



Licensed Premises Summary Report

WILLIS & SHORT NEWSAGENTS

341 Oxford Road, Reading, RG30 1AY

Events dated between 22 August 2017 and 19 October 2020

PLEASE NOTE: The information below is OFFICIAL - SENSITIVE and should not be shared outside of Thames Valley Police without the express consent of the Licensing Team. The records in this summary are derived from a variety of sources. In some cases, multiple records may relate to the same incident and should not necessarily be counted individually. The report relates only to events which have been entered on Amandus at the time of the report being run and may not be a comprehensive list. All data entry is at the discretion of the Licensing Team.

Engagement: Visit by Council

Date/Time: Tuesday 07 November 2017

Licensing inspection

A number of issues raised detailed in RBC letter sent on 08/11/17 included in database.

Operation: Test Purchase

Date/Time: Saturday 27 April 2019

Fail

Fixed penalty notice issued - Sold 4 x cans of Red stripe abv 4.7%

Occurrence 43190126890

Engagement: Visit by Police

Date/Time: Wednesday 09 September 2020

Inspection - No training records, no section 57 notices and staff were unaware of the 4 licensing objectives. Staff could not work the CCTV system and no Ch 25 posters were displayed.

General poor inspection - decision to manage via a performance process and recommend implementation of revised operating schedule.

Engagement: Letter sent by Police (Tier 2)

Date/Time: Thursday 17 September 2020

Follow up letter from inspection on 8/9/20. Requesting conditions via minor variation. Email and hard copy sent to PLH and copy of example training.

Awaiting response

Our Ref:EVU 053197

e-mail: richard.french@reading.gov.uk

8 November 2017

Mr Vipul Patel
Willis & Short Newsagent
341 Oxford Road
Reading
RG30 1AY

Your contact is: Mr Richard French, Licensing

Dear Mr Patel

Licensing Act 2003

Premises Licence Number: LP9000308 (dated 30/07/2014)

Premises: Willis & Short Newsagent

Premises Address: 341 Oxford Road, Reading

On the 7th November 2017 I visited your premises to ensure you are complying with the above premises licence and advise on any matters that may arise during the inspection. The inspection was carried out with Chandresh Patel.

During my inspection, I found a number of items that require your attention as outlined below:

- 1) Part A of your premises licence was incorrect. You had an out of date copy. Please ensure that you contact us to arrange for the correct licence to be sent to you. There is a fee of £10.50 for a hardcopy.
- 2) Part B of your premises licence was not on display and was also incorrect. Please ensure that you contact us to arrange for the correct licence to be sent to you. There is a fee of £10.50 for a hardcopy.
- 3) You stated that you operated a Challenge 25 age verification policy but I could not see any evidence of that. You may wish to display the enclosed posters.
- 4) We discussed the 'Reducing the Strength' voluntary initiative wherein off licences would not sell single cans of super strength beer and cider which an ABV of 6.5% or above. You indicated that you would be happy to support this and only sell them in packs of 4. To that end, I enclose some posters for you to display behind your counter and on your fridge where the alcohol is located. Please ensure that your staff are aware of this and only sell these products in packs of 4 and not in singles.

5) There were no written training records produced for any of your staff. In order that all staff are able to sell alcohol responsibly and it is sold in accordance with your policies, all staff should be trained on the following:

- a) The premises Challenge 25 policy;
- b) The acceptable forms of ID such as passport and driving licence;
- c) How and where to log refusals of all age restricted products;
- d) That the premises does not sell single cans of super strength alcohol;
- e) The four licensing objectives.

The above should be in writing and all staff should sign it. You should then refresh that training on a regular basis.

6) A Section 57 notice could not be located on the premises. This notice states where Part A of the licence is kept and who knows where to find it should they be asked to provide it by the Council or Police. This should be displayed next to Part B of your licence and your authorisation list.

Please ensure that all of the above is rectified within 14 days.

If you have any questions in relation to this letter then please email me.

