

## LICENSING SUB COMMITTEE A

<b>Date:</b>	<b>Friday 30th January, 2026</b>
<b>Time:</b>	<b>10.00 am</b>
<b>Venue:</b>	<b>Spencer Room, Town Hall</b>

### AGENDA

1. Welcome and Fire Evacuation Procedure

In the event the fire alarm sounds attendees will be advised to evacuate the building via the nearest fire exit and assemble at the Bottle of Notes opposite MIMA.

Fire alarm tests take place in Municipal Buildings at 10.30am on Tuesday mornings. In the event the fire alarm sounds at this time for more than 10 seconds attendees will be advised to evacuate the building via the nearest fire exit and assemble at the Bottle of Notes opposite MIMA.

2. Apologies for Absence

3. Declarations of Interest

4. Licensing Act 2003 - Application for Premises Licence - Hemlington Post Office, 33 The Viewley Centre, Hemlington, Middlesbrough, TS8 9JH. 3 - 40

5. Any other urgent items which in the opinion of the Chair, may be considered.

Charlotte Benjamin  
Director of Legal and Corporate Services

Town Hall  
Middlesbrough  
Thursday 22 January 2026

### MEMBERSHIP

Councillors L Lewis (Chair), , P Gavigan and J Platt

## **Assistance in accessing information**

**Should you have any queries on accessing the Agenda and associated information please contact Joanne Dixon / Rachael Johansson, 01642 729713 / 01642 726421, [joanne\\_dixon@middlesbrough.gov.uk](mailto:joanne_dixon@middlesbrough.gov.uk) / [rachael\\_johansson@middlesbrough.gov.uk](mailto:rachael_johansson@middlesbrough.gov.uk)**

**FOR THE CHAIR AND MEMBERS OF  
THE LICENSING SUB-COMMITTEE  
FOR 30 JANUARY 2026**

## **APPLICATION FOR A PREMISES LICENCE**

**Applicant:** Thayalan Markandu

**Ref.No.** 106881

**Premises:** Hemlington Post Office and Store, 33 Viewley Centre, Hemlington, TS8 9JH

**Application received:** 8 December 2025

### **Licensable Activities applied for:**

The Sale of Alcohol for consumption off the premises: -

Daily from 07.00 until 23.00

**Full details of the application and accompanying operating schedule have been reproduced at Appendix 1.**

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### **1. Notification to Responsible Authorities:**

The following Responsible Authorities have all received notification of the application:

Chief Constable	Planning Manager
Chief Fire Officer	Trading Standards Manager
Area Child Protection Group	Director of Public Health
Environmental Health Manager	Home Office (Immigration Enforcement)
(Public Safety and Public Nuisance)	Licensing Manager

**2. Application advertised by the applicant:** Teesside Gazette – 17 December 2025

### **3. Legislation**

The Licensing Act 2003 requires the Licensing Authority to carry out its functions with a view to promoting the four licensing objectives:

- The Prevention of Crime and Disorder

- Public Safety
- The Prevention of Public Nuisance
- The Protection of Children from Harm

The Licensing Authority must also have regard to its Licensing Policy and any guidance issued by the Secretary of State.

#### **4. Background**

The applicant has described the premises –

“This is an established General Store and Post Office. The Store would like to offer other products and services to current customers.

Applicant will be investing to refit the store newly, along with added services as part of the Post Office.

Alcohol will be part of the products available to customers.”

#### **5. The Representations**

On 23 December 2025 a representation was received from Cleveland Police objecting to the application on the grounds of the prevention of crime and disorder, public safety and the prevention of public nuisance. A copy of the representation is attached at **Appendix 2**.

However, within their representation the Police have stated that if the applicant is in agreement to change the proposed hours for the sale of alcohol to 0900 hours until 2100 hours 7 days a week, and to also accept the imposition of a list of conditions, then the Police would be satisfied to withdraw the representations.

On 30 December 2025 a representation was received from Ms T Lightfoot, a local resident, objecting to the application on the grounds of public safety. A copy of the representation is attached at **Appendix 3**.

On 2 January 2026 a representation was received from Mrs E Bagley, a local resident, objecting to the application on the grounds of the prevention of public nuisance. A copy of the representation is attached at **Appendix 4**.

