016	20.38		41.13	45.61	1427	43160210883	Bilking
1	31/07/2016	23.34				1683	43160210978	Bilking
1	03/09/2016	19.53			52.20	1318	43160244495	Bilking
1	06/09/2016	22.87	22.87			1571	43160247445	Bilking
1	07/09/2016	07.16	Yes		53.00	197	43160247688	Bilking
1	09/09/2016	10.28	39.00		43.16	431	43160250388	Bilking
1	26/09/2016	09.48			46.10	304	43160267783	Bilking
1	03/10/2016	07.16		44.29	50.00	1229	43160275651	Bilking
1	03/10/2016	22.55		67.00	82.00	1807	43160275892	Bilking
1	10/10/2016	09.31	22.86		25.58	323	43160282128	Bilking
1	11/10/2016	22.41	0.86		10.00	1819	43160284205	Bilking
1	03/12/2016	07.14	36.78		41.16	332	43160339203	Bilking
1	31/05/2017	00.15	34.51		40.00	12	Not Crimed	Bilking
1	05/06/2017	14.47				930	43170162813	Bilking
1	05/06/2017	14.51	17.42		20.02	938	43170162828	Bilking
1	19/06/2017	10.40		62.83	10.14	506	43170178419	Bilking
1	19/06/2017	10.40			77.85		43170185911	Bilking

