

# Middlesbrough Council

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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
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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)  
  - a) a person living in the vicinity of the premises
  - b) a body representing persons living in the vicinity of the premises
  - c) a person involved in business in the vicinity of the premises
  - d) a body representing persons involved in business in the vicinity of the premises
- 2) a responsible authority (please complete (C) below)
- 3) a member of the club to which this representation relates (please complete (A) below)

**(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 <input type="text"/>		
Post Town <input type="text"/>	Post Code <input type="text"/>	

Daytime contact telephone number E-mail address (optional) **(B) DETAILS OF OTHER PARTY MAKING REPRESENTATION (e.g. Body or Business)**

Name and Address <input type="text"/>
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Telephone Number (If any) <input type="text"/>
E-Mail address (optional) <input type="text"/>

**(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
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Telephone Number (If any) <input type="text"/>	01642 303175
E-Mail address (optional) <input type="text"/>	

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, lager, 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?

Day	Month	Year

If Yes, please state the date of that representation

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.