



# RUSHMOOR BOROUGH COUNCIL

## PREMISES LICENCE Licensing Act 2003

### Part 1 – Premises Details

#### Postal address of premises, or if none, ordnance survey map reference or description

**Address:** 3 Queens Road  
North Camp  
Farnborough  
Hampshire  
GU14 6DJ

**Map Ref (E):** 487392  
**Map Ref (N):** 153753  
**UPRN:** 100062326648

**Telephone** Not Known

#### Where the licence is time limited the dates

➤ This licence is NOT time limited

#### Licensable activities authorised by the licence

➤ The sale by retail of alcohol

#### Times the licence authorises the carrying out of licensable activities

➤ On Any Day – 6:00am to 23:00pm

#### The opening hours of the premises

➤ On Any Day – 7:00am to 23:00pm

#### Where the licence authorises supplies of alcohol whether these are on and/or off supplies

➤ Alcohol may be supplied for consumption **OFF** the premises **ONLY**

**Part 2**

**Name, (registered) address, telephone number and email (where relevant) of holder of premises licence**

<b>Name:</b>	Co-operative Group Food Ltd	<b>Telephone:</b>	Not Known
<b>Address:</b>	1 Angel Square Manchester M60 0AG	<b>Email:</b>	Not Known

**Registered number of holder, e.g. company number, charity number (where applicable)**

➤ IP26715R (Company Number)

**Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol**

<b>Name:</b>	Josephine Lyne	<b>Telephone:</b>	Not Known
<b>Address:</b>		<b>Email:</b>	Not Known

**Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol**

<b>Personal licence number:</b>	GUPA0342
<b>Issuing authority:</b>	Guildford Borough Council

Granted by Rushmoor Borough Council, as licensing authority  
pursuant to the Licensing Act 2003 and regulations made thereunder

Date Licence Granted: 04<sup>th</sup> January 2013  
Date Licence Effective: 04<sup>th</sup> January 2013  
Date last Modified 7<sup>th</sup> October 2021  
(Change of DPS)

SIGNED on behalf of the  
Head of Operational Services  
(Authorised Officer)

## Annex 1 – Mandatory conditions

- (1) No supply of alcohol may be made under the premises licence:-
    - (i) at a time when there is no designated premises supervisor in respect of the premises licence, or
    - (ii) at a time when the designated premises supervisor does not hold a personal licence or his/her personal licence is suspended.
  - (2) Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
  - (3)
    - (i) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
    - (ii) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
  - (4) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
    - (a) a holographic mark, or
    - (b) an ultraviolet feature.
  - (5) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price. For the purposes of this condition –
    - (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979
    - (b) “permitted price” is the price found by applying the formula –
$$P = D + (D \times V)$$
- Where –
- (i) P is the permitted price

- (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
  - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- (c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence –
- (i) The holder of the premises licence
  - (ii) The designated premises supervisor (if any) in respect of such a licence, or
  - (iii) The personal licence holder who makes or authorises a supply of alcohol under such a licence;
- (d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- (e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.
- (f) Where the permitted price given by Paragraph (b) would (apart from the paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
- (g) Paragraph (b)(ii) applies where the permitted price given by Paragraph on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.
- (h) The permitted price which would apply on the first day applies sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

## **Annex 2 – Conditions consistent with the Operating Schedule**

- (1)
  - (i) A suitable and sufficient CCTV camera system, covering all public areas of the premises and the entrance/exit at the exterior of the premises, linked to a suitable recording facility shall, so far as is reasonably practicable, be operational at the premises during any period in which licensable activities are permitted.
  - (ii) All CCTV recorded images/footage and copies thereof shall, so far as is reasonably practicable, display the correct time and date of each recording.
  - (iii) The recording system shall capture a minimum of 4 (four) frames per second.
  - (iv) CCTV recordings and footage must be securely retained for a minimum period of 28 (twenty-eight) days and be made available for review by the police upon request (subject to the requirements of the Data Protection legislation in force at the time).
  - (v) A competent person conversant with the operation and retrieval of information contained in the CCTV system/footage shall be available to attend the premises at all times. Any images recovered must be in a viewable digital format on a disc or DVD.
  - (vi) The CCTV system should be checked on a weekly basis and written records kept to show that the system is functioning correctly and that the data is securely retained.
  - (vii) In the event of technical failure of the CCTV equipment the premises licence holder or designated premises supervisor must report the failure to the police licensing unit within 24 (twenty-four) hours.
  - (viii) Suitable and sufficient warning signs advising of the CCTV system shall be displayed in the public areas of the premises.
- (2)
  - (i) A written or electronic record shall be kept of all refusals including refusals to serve alcohol. The holder of the premises licence shall ensure that the refusals log is properly maintained and this shall involve, but is not limited to, a member of the store management checking and signing it on a weekly basis.
  - (ii) The refusals record will be kept and maintained at the premises and will be made readily available for inspection upon request by any responsible authority.

- (iii) The refusals record must be retained for a minimum of 12 (twelve) months.
- (3)
  - (i) Anyone authorised to sell or supply alcohol at the premises shall request and ensure sight of suitable identification, for proof of age, of any person appearing to them to be under the age of 25 (twenty-five) and who is attempting to purchase alcohol.
  - (ii) Further to the above, anyone authorised to sell or supply alcohol at the premises shall be instructed that no sale of alcohol shall be made unless suitable identification, for proof of age, can be provided.
  - (iii) Suitable and sufficient warning signs shall be displayed in the premises providing information in respect of the above challenge 25 policy and the request for suitable identification in connection thereof.
  - (iv) Acceptable identification for the purposes of age verification will include a driving licence, passport or photographic identification bearing the persons date of birth, such as the 'PASS' logo identification cards.
  - (v) The point of sale system shall include an age prompt every time that alcohol sales are taking place, reinforcing the Challenge 25 policy.
- (4)
  - (i) Anyone authorised to sell alcohol at the premises shall (before being permitted to make sales of alcohol) be suitably trained and supervised in respect of the following matters to a level commensurate with their duties and responsibilities:-
    - precautions to prevent the sale of alcohol to persons under the age of eighteen;
    - The signs and symptoms of drunk persons and the refusal of sale to them.
  - (ii) This training shall include a written test to ensure that staff have understood the training.
  - (iii) All members of staff shall receive the above training at least every 6 months.
  - (iv) Written records of such training shall be kept and made available for inspection by any responsible authority upon request.

- (5) A panic alarm system for the use of staff in an emergency shall be provided and operational at the premises and be maintained in good working order at all times.
- (6) A suitable and sufficient audible intruder alarm shall be provided and operational at the premises and be maintained in good working order at all times.
- (7) A suitable complaints procedure must be established and be in operation at the premises (e.g. all staff must be familiar with the complaints procedure and any complaint(s) made in respect of the premises, its customers, staff and/or the activities carried on there must be investigated and remedied as soon as, and, so far as is reasonably practicable to prevent public nuisance).

**Annex 3 – Conditions attached after a hearing by the licensing authority**

None



**Annex 4 – Plans**

This licence permits the licensable activities stated at the premises addressed above and outlined below in accordance with the plan(s) attached and marked 12/00848/LAPRE – 10.