46

497.85

422.49

1465.44



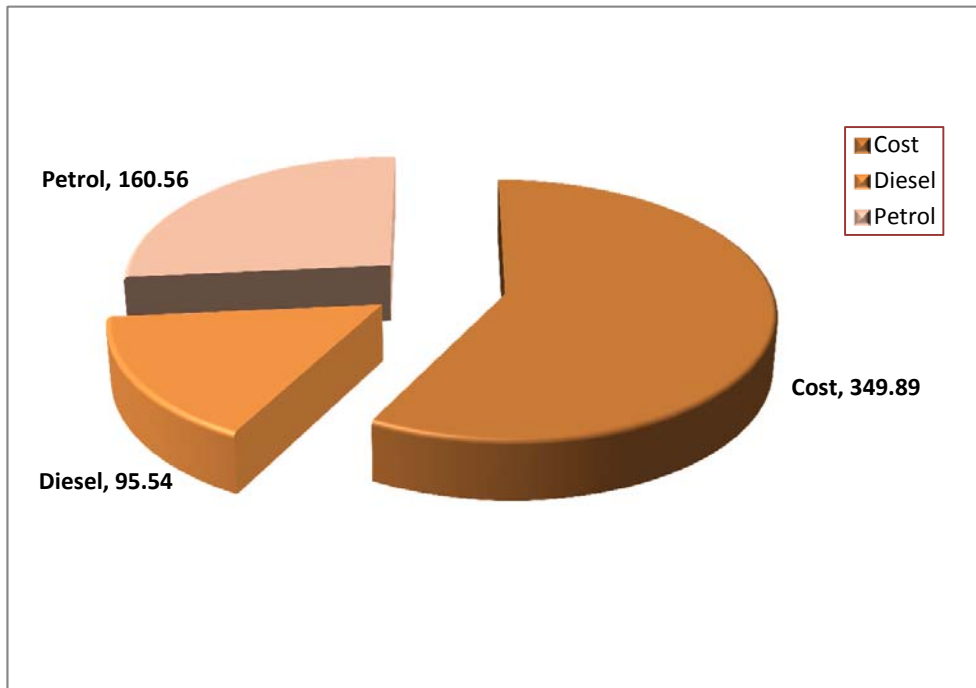
Service Station A

Annex B

Number	Date	Time	Amount Petrol Ltrs	Amount Diesel Ltrs	Cost	URN	Occurrence	Crime
1	09/01/2015	10.30					43150006885	Bilking
1	17/06/2015	00.47					43150166976	Bilking
1	25/06/2015	03.09	48.70		54.75		43150175584	Bilking
1	05/12/2015	19.30	10.01			1648	43150344126	Bilking
1	08/12/2015	16.44				1027		Bilking
1	30/01/2016	00.0				220	43160028839	Bilking
1	22/04/2016	20.45	46.83		50.06		4316019214	Bilking
1	27/04/2016	14.05			6.15	1488	43160115765	Bilking
1	15/06/2016	17.30		41.31	50.77	1175	43160163816	Bilking
1	16/06/2016	14.11			13.02	790	43160164674	Bilking
1	28/09/2016	08.48	13.53		15.00	1589	43160271000	Bilking
1	12/10/2016	13.35			31.65	737	43160284853	Bilking
1	17/11/2016	21.56	7.85		10.04	1598	43160323159	Bilking
1	09/01/2017	14.20	33.64		40.00	1537	43170017488	Bilking
1	22/01/2017	17.26		54.23	73.16	825	43170022011	Bilking
1	07/06/2017	11.57			5.29	680	43170165073	Bilking
1	24/06/2017	14.21				901	43170184985	Bilking
16			160.56	95.54	349.89			