On 4 January 2026 a representation was received from Hemlington Ward Councillor T Mohan, objecting to the application on the grounds of the prevention of public nuisance. A copy of the representation is attached at **Appendix 5**.

For Members’ information, representations raising concerns regarding the application were also received from two other local residents. However, the issues raised by these two respondents did not relate to one or more of the statutory licensing objectives, and therefore the submissions made cannot be treated as ‘relevant representations’ within the meaning of the Licensing Act. Both these persons have therefore been advised of the legal position on this matter. Also, need concerning the commercial demand for licensed premises is not a relevant consideration under the Licensing Act.

On 21 January 2026, the Principal Licensing Officer received confirmation from Cleveland Police that following further discussions with the applicant’s agent they had agreed an amended position regarding the conditions to be imposed on a premises licence should the application be granted.

The details of such agreement are as follows:-

That the permitted hours for the sale of alcohol be amended to 8.00 hours until 22.00 hours on a daily basis; and

That the conditions contained within the Police representation on the application are agreed, except for condition no. 6 – “The premise will not sell or supply any single cans of beer, lager or cider” that has now been withdrawn from the original submission made by the Police.

Accordingly, Cleveland Police have now confirmed that they have no objections to the grant of a premises licence subject to the agreed revised terms as outlined above.

Councillor Mohan and the two local residents having made relevant representations have since been informed of the above position agreed between Cleveland Police and the applicant's agent and have been asked whether they may wish to re-consider their view on the application in light of such development.

On 21 January 2026, Councillor Mohan confirmed by email that he wishes to uphold his objection to the grant of a licence, on the basis that the opening hours were not the main point of the objection from residents, and that the issues around ASB and number of licences in the centre already remain unchanged.

On 21 January 2026, Ms T Lightfoot confirmed by email that she is content to withdraw her objection to the grant of a licence.

However, at the time of publication of this report no reply had been received from the other objector Mrs Bagley.

## **6. The Licensing Policy**

Members are referred to the following relevant sections of the Council's Licensing Policy.

Prevention of Crime and Disorder	Page 18
Public Safety	Page 30
Prevention of Public Nuisance	Page 32

and any other sections of the Policy which Members consider to be relevant.

## **7. Revised Guidance to the Licensing Act 2003 (published November 2025)**

Members are referred to the following relevant sections of the Guidance.

Prevention of Crime and Disorder	Starting at paragraph 2.1
Public Safety	Starting at paragraph 2.8
Prevention of Public Nuisance	Starting at paragraph 2.21
Determining applications	Starting at para 9.1

and any other sections of the Guidance which Members consider to be relevant.

## **8. Members' Options**

Under the provisions of Section 18(4) the Licensing Act 2003 Members may consider the following options:

1. Grant the licence subject to conditions consistent with the operating schedule modified to such extent as considered appropriate for the promotion of the licensing objectives.
2. To refuse to specify a person in the licence as the premises supervisor.
3. To reject the application.

Members are reminded that any aggrieved party (i.e. Applicant, Responsible Authority, Other Person) may appeal any decision of the Licensing Sub-Committee to the Magistrates' Court.

Contact Officer:      Steve Wearing  
Principal Licensing Officer  
Tel. 728513

**Application for a premises licence to be granted under the Licensing Act 2003****PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We THAYALAN MARKANDU

*(Insert name(s) of applicant)*

**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 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**

**Part 1 – Premises details**

Postal address of premises or, if none, ordnance survey map reference or description <b>HEMLINGTON POST OFFICE AND STORE</b> <b>33 VIEWLEY CENTRE</b> <b>HEMLINGTON</b>			
<b>Post town</b>	MIDDLESBOROUGH	<b>Postcode</b>	TS8 9JH
Telephone number at premises (if any)			
Non-domestic rateable value of premises		£8500	

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as **Please tick as appropriate**

- |    |  |                                     |                             |
|----|--|-------------------------------------|-----------------------------|
| a) | an individual or individuals *                       | <input checked="" type="checkbox"/> | please complete section (A) |
| b) | a person other than an individual *                  |                                     |                             |
|    | i as a limited company/limited liability partnership | <input type="checkbox"/>            | please complete section (B) |
|    | ii as a partnership (other than limited liability)   | <input type="checkbox"/>            | please complete section (B) |
|    | iii as an unincorporated association or              | <input type="checkbox"/>            | please complete section (B) |
|    | iv other (for example a statutory corporation)       | <input type="checkbox"/>            | please complete section (B) |
| c) | a recognised club                                    | <input type="checkbox"/>            | please complete section (B) |
| d) | a charity  | <input type="checkbox"/>            | please complete section (B) |

- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

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

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr <input checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b> MARKANDU			<b>First names</b> THAYALAN		
<b>Date of birth</b> [REDACTED]		I am 18 years old or over <input checked="" type="checkbox"/> Please tick yes			
<b>Nationality</b> BRITISH					
Current residential address if different from premises address		[REDACTED]			
Post town [REDACTED]			Postcode [REDACTED]		
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					



**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		<input type="checkbox"/>	Please tick yes
Nationality					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

**(B) OTHER APPLICANTS**

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

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)

Telephone number (if any)
E-mail address (optional)

### Part 3 Operating Schedule

When do you want the premises licence to start?

DD		MM		YYYY			
1	0	0	1	2	0	2	6

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD		MM		YYYY			

Please give a general description of the premises (please read guidance note 1)  
THIS IS AN ESTABLISHED GENERAL STORE AND POST OFFICE. THE STORE WOULD LIKE TO OFFER OTHER PRODUCTS AND SERVICES TO CURRENT CUSTOMERS.

APPLICANT WILL BE INVESTING TO REFIT THE STORE NEWLY, ALONG WITH ADDED SERVICES AS PART OF THE POST OFFICE.

ALCOHOL WILL BE PART OF PRODUCTS AVAILABLE TO CUSTOMERS.

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

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- |   |                          |
|---|--------------------------|
| a) plays (if ticking yes, fill in box A)  | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B)  | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C)   | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)  | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E)   | <input type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F)   | <input type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G)  | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/> |

**Provision of late night refreshment** (if ticking yes, fill in box I)

☐

**Supply of alcohol** (if ticking yes, fill in box J)

☒

**In all cases complete boxes K, L and M**

# A

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 4)		
Tue					
Wed			<b>State any seasonal variations for performing plays</b> (please read guidance note 5)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat					
Sun					

## B

<b>Films</b> Standard days and timings (please read guidance note 7)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 4)		
Tue					
Wed			<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 5)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat					
Sun					

# C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Wed			
Thur			
Fri			<b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)
Sat			
Sun			

# D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					

# E

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3) •	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					



# F

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon					
Tue			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)		
Wed			<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Thur					
Fri					
Sat					
Sun					

# G

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					

## H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Fri					
Sat			<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sun					

# I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)		
Mon	07.00	23.00			
Tue	07.00	23.00			
Wed	07.00	23.00			
Thur	07.00	23.00			
Fri	07.00	23.00			
Sat	07.00	23.00			
Sun	07.00	23.00			

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):**

<b>Name</b> THAYALAN NARKANDU	
<b>Date of birth</b> [REDACTED]	
<b>Address</b> [REDACTED] [REDACTED] [REDACTED]	
<b>Postcode</b> [REDACTED]	
<b>Personal licence number (if known)</b> [REDACTED]	
<b>Issuing licensing authority (if known)</b> [REDACTED]	

## K

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).**

NONE

## L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b><u>State any seasonal variations</u></b> (please read guidance note 5)
Day	Start	Finish	
Mon	07.00	23.00	
Tue	07.00	23.00	
Wed	07.00	23.00	
Thur	07.00	23.00	
Fri	07.00	23.00	
Sat	07.00	23.00	
Sun	07.00	23.00	

<b><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6)
--

## M

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

### **a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)**

1. Staff engaged in the sale or supply of alcohol to customers at the premises shall be trained in the promotion of the licensing objectives as are relevant to their duties. This shall include training on awareness of local alcohol related issues.
2. The training shall be recorded in a training record which shall not be removed from the premises, except in case of emergency or for the purposes of copying, until a period of 12 months has expired since the last entry that has been recorded.
3. The training record shall be made available to Police and authorised council officers on request.
4. All staff engaged in the sale or supply of alcohol to customers will receive documented refresher training at least every 6 months in relation to the promotion of the licensing objectives. The documentation shall include the content of the training with details confirming the name of the trainer and names of the staff undertaking the training.
5. A register of all refusals to sell alcohol shall be maintained at the premises. The register will show date, time and reason for refusal, details of any documentation presented and name of staff member who refused the sale. The register shall be retained for inspection at the premises whilst it is open for licensable activities for a period of no less than 12 months from the date of the last entry in the register being made.

