

Date:

2022-12-13 10:33

From:

"Licensing HF: H&F" <licensing@lbhf.gov.uk<mailto:licensing@lbhf.gov.uk>>

To:

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Copy:

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Dear Sir/Madam,,

Licensing Act 2003

Premises Licence Number: 2015/01222/LAPR

Premises Address: 54 Uxbridge Road London W12 8LP

Licence holder: Niza Enterprises Ltd

Designated Premises Supervisor (DPS): Jeyakrishnan Santhanakrishnan

I am writing in connection to the licensing inspection visits undertaken at the above premises this year. The Council as the Licensing Authority are the relevant authority for the issuing of Premises Licences (in accordance with the provisions of the Licensing Act 2003). The purpose of this visit was to ensure that the provisions of the Licensing Act 2003 are being complied with, and also to provide you with any guidance as appropriate.

As the licence holder in respect of the above licensed premises, you are responsible for ensuring that all terms and conditions of the premises licence are adhered to at all times the premises are open for the sale of alcohol. Following our visit on 19th of May 2022 the breaches identified were explained to you and you expressed that you would take the appropriate steps to remedy the situation immediately. I therefore did not expect to identify any non-compliance issues during my visit on 13th of September 2022, particularly considering the number of lapsed months between inspections.

All terms and conditions of the premises licence must be complied with at all times when the premises are trading. Failure to comply with the requirements of the Licensing Act 2003 and associated regulations is a criminal offence under Section 136 of the Licensing Act 2003 in which upon conviction the maximum sentence is an unlimited

fine or a prison sentence not exceeding six months, or both (for each individual offence).

The following matters were observed during each visit which constitute as contraventions of the legislation.

Please see my comments in red with respect to my most recent visit on the 13.09.2022 and confirm via written response that these matters have now been rectified.

Please provide a response confirming compliance with the conditions by the 21 December 2022.

If you require any further information or wish to discuss any concerns, please do not hesitate to contact me.

19.05.2022 Licensing inspection undertaken. The following breach of conditions were identified. Inspection sheet was left as warning letter.

- * 6. A personal licence holder shall be on duty at the premises at all times when the premises is open to the public.
- * 9. The premises licence holder shall arrange for minutes of the four (4) meetings per annum to be taken. A copy of the minutes shall be provided to all attendees who have provided their contact details and to the licensing authority by email to licensing@lbhf.gov.uk<<mailto:licensing@lbhf.gov.uk>>. A copy of the most recent minutes shall be kept at the premises and made available to Responsible Authority Officers on request.
- * 16. Prominent signage disclosing the permitted hours for the sale of alcohol shall be displayed:
 - a. At the entrance to the premises;
 - b. Where alcohol is displayed; and
 - c. At point of sale.
- * 18. The premises licence holder shall ensure that all staff trained in relation to alcohol sign a training record to confirm that they have been so trained. Copies of staff training records shall be kept at the premises and made available to Responsible Authority Officers on request.
- * 19. Staff members shall not be permitted or authorised to sell alcohol until they have undergone training in the sale of alcohol to a level commensurate with their employment at the premises.

* 20. All staff employed at the premises engaged in the sale of alcohol shall undergo training to a level commensurate with their employment at the premises at least twice per annum.

* 29. A staff member who is able to use the CCTV system shall be on duty at the premises at all times when the premises is open. This staff member must be able to provide Responsible Authority Officer with copies of recent CCTV images or data with an absolute minimum of delay when requested.

* 30. An incident log shall be kept at the premises, and made available on request to Responsible Authority Officers. It must be completed within 24 hours of the incident and will record the following:

a. All crimes reported to the venue

b. All ejections of patrons

c. Any complaints received concerning crime and disorder

d. Any incidents of disorder

e. Any faults in the CCTV system

f. Any visit by a relevant responsible authority or emergency service

* 44. The premises licence holder shall employ a suitable number of staff at the premises.

- staff present at the premises not aware of conditions and not trained as per training condition

13.09.2022 Licensing inspection re-visit. Following breach of conditions identified. Inspection sheet left as warning letter:

* 6. A personal licence holder shall be on duty at the premises at all times when the premises is open to the public.

You must ensure that there is a personal licence holder on duty at the premises at all times the premises are open for the sale of alcohol. Staff member must obtain a Level 2 Award for Personal Licence Holders qualification and submit a personal licence application with the council they currently reside in. Please see the following link for more information on booking the course:

Accredited qualification providers: personal licence to sell alcohol - GOV.UK
(www.gov.uk<<http://www.gov.uk>>)

(Once staff members have obtained the certificate, they will need to submit a personal licence application with the council they currently reside in. Until the personal licence

is obtained from the council, you must ensure that an existing personal licence holder is present at the premises at all times the premises is open for the sale of alcohol).