Service Station A

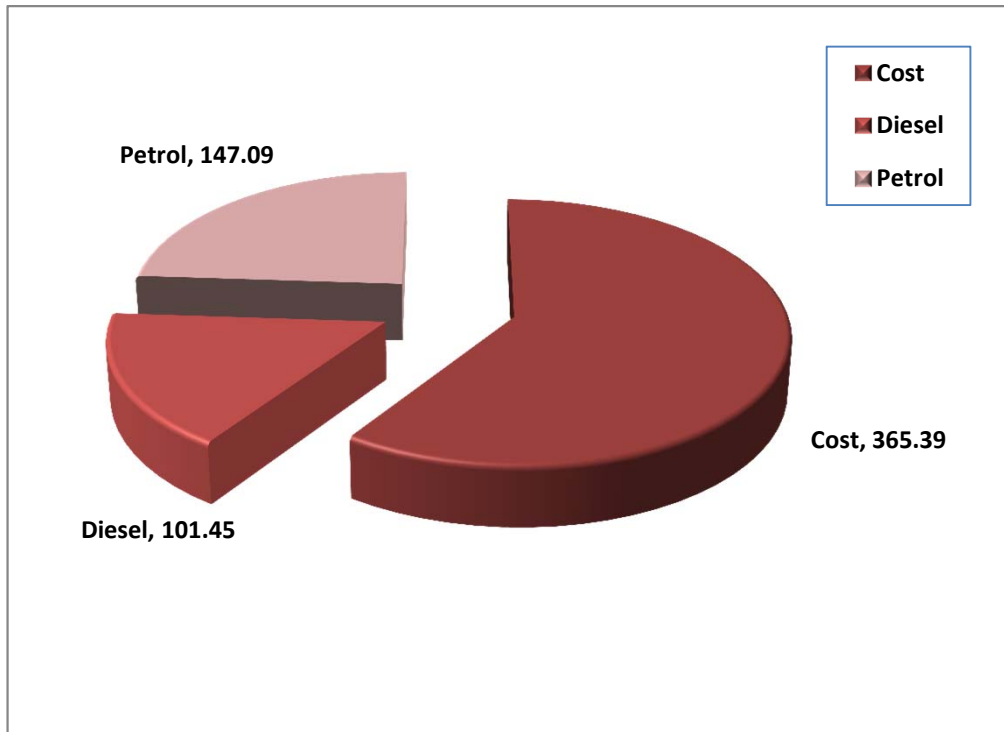
Annex B



Service Station B

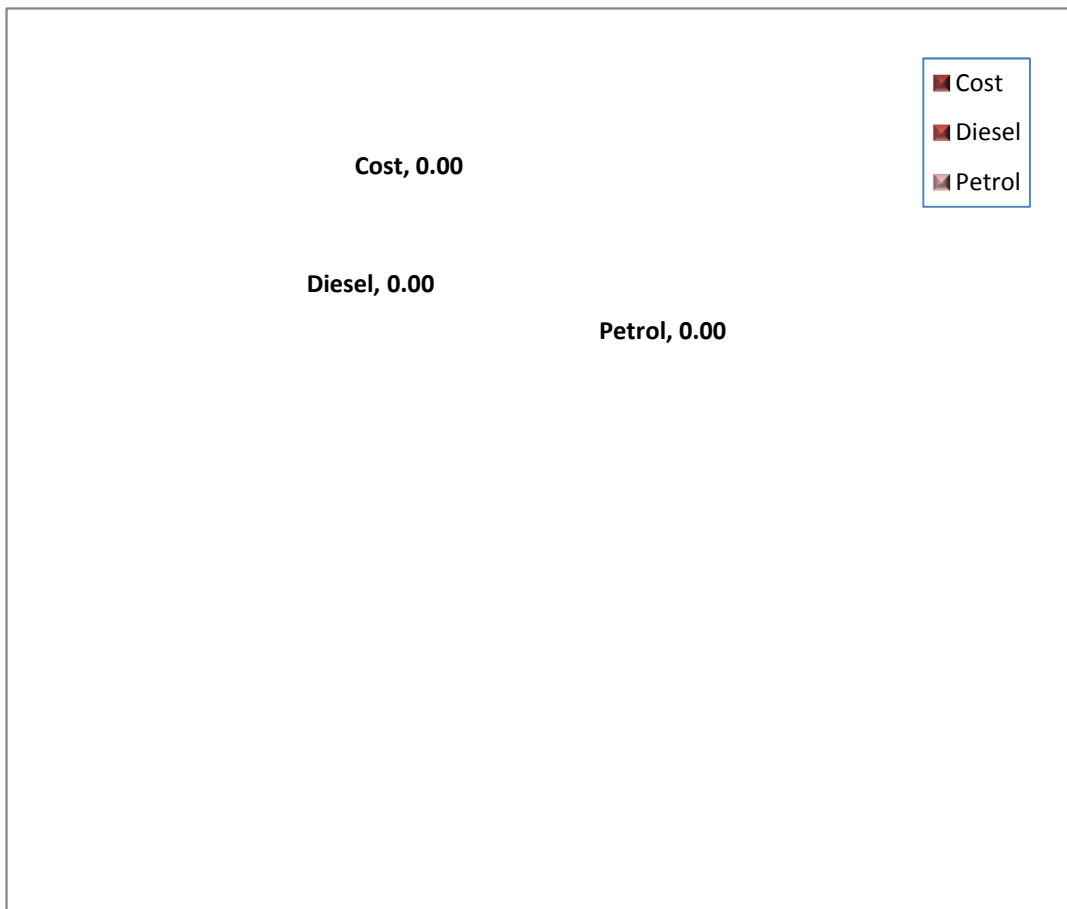
Annex C

Number	Date	Time	Amount Petrol Litres	Amount Diesel Litres	Cost	URN	Occurrence	Crime
1	08/01/2015	17.14	18.40		20.00	643	43150006301	Bilking
1	10/02/2015	11.30				456	43150039054	Bilking
1	25/09/2015	21.10			50.00	1610	43150272249	Bilking
1	04/07/2016	11.50	36.46		40.00	38	43160182404	Bilking
1	04/08/2016	09.00		18.57	20.00	350	43160214540	Bilking
1	19/08/2016	15.02		82.88		1631	43160230212	Bilking
1	22/09/2016	10.21	40.55		45.29	449	43160263783	Bilking
1	03/10/2016	10.28				423	43160275111	Bilking
1	24/11/2016	09.29			30.00	315	43160329919	Bilking
1	29/11/2016	22.35	30.31		35.00	1599	43160335650	Bilking
1	03/12/2016	19.27			20.01	1396	43160339772	Bilking
1	05/01/2017	20.37	8.50		10.00	1426	43170004252	Bilking
1	19/03/2017	00.40				809	43170081453	Bilking
1	08/04/2017	03.06	12.87		15.02	1870	43170102136	Bilking
1	12/04/2017	05.58			60.00	153	43170105818	Bilking
1	01/07/2017	00.00			20.07		43170192539	Bilking
1	03/07/2017	18.30					43170194119	Bilking
17			147.09	101.45	365.39			