### **b) The prevention of crime and disorder**

1. The premises shall install and maintain a comprehensive CCTV system in accordance with any minimum requirements of Police. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition.
2. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises and will include the external area immediately outside the premises entrance.
3. All recordings shall be stored for a minimum period of 31 days (or other specified time period) with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31-day period (or other specified time period).
4. A staff member from the premises who is adequately trained in the operation of the CCTV system shall be on the premises at all times when the premises is open for licensable activities. This staff member must be able to provide an authorised officer of Middlesborough Council or Police with copies of the requested CCTV images or

data within 24 hours of the request.

5. A written log shall be maintained of routine checks and maintenance to the CCTV system. Routine checks shall include ensuring the date and time are correct, all cameras are recording and the minimum period of required storage is being maintained.

**c) Public safety**

1. The Licensee shall ensure that appropriate fire safety procedures are in place.

**d) The prevention of public nuisance**

2. Deliveries of goods necessary for the operation of the business will be carried out at such a time or in such a manner as to prevent nuisance and disturbance to nearby residents.

**e) The protection of children from harm**

3. All tills shall automatically prompt staff to ask for age verification identification when presented with an alcohol sale.
4. A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a valid driving licence, a valid UK passport, a valid international passport or ID card or a valid government approved proof of age card with the PASS Hologram.
5. A record shall be kept detailing all refused sales of alcohol relating to under age customers. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale.
6. The record shall be available for inspection at the premises by the police or an authorised officer of Middlesbrough Council at all times whilst the premises is open.
7. standards scheme) cars approved as means of ID. If you accept other forms of ID such as EU national ID cards, these must bear a photograph, DOB, and holographic mark.



8. Use till prompts to remind staff to ask for proof of age.

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee. ☒
- I have enclosed the plan of the premises. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☒
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ☒
- I understand that I must now advertise my application. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15). ☒

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

**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.**

**Part 4 – Signatures** (please read guidance note 11)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**


**Declaration**

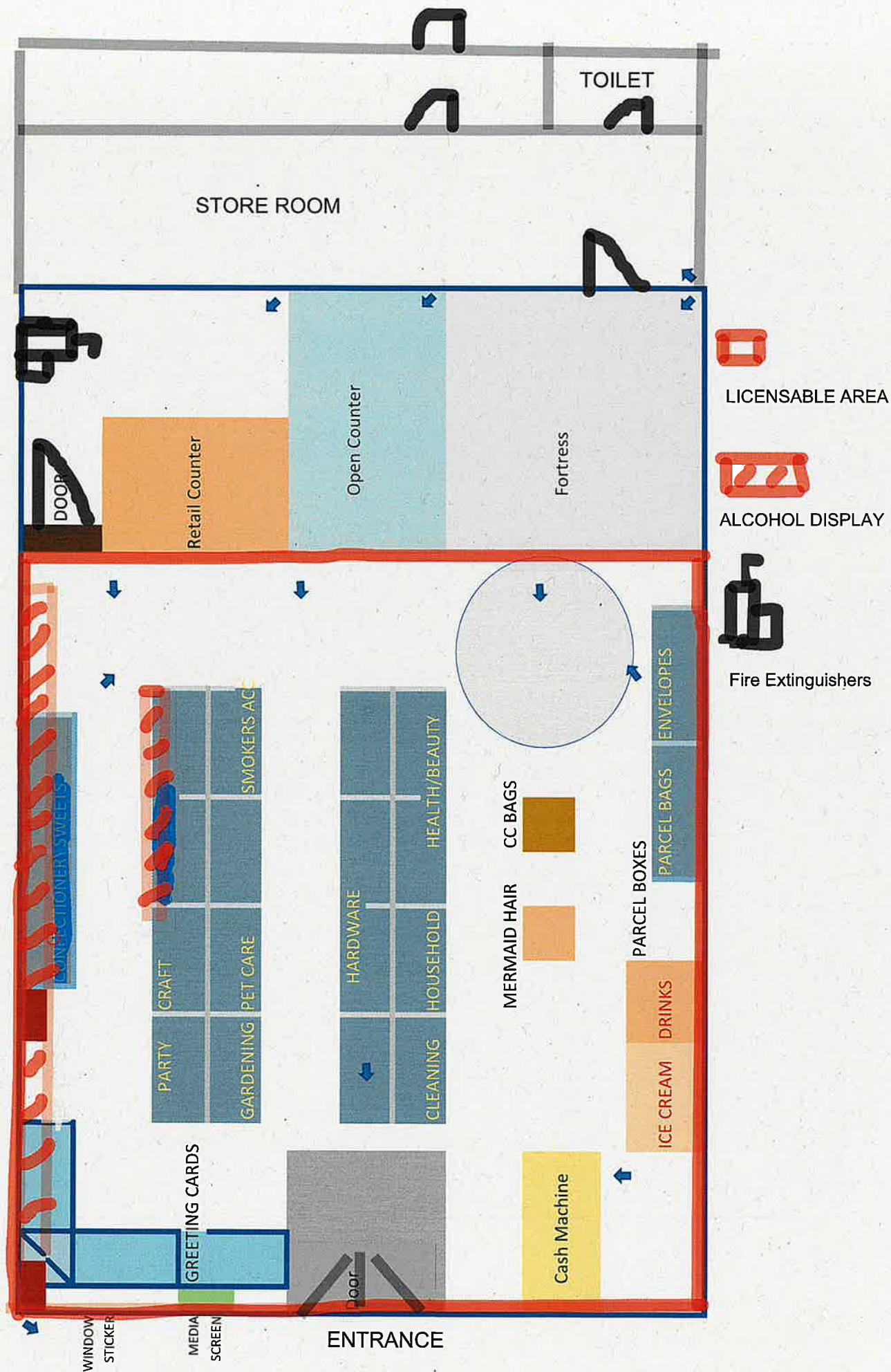
- [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the