Yours faithfully

Mr Richard French
Licensing Enforcement Officer

APPENDIX 3

ID: 17501145

WILLIS AND SHORT LTD
341, OXFORD ROAD, READING, RG30 1AY

URN: Date Time: Location Reference:
1047 21/12/2018 18.03 7/9/23/2
Beat Code: EA44
Caller: C[REDACTED] PATEL
Classification: CRIME : SHOP LIFTING
Response: TELEPHONE RESOLUTION
Result: FURTHER ENQUIRIES BY OFFICER IN CASE
Closing Type L2: THEFT SHOPLIFTING
Closing Type L3: CRIME REPORT

Brief Details:

01864/211218:MALES STOLEN STUFF FROM SHOP AND BEEN AGGRESSIVE TO CALLER ** [REDACTED]

Time(mins) from +IC: Despatch = n/a At Scene = n/a Leave Scene = n/a
Force ID: Res Type: RD: AS: LS: RC: AI: DW: CI:

No Response Data Found

Details from incident log:

18:05 21/12/2018 C5670 LINE DROPPED JUST AS MALE LEFT SCENE
18:05 21/12/2018 C5670 .
18:05 21/12/2018 C5670 WILL CALL CALLER BACK FOR MORE INFO
18:07 21/12/2018 C5670 .
18:07 21/12/2018 C5670 WHITE MALE 30-35 Y/O 5FT6 SLIM BUILD - BLUE/BLACK
18:07 21/12/2018 C5670 TRACKSUIT - GREY HAIR
18:07 21/12/2018 C5670 .
18:07 21/12/2018 C5670 CCTV IS NOT WORKING IN STORE AT THE MOMENT
18:07 21/12/2018 C5670 .
18:08 21/12/2018 C1366 .
18:08 21/12/2018 C1366 OBS PASSED T/G 91
18:09 21/12/2018 C5670 CALLER RELEASED NO MORE INFO ADVISED TO CALL 9S IF MALE
18:09 21/12/2018 C5670 APPEARS AGAIN
18:13 21/12/2018 C891 From : O2ST SL.
18:13 21/12/2018 C891 FOR OBS AND DDI.
22:47 21/12/2018 C5603 From : ODMA
22:47 21/12/2018 C5603 DEALING

**** NO TEXT IN CLOSED LOG ****

Submitting Officer		
Shoulder No/Name: P6930 Jones	Station: Reading	LPA: Berkshire

Incident References	
Premises Name/Location:	WILLIS & SHORT, 341 OXFORD ROAD, READING
Incident Date:	27/04/2019
Incident Time:	18:47
Command & Control URN:	1023
Crime Report(s):	[REDACTED]
CCTV Seized?	Requested by PC WHEELER
Sources of Information:	Observed by Officer

Nature of Incident – what happened?

Whilst conducting a test purchase relating to the sale of alcohol to a child under the age of 18 on WILLIS & SHORT (off licence), The till operative (PATEL) who was facetimeing her partner whilst serving failed to ask the child any age verification or request any proof of ID sucessfully completing the sale of 4x Cans of Red Stripe valued at £5 with an abv of 4.7%.

Premises Response – what part did staff play? How did they react/assist (include good/poor performance)?

Upon being informed about failing the test purchase PATEL was extremely helpful and appologetic and stated that she normally always asks for proof of age. PATEL was unsure where Part A of her licence was held and had to call the owner of the store to locate this.

Police Response – what action was taken? Please identify the main officers who dealt with the incident.

Due to the positive sale of alcohol to a child under the age of 18 PATEL was issued with an FPN and informed that the result of this test purchase would be fed back to both the licensing department and trading standards.

Persons Involved - to add more rows click into the final cell of this table

Name	Date of Birth	Role	Action Taken	Ref No. <small>(e.g. Custody, PND etc)</small>
[REDACTED] PATEL	[REDACTED]	Store worker	PND issued	PND: 0438030061023218

When complete, please forward to the Licensing Officer for the area (and anyone else as per local instructions)

Request to external organisation for the disclosure of personal data to the Police

Under Schedule 2 Part 1 Paragraph 2 of the Data Protection Act 2018 and GDPR Article 6(1)(d)

To:

Position (where known):

Organisation:

Address:

I am making enquiries which are concerned with:

- The prevention or detection of crime*
- The prosecution or apprehension of offenders*
- Protecting the vital interests of a person*

I confirm that the personal data requested below is needed for the purposes indicated above and a failure to provide that information will be likely to prejudice those matters.