Service Station B

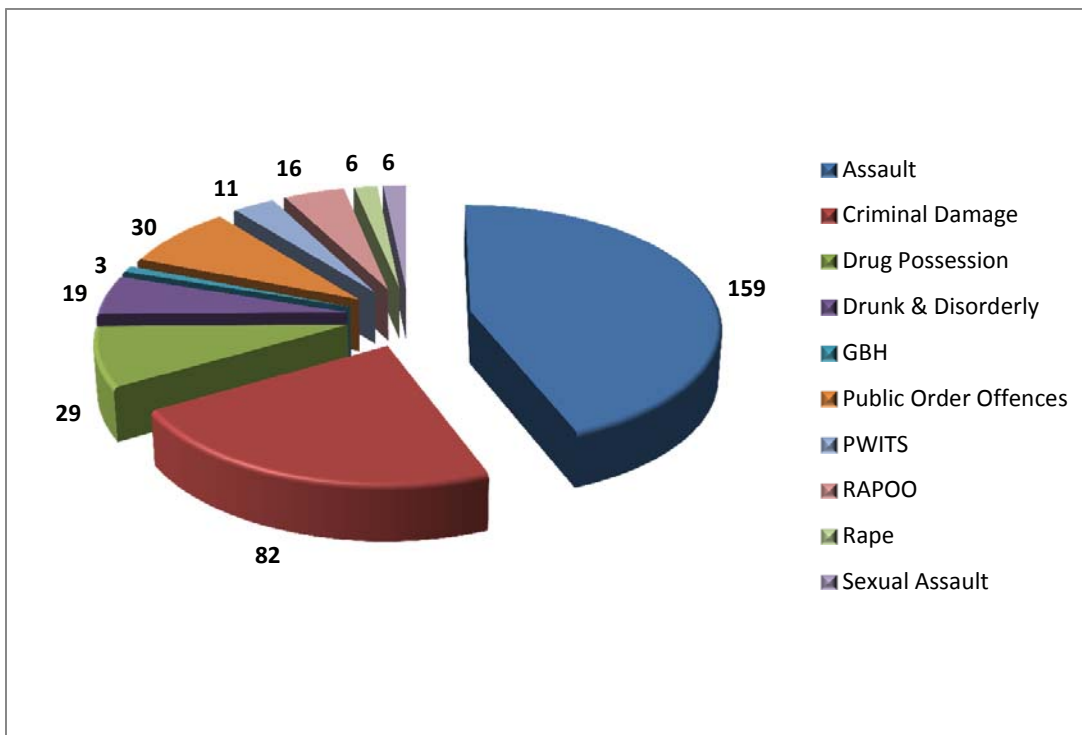
Annex C



Oxford Road Crime

Annex D

Assault	159	Total Incidents	1426
Criminal Damage	82	Selected Crime	361
Drug Possession	29		
Drunk & Disorderly	19	Percentage	25%
GBH	3		
Public Order Offences	30		
PWITS	11		
RAPOO	16		
Rape	6		
Sexual Assault	6		
Total	361		



Application for the Premises Licence of Shell UK Oil Products Limited “Shell Norcot”, 856 Oxford Road, Reading, RG30 1EL.

24th July 2017

This relates to an application by Shell UK Oil Products Limited for a Premises Licence under the Licensing Act 2003 to retail alcohol from the above named premises. Reading Borough Council’s Public Health Team as a responsible authority under the Licensing Act 2003 make representations against the 24 hour application based on the following concerns:

- The Oxford Road area suffers from what is colloquially known as “Street Drinking”. The Oxford Road Neighbourhood Action Group’s priorities have included anti-social behaviour caused by alcohol related issues for at least the past five years.
- There is a group of hardened street drinkers known to the Oxford Road area. Evidence suggests that currently, their routine is to use existing off licence premises during the day but they do disperse from the area at around 11 pm, when other premises close. The addition of a 24 hour licence, it is believed, would risk that this dispersing would either take place much later, or possibly not at all, which would lead to a detrimental impact on the area.
- There are numerous existing licenced premises in the Oxford Road area, including a 24 hour Tesco store (which benefits from security).
- It is understood that the applicant premises is not managing current issues with crime, such as shoplifting and “drive offs” and nothing in the application suggests that this would change.
- It is assumed that the site will be single manned during the night shift and there is concern how a single person would manage issues around potential anti-social behaviour and incidents, even if service was provided through a night hatch.
- Hospital admission episodes for alcohol specific conditions in Reading are higher than the regional average (673 per 100,000 vs 449 per 100,000) (2015/16) and increasing.
- Hospital admissions episodes for mental and behavioural disorders due to use of alcohol are higher in Reading than the regional average (671 per 100,000 vs 408 per 100,000) and increasing.
- Hospital admission episodes for alcoholic liver disease condition are higher in Reading than the regional average (130 per 100,000 vs 81 per 100,000). The figures for males are the worst in the region.
- The location of the premises sits in the top 20% of most deprived areas in the UK and the statistics bear out that the greater the deprivation, the greater the impact of alcohol consumption there is on social inequality.

Therefore, it is evident in the view of Public Health that a further premises retailing alcohol is not required in this area and particularly not premises with a 24 hour licence. Public Health recommends that the licence application is refused, but should the licence be granted, that the premises licencing hours are limited to 2300 hours and suitable conditions taken from Reading Borough Council’s pool of licensing conditions are applied to the licence to promote the four licensing objectives.

INTERNAL MEMORANDUM

To: Licensing

From: Leanne Dowsett

Dept: Licensing

Dept: Environmental Protection & Nuisance

Cc: applicant

Date: 18 July 2017

Subject: Application for Premises Licence: ref - 596640
Premises: Shell Norcot Service Station 856 Oxford Road, RG30 1EL

I am concerned that due to the residential location of the premises, the measures outlined in section P(d) of the application are very generic and do not specifically relate to measures that would be sufficient to prevent a public nuisance from occurring. I would like the following conditions upon the license to address the issues outlined above:

Times for Putting Refuse and Bottles etc

The placing of refuse - such as bottles - into receptacles outside the premises shall only take place between the hours of 8.00am and 7.00pm.

Exit Notices to Customers

Clearly legible and suitable notices shall be displayed at all exits requesting customers to respect the needs of local residents and to leave the premises and area quietly. After 2300hrs, staff shall be available to ensure that customers disperse quietly.

Waste Receptacles (takeaways etc)

An adequate number of waste receptacles shall be provided in positions agreed with the licensing authority and it shall be the responsibility of the licensee to empty and dispose of the collected refuse at a frequency to be agreed with the licensing authority.

If the applicant agreed to the above measures being placed as conditions on the premises licence then I will be willing to withdraw my representation.

Kind regards

Leanne Dowsett
Environmental Health Officer

French, Richard

From: Narancic, Peter
Sent: 25 July 2017 16:34
To: Smalley, Robert; French, Richard
Subject: FW: Shell Garage, 856 Oxford Road., Reading [OFFICIAL]

Dear Licensing

I object to the application for a premises licence for the Shell Garage at 856 Oxford Road for the sale of alcohol .

My reasons are that a shop opposite the garage (on the Oxford Road)sells alcohol and is open late. Another shop further into town and on the same side of the Oxford sells alcohol and is open late. So my objections centre on the prevention of crime in the area but also there has been public nuisance and drugs in the area opposite the Garage on the other side of the Road.

Councillor Tom Steele

French, Richard

To: Lovelock, Jo (Councillor)
Subject: RE: Shell Norcot Garage, 856 Oxford Road., Reading [OFFICIAL-SENSITIVE]

From: Lovelock, Jo (Councillor)
Sent: 25 July 2017 22:46
To: Narancic, Peter
Cc: Dennis, Glenn (Councillor); Daya Pal Singh; Hoskin, Graeme (Councillor); Absolom, Debs (Councillor)
Subject: RE: Shell Norcot Garage, 856 Oxford Road., Reading [OFFICIAL]

Thanks,

Can I make representation that I do not think 24 hour alcohol sales in this area, given its proximity to residential areas is appropriate.

Jo Lovelock