	<p>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).</p> <ul style="list-style-type: none"> <li>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, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)</li> </ul>
Signature	NIRA SURESH
Date	05/12/2025
Capacity	LICENSING AGENT

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

<p>Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)</p> <p>ARKA LICENSING CONSULTANTS TRIDENT BUSINESS CENTRE 89 BICKERSTETH ROAD</p>			
Post town	LONDON	Postcode	SW17 9SH
Telephone number (if any) 			
<p>If you would prefer us to correspond with you by e-mail, your e-mail address (optional)</p> <p>CONTACT@ARKALICENSING.CO.UK</p>			



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## COMMUNITY PROTECTION SERVICES

### Licensing

PO Box 65, Vancouver House, Gurney Street,  
Middlesbrough TS1 1QP  
Tel: (01642) 245432



APPENDIX 2

## Representations On A Current Application For A Grant/Variation of a Premises Licence Or Club Premises Certificate Under The Licensing Act 2003

### Before Completing This Form Please Read The Guidance Notes At The End Of The Form

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary: You may wish to keep a copy of the completed form for your records.

I (Insert name)

PC 2495 AMY ROBERTS

Wish to make representation about the application for variation/grant for a premises licence/club premises certificate (delete as applicable)

### PART 1 – PREMISES OR CLUB PREMISES DETAILS

Postal Address of Premises or Club Premises, or if none, ordnance survey map reference or description  
Hemlington Post Office & Store  
33 Viewley Centre  
Hemlington

Post Town  
MIDDLESBROUGH

Post Code  
TS89JH

Name of premises licence holder or club holding club premises certificate (if known)

N/A

Number of premises licence or club premise certificate (if known)

N/A

### PART 2 – DETAILS OF PERSON MAKING REPRESENTATION

I am

Please  
Tick ✓

- |    |   |                          |
|----|---|--------------------------|
| 1) | an interested party (please complete (A) or (B) below)                                | <input type="checkbox"/> |
|    | a) a person living in the vicinity of the premises                                    | <input type="checkbox"/> |
|    | b) a body representing persons living in the vicinity of the premises                 | <input type="checkbox"/> |
|    | c) a person involved in business in the vicinity of the premises                      | <input type="checkbox"/> |
|    | d) a body representing persons involved in business in the vicinity of the premises   | <input type="checkbox"/> |
| 2) | a responsible authority (please complete (C) below)                                   | x                        |
| 3) | a member of the club to which this representation relates (please complete (A) below) | <input type="checkbox"/> |