I confirm that the individual(s) whose personal data is sought should not be informed of this request as to do so would be likely to prejudice the matters described above.

**Check mark as is appropriate*

Information required:

Please provide copies of images from the CCTV system within the premises between 1830 hours and 1930 hours on Saturday 27th April 2019.

Images are required as evidence in relation to the offence of selling alcohol to a person under 18 years of age contrary to Section 146(1) Licensing Act 2003, by a member of staff working within the premises between these times.

Please provide written confirmation when this action is complete and the CCTV is ready for collection via the four email addresses detailed below on this document.

OFFICIAL (WHEN COMPLETE)

Police Reference:

URN 1023 27/04/19 – Occurrence [REDACTED]

From:

Rank/Number/Name:

PC 5787 Wheeler

Station:

Reading

Date/Time:

14:22 hours – 28/04/2019

Telephone Number(s):

[REDACTED]

Email address:

[REDACTED]



Signature*:

Counter Signature:*

Rank/Number/Name:

[REDACTED]

**as required by recipient*

Please see Guidance Notes on following page

Explanatory Note

This form replaces the Section 29(3) Form which has become redundant by virtue of new data protection legislation. It is used by the police as a means of making a formal request to other organisations for personal data where disclosure is necessary for the purposes of the prevention or detection of crime or the apprehension or prosecution of offenders. It places no compulsion on the recipient to disclose the information, but should provide necessary reassurance that a disclosure for these purposes is appropriate and in compliance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

Crime and Taxation - The GDPR regulates the processing of personal data where it is done so for non-Law Enforcement purposes. Article 23 of the GDPR permitted the UK Parliament to create, via legislation, exemptions from particular elements within the GDPR which would otherwise compromise the public interest.

Consequently Parliament used the Data Protection Act 2018 to set out exemptions from the GDPR which apply in some circumstances. They mean that some of the data protection principles and subject rights within the GDPR do not apply at all or are restricted when personal data is used or disclosed for particular purposes.

The most relevant exemption for Law Enforcement is that within the Data Protection Act 2018 at Schedule 2 Part 1 Paragraph 2 (Crime & taxation: general). This applies where personal data is disclosed by an organisation subject to the GDPR to the police for the purposes of *the prevention or detection of crime or the apprehension or prosecution of offenders*.

It restricts the application of the GDPR data protection principles and subject rights (as listed in the Data Protection Act 2018 at Schedule 2 Part 1 Paragraph 1) to the extent that the application of those provisions would be likely to prejudice *the prevention or detection of crime or the apprehension or prosecution of offenders*.

In effect the exemption means that an organisation can provide personal data to the police where necessary for the prevention or detection of crime or the apprehension or prosecution of offenders without fear of breaching the GDPR or Data Protection Act 2018.

Vital Interests – GDPR Article 6(1)(d) provides a lawful basis for organisations to disclose personal data to the police where the disclosure *is necessary in order to protect the vital interests of the data subject or of another natural person*.

Further guidance on the use of this form may be obtained from the force Data Protection Officer.

Completion Guidance

Police officers or staff completing this form should type and tab between the fields on the form. The information required field should provide the recipient with sufficient information to allow them to locate the information sought. Where a signature and/or counter signature are required the form will need to be printed off and signed manually. Some organisations may require a counter signature to be added to the form. Normally this should be the supervisor or line manager of the person completing the form, but may be a higher rank if reasonably required by the recipient.

Witness Statement

APPENDIX 6

Criminal Procedure Rules, r 16.2; Criminal Justice Act 1967

URN: _____

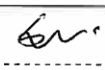
Statement of: **Simon Wheeler**

Age if under 18 (if over insert "over 18"): **Over 18**

Occupation: **Police Constable 5787**



This statement (consisting of1..... Pages(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it, anything which I know to be false, or do not believe to be true.