Please confirm that you have successfully ensured that condition 6 shall be adhered to at all times that the premises are open for licensable activities.

* 8. The premises licence holder shall organise at least four (4) meetings per annum to discuss the operation of the premises with local residents. The meeting shall be advertised at least 14 days before the meeting by way of an A4 (or larger) notice displayed at the premises. The licensing authority shall be notified of the date of the meeting at least 14 days before the meeting by email to licensing@lbhf.gov.uk<mailto:licensing@lbhf.gov.uk>.

* 9. The premises licence holder shall arrange for minutes of the four (4) meetings per annum to be taken. A copy of the minutes shall be provided to all attendees who have provided their contact details and to the licensing authority by email to licensing@lbhf.gov.uk<mailto:licensing@lbhf.gov.uk>. A copy of the most recent minutes shall be kept at the premises and made available to Responsible Authority Officers on request.

Please confirm the date of your next residents meeting and send picture confirmation to licensing@lbhf.gov.uk<mailto:licensing@lbhf.gov.uk> of the advertising notice displayed at the premises.

* 28. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Hammersmith & Fulham Police Licensing Team. All entry and exit points shall be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continuously record whilst the premises is open for licensing activities and at all times when customers are on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available upon request of Responsible Authority Officers throughout the entire 31 days period.

Please confirm this condition is now in full compliance.

* 30. An incident log shall be kept at the premises, and made available on request to Responsible Authority Officers. It must be completed within 24 hours of the incident and will record the following:

- a. All crimes reported to the venue
- b. All ejections of patrons
- c. Any complaints received concerning crime and disorder

- d. Any incidents of disorder
- e. Any faults in the CCTV system
- f. Any visit by a relevant responsible authority or emergency service

Please of your incident record that is used to records details of incidents (if any) outlined under condition 30.

Other comments:

* 16. Prominent signage disclosing the permitted hours for the sale of alcohol shall be displayed:

- a. At the entrance to the premises;
- b. Where alcohol is displayed; and
- c. At point of sale

Please send picture confirmation to licensing@lbhf.gov.uk confirming that the signage displayed at the entrance to the premises has been moved to the door where it is visible to members of the public.

17. The premises licence holder shall ensure that all staff engaged in the sale of alcohol are trained to a level commensurate with their employment at the premises. At a minimum the training shall consist of:

- a. The hours and conditions of this premises licence
- b. The licensing objectives
- c. The sale of alcohol to underage persons
- d. The Challenge 25 policy in operation at the premises
- e. The sale of alcohol to persons who are drunk

18. The premises licence holder shall ensure that all staff trained in relation to alcohol sign a training record to confirm that they have been so trained. Copies of staff training records shall be kept at the premises and made available to Responsible Authority Officers on request.

19. Staff members shall not be permitted or authorised to sell alcohol until they have undergone training in the sale of alcohol to a level commensurate with their employment at the premises.

Please forward a copy of your most recent staff training records demonstrating conditions 17, 18 and 19 have been complied with.

Hammersmith and Fulham Council offer regular low-cost, high quality training to local retailers of age-restricted goods. The sessions are currently on-line. The sessions are intended to equip employees with the knowledge and materials they need to ensure they avoid age-restricted sales and manage their businesses well.

If you are interested in this, for information on booking, training dates and costs, please contact Doug Love on 020 8753 4493 or trading.standards@lbhf.gov.uk

20. All staff employed at the premises engaged in the sale of alcohol shall undergo training to a level commensurate with their employment at the premises at least twice per annum.

* 25. The premises licence holder shall retain a list of the names of known street drinkers that are provided to it by the Police and shall refuse the sale of alcohol to these persons or persons who appear to be purchasing alcohol on their behalf.

Are you able to confirm if you have a record of street drinkers that you have identified and reported to police?

* 21. The premises licence holder shall keep a record detailing all refused sales of alcohol. The record shall contain:

- a. The date of the refused sale
- b. The time of the refused sale
- c. The name of the staff member who refused the sale
- d. The reason for refusal

* 22. The record detailing all refused sales of alcohol shall be kept at the premises and made available to Responsible Authority Officers on request.

* 23. The Designated Premises Supervisor shall check the refusals register at least once a month to check that it is being completed by staff.

All refusals of alcohol must be recorded. The refusals log must note the date and time of the refusal; the name of the staff member refusing; and the reason for refusal. The DPS should sign and date each page of the refusals record to demonstrate that it checked and used. All staff working behind the counter must have access to the refusals record and be informed on how and when to use it.

Please send picture confirmation of your most recent refusals record demonstrating that the refusals record is being used and checked by the DPS as required under conditions 21 to 23.

Kind regards,

Sophia Barrett

Licensing Compliance Assistant

The Environment Department

Hammersmith & Fulham Council

sophia.barrett@lbhf.gov.uk<mailto:sophia.barrett@lbhf.gov.uk>

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