**(A) DETAILS OF INDIVIDUAL MAKING REPRESENTATION (fill in as applicable)**

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other Title (for example, Rev)

Surname

First Names

I am 18 years old or over

Yes ☐ (Please Tick)

Current Address			
Post Town		Post Code	

Daytime contact telephone number

E-mail address (optional)

**(B) DETAILS OF OTHER PARTY MAKING REPRESENTATION (e.g. Body or Business)**

Name and Address
------------------

Telephone Number (If any)	
E-Mail address (optional)	

**(C) DETAILS OF RESPONSIBLE AUTHORITY MAKING REPRESENTATION**

Name and Address
CHIEF CONSTABLE OF CLEVELAND POLICE C/O POLICE CONSTABLE 2495 AMY ROBERTS MIDDLESBROUGH DISTRICT H/Q BRIDGE STREET WEST MIDDLESBROUGH TS2 1AB

Telephone Number (If any)	01642 303175
E-Mail address (optional)	



This representation relates to the following licensing objective(s)

Please  
Tick ✓

- |    |                                      |                          |
|----|--------------------------------------|--------------------------|
| 1. | The prevention of crime and disorder | X                        |
| 2. | Public safety                        | X                        |
| 3. | The prevention of public nuisance    | X                        |
| 4. | The protection of children from harm | <input type="checkbox"/> |

Please state the ground(s) for representation. (please read guidance note 1)

Cleveland Police have received an application made under the Licensing Act 2003 for a premise licence to be granted at Hemlington Post Office and Store, 33 Viewley Centre, Hemlington, Middlesbrough TS89JH. The applicant is seeking the provision of the sale of alcohol between 0700hrs and 2300hrs seven days a week.

Cleveland Police make representations to this application for the following reasons,

Hemlington and the Viewley Centre already suffers from levels of alcohol related crime and disorder and anti-social behaviour and Cleveland Police are firmly of the belief that another off licensed premise will only exacerbate the existing problems, by making alcohol more readily available for longer hours to persons who have already partaken in alcohol and the vulnerable, this is particularly concerning considering more and more people are consuming more alcohol at home.

This premise alone already suffers with a number of incidents of crime and anti-social behaviour, towards not just customers but staff too, this includes intimidation and in its current format, Cleveland Police believe that this application fails to adequately address the licensing objectives, however, if the application was amended with a change of hours for the sale of alcohol to 0900 to 2100hrs, 7 days a week and the following conditions were placed onto the licence, then Cleveland Police would be satisfied and would withdraw representations,

1. A digital Closed Circuit Television System (CCTV) will be installed and maintained in good working order and be correctly time and date stamped.
- The system will incorporate sufficient built-in hard-drive capacity to suit the number of cameras installed.
- CCTV will be capable of providing pictures of evidential quality in all lighting

conditions, particularly facial recognition.

- Cameras will encompass all ingress and egress to the premises, outside areas, and all areas where the sale/supply of alcohol occurs.
  - The system will record and retain CCTV footage for a minimum of 31 days.
  - The system will record for 24 hours a day.
  - The system will incorporate a means of transferring images from the hard drive to a format that can be played back on any desktop computer.
  - The Digital recorder will be password protected to prevent unauthorised access, tampering, or deletion of images.
  - There will be at all times, when the premises is open, a member of staff on duty with access to the CCTV system who is trained in the use of the equipment.
  - Upon receipt of a request for a copy of CCTV footage from Police, Licensing Officers or any other Responsible Authority, the member of staff will produce the footage within 24 hours or less if urgently required for investigations of serious crime.
  - CCTV footage must be made available to be viewed by the Police, Licensing Officers or other Responsible Authorities on request during an inspection of or visit to the Premises.
2. An incident book (whether kept in written or electronic form) must be kept at the Premises and always maintained up to date recording the time date and details of all incidents of crime and disorder or anti-social behaviour at the premises or directly outside of the premises. The incident book must be made available to the police, trading standards and / or licensing officers on request or during an inspection.
3. A refusals register (whether kept in written or electronic form must be kept at the Premises to record any refusal of entry and/or sale of alcohol. Details recorded will include the date time, reasons for refusal and the name and signature of member of staff refusing the sale.