Signature: **Simon Wheeler**

Date: **29/04/2018** 

I am Police Constable 5787 WHEELER of the Thames Valley Police, currently stationed at Reading Police Station.

On Saturday 27th April 2019 at approximately 1847 hours I was on duty and in full uniform using call sign EA29. At this time we were conducting a test purchase operation in relation to the sale of alcohol to children under the age of 18 at WILLIS & SHORT, 341 OXFORD ROAD, READING, BERKSHIRE.

At this time I was informed that our Cadet test purchaser whilst observed by PC 6930 JONES had been sold four cans of Red Stripe Lager with a 4.7% abv by a member of staff I now know to be  PATEL b 

I photographed the four cans of lager which can be identified as SDW1 – RED STRIPE SOLD BY  PATEL TO A PERSON UNDER 18.

I then attended the shop immediately with PC JONES where I informed PATEL that I was a Police Officer and that she had failed a test purchase procedure and sold alcohol to a person under the age of 18.

I cautioned PATEL due to the offence committed and with the intention of issuing (if suitable) a fixed penalty notice.

PATEL replied "I THOUGHT HE LOOKED OVER 25 BUT UNDER 18, BUT IT'S MY MISTAKE, HE DIDN'T LOOK OVER 25 AND I SHOULD HAVE ASKED".

PATEL further blamed being on a live chat with her husband at the time on her mobile phone and said she wasn't paying attention.

Having obtained a refund for the alcohol purchased during the testing process my colleague PC JONES performed a number of checks via our force intelligence bureau and was able to confirm that PATEL was eligible to receive a fixed penalty notice for the offence of selling alcohol to a person under 18 years of age.

At 1905 hours I issued a fixed penalty for this offence reference 0438030061023218.

These records have been completed using notes taken at the time and recorded in my pocket notebook serial no 69703 pages 59 – 61. **PC 5787 Wheeler**

Signature: **Simon Wheeler**

Signature Witnessed by: **N/A**

PREMISES – RECORD OF INSPECTION DATED:

Licence No:	LP9000308
Name:	WILLIS & SHORT NEWSPAPER.
Address:	341 OXFORD ROAD READING, RG30 1AY
Type:	Premises Licence Club Premises Certificate

Licence Inspection

Summary on Display: Yes No ~~Incorrect~~ Correct Part A/Conditions held at Premises: Yes No ~~Miscellaneous~~

Premises Licence Holder: VIPUL PATEL DPS: VIPUL PATEL

DPS as per Licence: Yes No DPS Present? Yes No

If No, Reason: _____ Authorised Person: CHANDRICK PATEL

Licensable Activities (Carried On)

Regulated Entertainment: Plays | Films | Indoor Sporting Events | Boxing/Wrestling | Live Music | Recorded Music | Performance of Dance | Anything Similar

Are there any gaming machines? If so, how many? _____
Gaming permit produced and correct? _____

Late Night Refreshment: Yes No Sale/Supply of Alcohol: Yes No Location: On | Off | Both

Does the Licence/Certificate permit activities carried on? Yes No

Conditions of Licence/Certificate

① CCTV? 28 or 29 days not combined staff can provide at the moment without aid.

② PROOF OF AGE POLICY? - NO ON 25 POSTERS.

Summary of Key Points Discussed

Written age policy - is not 25 advice provided.

Notes - One entry in February 2020 -

No incident books

Discussed reduce strength program - would consider but need to discuss.