The Premises Licence Holder/Designated Premises Supervisor must monitor the refusals register monthly and must sign and date the register to confirm when this has been completed.

The refusals record must be made available to the Police, Licensing Officers, and all other Responsible Authorities on request or during an inspection.

4. All relevant staff shall be trained in relation to their responsibilities under the Licensing Act 2003 including but not limited to the companies Age Verification Policy, Underage Sales, Proxy Sales and Sales to Intoxicated Persons. In addition, relevant staff shall also be trained on specific Premises Licence conditions attached to this Premises Licence. Such training will be provided upon company induction



and at regular intervals of no longer than six months.

Documented training records must be completed in respect of every member of staff and must include the name of the member of staff trained, date, time and content of the training.

Documented training records must be kept at the Premises and made available to the police, trading standards or licensing officers on request and / or during an inspection.

5. No beer, larger, cider or perry product of 6.5 ABV (alcohol by volume) or above shall be displayed or sold at any time at the premises.
6. The premise will not sell or supply any single cans of beer, lager or cider.
7. Where appropriate, prominent, clear and legible notices shall be displayed at all exits requesting the public respect to leave the premise and area quietly.
8. There shall be a minimum of two notices displayed on the premise indicating that the sale of alcohol to those under the age of 18 is illegal and that those adults who buy alcohol for immediate disposal to those under the age of 18 are committing an offence.
9. A Challenge 25 Policy will be in place at the premises. There will be a minimum of four notices/posters displayed in prominent positions inside the premises informing customers that a Challenge 25 policy is in operation and all customers who appear under the age of 25 will be challenged for ID.

Staff must require ID in the form of a current ten-year passport, photo card driving licence or PASS logo identity card from any customer who appears to be under the age of 25 and verify the customer is over the age of 18 before any sale of alcohol is made.

Please provide as much information as possible to support the representation. (Please read guidance note 2)

Should the change of hours and conditions not be agreed then further supporting evidence will be provided.

Please  
Tick ✓

Have you made any representation relating to these premises before?

☐

If Yes, please state the date of that representation

Day		Month		Year			

If you have made representation before relating to these premises, please state what they were and when you made them.

### **How We Collect And Use Information**

By completing this document you give Middlesbrough Council the authority to collect and retain information about you for the purpose of the application. In order to process the application we may need to check this information with other enforcement agencies, local authorities or government departments.

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information with other enforcement agencies including those organisations which handle public funds. Middlesbrough Council will not disclose information about you unless the law permits.

Middlesbrough Council is the Data Controller for the purposes of the Data Protection Act. If you want to know more about the information the Authority holds about you or the way the Authority uses that information please contact the Information Security Officer, PO Box 17, Melrose House, 1 Melrose Street, Middlesbrough, TS1 2YW.

### **Part 3 – Signatures** (Please read guidance note 3)

Signature of representative or representative's solicitor or other duly authorised agent. (See guidance note 4) If signing on behalf of the representative please state in what capacity.

Signature	PC 2495 AMY ROBERTS	Date	
Capacity	LICENSING SUPPORT CONSTABLE		

Contact name (where not previously given) and address for correspondence associated with this representation. (Please read guidance note 5)

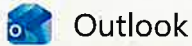
Middlesbrough Police HQ,  
Bridge Street West,

Post Town	Post Code
Middlesbrough	TS2 1AB

Telephone Number (if any)	01642 303175
E-mail Address (optional)	

### **Notes for Guidance**

1. The ground(s) for representation must be based on one of the licensing objectives.
2. Please list any additional information or details for example dates of problems, which are included in the grounds for representation, if applicable.
3. The representation form must be signed.
4. A representative's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
5. This is the address, which we shall use to correspond with you about this representation.
6. Information on the Licensing Act 2003 is available at [www.middlesbrough.gov.uk](http://www.middlesbrough.gov.uk) and you are advised to read any relevant guidance leaflets before completing this form.



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**Comment on application for alcohol licence at Hemlington Post Office.**

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From Tracie Lightfoot [REDACTED]  
Date Tue 12/30/2025 5:28 PM  
To Licensing <Licensing@middlesbrough.gov.uk>

You don't often get email from [REDACTED] [Learn why this is important](#)

**CYBER SECURITY WARNING:** This email is from an external source - be careful of attachments and links. If in doubt contact ICT Services via the YourICT link on The Bridge.