Document Checklist

Age policy operated 25 ~~no posters~~ Section 57 _____ Training Records D Authorisation List Displayed

Awareness of the Licensing Objectives by Licence Holder/DPS: A - Good | B - Fair | C - Bad (Circle Appropriate)

Inspection Outcome: Satisfactory Unsatisfactory 0/4

Lead Authority Inspecting Officer(s): PC 5787 WHEELER

Signature of licensee or representative(s): V Patel

Date of Inspection: 08/09/2020

Time Started: _____ | Time Ended: _____



CONTINUATION SHEET OF ISSUES DISCUSSED:

Discussed ↓ strength and training details

send letter and example document to

VIPUL.PATEL@



INSPECTING OFFICER:

PL 5707 WIMBLEDON

SIGNATURE OF LICENSEE/REPRESENTATIVE: _____

DATE OF INSPECTION:

08/09/20

From: Wheeler Simon
Sent: 17 September 2020 16:25
To: 'vipul.patel [REDACTED]'
Cc: 'licensing@reading.gov.uk'; Smyth Declan
Subject: Inspection letter and example training
Attachments: Willis & Short inspection letter 11092020.docx; Licensing Training Document - EXAMPLE -.docx

Dear Mr Patel

Please find attached a copy of your recent inspection outcome letter requesting amendments to your premises licence conditions. (Full details are included within).

Also as discussed on the telephone during my inspection I have included an example basic training document.

This document contains a minimum standard and by no means is an exhaustive list in relation to topics that may be covered during staff training and refresher sessions.

Please consider the contents of our letter and respond accordingly.

A hard copy of this letter has been provided to the PLH address as recorded within your premises licence.

Kindest regards

Police Constable 5787 Simon Wheeler | Neighbourhood Officer/ Advanced Practitioner (Licensing) |
Reading Town Centre | Reading LPA | Thames Valley Police |

Address: **Thames Valley Police, Reading Police Station, Castle Street, Reading, RG1 7TH**
Email simon.wheeler@thamesvalley.pnn.police.uk | Mobile [REDACTED] | Switchboard **101**



APPENDIX 9



Mr Vipul Patel
[REDACTED]

Reading Police Station
Castle Street
Reading
Berkshire
RG1 7TH

Tel: 101 [REDACTED]

Email:

simon.wheeler@thamesvalley.pnn.police.uk

Thursday 17th September 2020

Licensing Act 2003

Premises Licence Number: LP9000308

Premises: Willis & Short Newsagent

Premises Address: 341 Oxford Road, Reading, Berkshire, RG30 1AY

Dear Mr Patel

On the 8th September 2020 I inspected your premises licence.

During the inspection I was assisted by staff member Chanbresh Patel and also had the opportunity to speak with the Designated Premises Supervisor/ Premises Licence Holder Mr Vipul Patel. Mr C Patel during the course of the inspection stated that although he was not the premises licence holder nor designated premises supervisor that he was the brother of the DPS/PLH and the business overall was a family business.

During the inspection some areas of concern were discovered regarding poor levels of due diligence. As a result of this you failed to fully demonstrate the premises ability to promote the licensing objectives and I shall detail these areas of concern within this letter.

Firstly advice has been provided to you with regards to ensuring that you have the correctly updated premises licence Part A and summary Part B. The licence that you had on the premises available for inspection and on public display was outdated and did not include the mandatory conditions updated in 2014.

I advise that although this may have been a clerical error that you must ensure you have the updated premises licence available at all times and that Reading Borough Council shall be able to provide this for you if requested. Also please ensure that the summary is fully separated and each individual page is displayed so that they are all viewable.

I have recorded that you were displaying a written authorisation sheet which appeared in date and which outlined the names of all staff authorised to serve alcohol. This is good practice and I recommend that you ensure this is kept up to

date as and when any staff either cease to sell alcohol on the premises or start employment with you.

Mr C Patel when asked about his knowledge of your age verification policy was verbally conversant in the usage of a Challenge 25 process. However, it was noted that your written age verification did not tally with this standard, and instead stated 18 years of age to be the age that persons attempting to purchase alcohol would be challenged. Also it was noted that no Challenge 25 posters were displayed that may also provide customers with information on your policy.

Although we applaud your usage of Challenge 25 as a standard for age verification; please ensure that your written policy and standards of publicity surrounding this reflect your practical application of this standard. And also ensure that staff are trained both in the policy itself and its delivery. I have recorded on this occasion that no written training was available relating to your age verification process. Mr C Patel confirmed that he had been provided a verbal input only with regards to this and no records of its delivery or refresher training was available.

This is all the more pertinent when considering the under-age sales test purchase process that your premises failed on 27th April 2019.

In relation to written or structured training that may have been provided to staff in order to promote any of the licensing objectives Mr C Patel confirmed that he had not been provided with any.

No Section 57 notice was available detailing the names of members of staff whom have an awareness of the location and content of the premises licence.

Mr C Patel was unaware of any of the four licensing objectives. It is imperative that staff both receive training and have knowledge of the four licensing objectives and their implications.

Your refusals log was inspected and showed only one record of refusal for 2020 (16th February). Staff member Mr C Patel stated that this was due to having very few refusals within the store. May I simply remind you that it is imperative to record correctly and in details all details of refusals in order to show due diligence. I would also suggest that in order to show that the log is being monitored and maintained that a daily record and signature from an authorised person working in the store (ideally the DPS) should be made stating whether or not any refusals were made and or no refusals to report.

No incident book was available that allows for the recording of any incident which impacts on any of the four licensing objectives. Again this document may be of use to prove sufficient levels of due diligence undertaken on behalf of the premises licence holder and authorised staff.

It was confirmed that your CCTV system records for 28 or 29 days and images can be supplied on a USB stick when requested. However Mr C Patel on duty during the inspection was unable to produce a download if requested and stated that an engineer would have to be contacted.

Furthermore, we discussed the super strength alcohol products that you were displaying for sale, and I raised concerns that the sale of these products may be exacerbating community issues surrounding alcohol related anti-social behaviour in the area. This is both of serious concern to the localised immediate community and arguably also undermines the four licensing objectives.

At the time of this discussion Mr C Patel indicated that you only sell a very few of these products and indicated that their sale can lead to issues in the store when "street drinkers" enter expecting to purchase cheap super/high strength canned products.

May I also remind you that in 2017 in a letter from Reading Borough Council it was noted that you had stated a willingness to voluntarily take part in the "Reduce the Strength" program and only sell super strength cans in packs of fours; and not singularly.

During my visit I observed a female purchase a single can of high strength "K" cider and no signage was displayed in relation to the reduce the strength program which suggests that this program was never implemented.

Therefore, in order to address our overall concerns relating to your poor due diligence and failure thereof to to promote fully the licensing objectives we propose that you apply via minor variation to amend your CCTV and age verification conditions as well as adding additional conditions that shall enable you to promote and not undermine the licensing objectives.

I have considered both your poor written recording processes that are currently in place, as well as your current lack of identifiable training and other processes. Furthermore I have also taken into account your poor inspection ratings from 2015 as well as the equally poor ratings from your inspection in 2017 and test purchase failure in 2019.

Unfortunately on this occasion I have identified a number of similar poor outcomes which were identified during previous inspections and for which none have been improved even when advice and letters have been provided by both the police and Reading Borough Council.

In this scenario the below conditions are proposed:

1. Staff employed to sell alcohol shall undergo training upon induction before they are allowed to sell alcohol. This shall include, but not be limited to:-

- The premises age verification policy
- The Four Licensing objectives
- Dealing with refusal of sales
- Proxy purchasing
- Recognising valid identity documents not in the English language
- Identifying attempts by intoxicated persons to purchase alcohol
- Identifying signs of intoxication
- Conflict management
- How to identify and safeguard vulnerable persons who attend and leave the premises.

a) Refresher training shall be provided every 6 (six) months.

b) Signed induction and refresher training records are to be kept for a minimum of 2 (Two) years of the date of training, and made available for inspection by a Police Officer or authorised officer of Reading Borough Council upon request.

c) Staff authorised to sell alcohol shall be accredited to BII Level 1 award in responsible alcohol retailing (ARAR) or any other similarly nationally recognised approved accreditation curriculum within four weeks for existing and subsequent employees.