Hello Licencing committee,

I would like to raise following comments on this application.

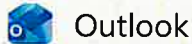
1. There are already 3 places in the centre that sell alcohol.
2. In addition to these, many people are in easy access of other premises that sell alcohol.
3. The premises is currently a post office, it is an important part of the community. Providing basic banking facilities and postal facilities. These could be impacted if the premises sell alcohol.
4. The premises also sell items that are not available in other shops in the centre. There would be a concern that they would stop selling these to sell alcohol.
5. Often there is only one person serving at the desk. They have to swap between the post office counter and the shop counter.
6. The shop is very packed. I am not sure whether it would be safe to sell alcohol from there.
7. There is a lack of lighting in the car park behind the premises. Workers need to be safe to attend work at the times provided.
8. With the exception of the vet, other adjacent properties close earlier than the post office currently. This means risk to safety of customers and workers later on evenings.

Whilst I have no objection to any particular business having a licence or for any to have an alteration of licence, I don't believe that there is either a need for an additional licence in Hemlington. Also I believe other mitigation needs to be in place to ensure both the safety of customers and staff especially early morning or after other premises close before any licence is considered.

kind regards  
Tracie Lightfoot  
local resident.

[Yahoo Mail: Search, organise, conquer](#)

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FW: Hemlington Post Office & Store, 33 Viewley Centre, Hemlington, Middlesbrough, TS8 9JH

From Licensing <Licensing@middlesbrough.gov.uk>

Date Fri 1/2/2026 12:33 PM

To Judith Catchpole <judith.catchpole@middlesbrough.gov.uk>

This document was classified as: OFFICIAL

Phil Green  
Licensing Officer  
Public Protection Service

Phil\_Green@middlesbrough.gov.uk

**I often work outside normal office hours so please don't be alarmed if you receive this email out of normal office hours or on weekends.**

From: Emma B. <emma.bagley@middlesbrough.gov.uk>

Sent: Friday, 02 January 2026 12:01

To: Licensing <Licensing@middlesbrough.gov.uk>

Subject: Hemlington Post Office & Store, 33 Viewley Centre, Hemlington, Middlesbrough, TS8 9JH

You don't often get email from <emma.bagley@middlesbrough.gov.uk> [Learn why this is important](#)

**CYBER SECURITY WARNING:** This email is from an external source - be careful of attachments and links. If in doubt contact ICT Services via the YourICT link on The Bridge.

Hemlington Post Office & Store, 33 Viewley Centre,  
Hemlington, Middlesbrough, TS8 9JH

I oppose the alcohol licence for the above premises.

There are multiple shops (3 shops) already selling alcohol and this would make the area even more tempting for anti-social behaviour.

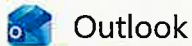
This shop is great already as a post office and hardware store. It is already busy and bustling shop.

Yours sincerely,

Mrs Emma Bagley



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**Hemlington Post Office Alcohol License Application**

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**From** Tom Mohan [REDACTED]  
**Date** Sun 1/4/2026 6:34 PM  
**To** Licensing <Licensing@middlesbrough.gov.uk>

This document was classified as: OFFICIAL

Hello,

I am writing to make representations regarding the Post Office's application for a licence to sell alcohol at the Viewley Centre.

After putting a post on social media regarding the application, Cllr Walker and I received a number of responses from residents and, although we emphasised that representations must be made directly to licensing, We felt we should write in to ensure residents concerns were taken into account as much as possible.

Residents clearly object to the granting as an alcohol license to Hemlington Post office. The main reason for people not wanting the application approved were:

- There being enough places to get alcohol nearby as is - we have 3 shops and 1 social club and one public house able to sell alcohol at the viewley centre already and it was felt that there is no need for the post office to additionally sell alcohol
- The potential of opening until 11 does not and would not fit in with the rest of the centre, with the other shops licensed to sell alcohol closing at 10pm, it was thought that an additional hour opening would attract unwanted behaviour.
- Residents also think that the interests more generally of the wider community would be served best by the post office continuing as it is and not beginning to sell alcohol on the premises.

Thank you for taking these into account.

Many Thanks,

Cllr Tom Mohan  
Hemlington Ward

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