2. All staff to 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.

a) This book/register shall be available for inspection to an authorised officer of Reading Borough Council or Thames Valley Police. A weekly review of the refusals book/register shall also be carried out and signed off by the Designated Premises Supervisor or their nominated representative.

3. An incident register/log shall be used, maintained and kept on the premises to record any incident which has an impact on any of the four licensing objectives, or instances when the police have had to attend the premises.

a) The register shall be made available for inspection to authorised officers of Reading Borough Council and Thames Valley Police upon request;

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 British 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) are to be accepted as identification.

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

6. The Premises Licence Holder shall display in a prominent position a copy of their written policy on checking proof of age (age verification policy).

7. No beers and ciders above 6.0% ABV shall be sold at any time during permitted licensing hours.

8. The premises licence holder shall ensure the premises' digitally recorded CCTV system cameras shall continually record whilst the premises are open to the public 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 and an appropriate number of cameras shall be installed to cover the external areas immediately outside of the premises. Data recordings shall be made immediately available to an authorised officer of Thames Valley Police or Reading Borough Council together with facilities for viewing upon request, subject to the provisions of the Data

Protection Act. Recorded images shall be of such quality as to be able to identify the recorded person in any light. At least one member of staff on the premises at any time during operating hours shall be trained to access and download material from the CCTV system.

9. The premises licence holder or nominated representative shall keep and maintain all right to work documents for all staff members. Right to work documents shall be kept at the premises and produced to authorised officers of Reading Borough Council and Thames Valley Police upon request.

10. A current written authorisation list shall be displayed in a prominent position on the premises confirming the details of all current staff that have been authorised to sell alcohol by a Personal Licence Holder. The authorisation list shall include, the name of the staff member authorised, the name and personal licence details of the person authorising them to sell alcohol. This list shall also contain the date and signature of the staff member authorised and countersigned by the authorising Personal Licence Holder.

11. The premises licence holder/designated premises supervisor shall ensure that they and staff who are authorised to sell alcohol, are able to converse with customers and representatives of Statutory Agencies to a level that they are able to satisfactorily meet the four licensing objectives as contained in the Licensing Act 2003.

- I. The Prevention of Crime and Disorder.
- II. Public Safety.
- III. Public Nuisance.
- IV. The Protection of Children from Harm.

12. A section 57 notice shall be displayed in a prominent position detailing the location of the Part A of the premises licence, and a list of staff members that have an awareness of its location and content.

Thames Valley Police believe that in order to promote the four licensing objectives, and to ensure that your due diligence processes improve and are maintained it is necessary for all of the above conditions to be applied to the premises licence.

With that in mind as mentioned previously we would ask you to consider applying them to your licence via a minor variation in order to both support this process and also support the wider community by reducing alcohol related anti-social behaviour within the vicinity of your shop caused by the consumption of super strength beers and ciders within the public realm.

You may also be aware that Reading has a Public Space Protection Order (PSPO) in place which identifies the street consumption of alcohol as an issue serious enough to be included within the local legislation, and of course your agreement to reduce the strength of alcohol that you sell would also support this local legislative initiative.

Please consider this proposal in detail and I would encourage you to contact us to either discuss any concerns you may have in relation to this proposal or your intention to support this process.

We are willing to discuss this with you via the telephone or to meet with you as part of a formal performance meeting process? You may also wish to obtain some licensing advice in the meantime. However, we would ask that you please contact us no later than Thursday 1st October 2020 with your written formal decision via the email provided at the head of this letter.

Thames Valley Police are making this proposal as part of a formalised stepped approach. As such a failure to address the identified concerns in this letter via the manner proposed (via voluntary agreement) may result in further action being considered if it is deemed necessary to ensure the promotion of the four licensing objectives.

Thames Valley Police are keen to work in partnership with licensees to promote the licensing objectives and improve both the standards of your operation whilst addressing community concerns regarding the sale of alcohol in the area.

Yours Faithfully

A handwritten signature in blue ink, appearing to read 'Simon Wheeler', with the number '5787' written below it.

PC 5787 Simon Wheeler