



## 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:** Apex House  
Tongham Road  
Aldershot  
GU12 4AA

**Map Ref (E):** 487772  
**Map Ref (N):** 149643  
**UPRN:** 100062646656

**Telephone** Not Known

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

This licence is **NOT** time limited

#### Licensable activities authorised by the licence

(1) The retail sale of alcohol

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

(1) The retail sale of alcohol;  
➤ On any day – 00:00am to 23:59pm

#### The opening hours of the premises

➤ On any day – 00:00am to 23:59pm

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

Alcohol may be sold / supplied for consumption **OFF** the premises **ONLY**

## Part 2

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

**Name:** Admail.ltd Trading As Apex Direct  
Mail  
**Address:** Apex House  
Tongham Road  
Aldershot  
GU12 4AA  
**Telephone:** Not known  
**Email:** Not known

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

➤ 10909687

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

**Name:** Mr Karl Butler  
**Address:**  
**Telephone:** Not Known  
**Email:** 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

**Personal licence number:** 21/00287/LAPER  
**Issuing authority:** Rushmoor Borough Council

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

Date Licence Granted: 23<sup>rd</sup> May 2023  
Date Licence Effective: 23<sup>rd</sup> May 2023

SIGNED on behalf of the  
Executive Head of Operations  
(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.
  - (iii) 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.
- (4) 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 (b) 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 to 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) Alcohol shall only be delivered to a legitimate address that is a dwelling or business premise
- (2) 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
- (3) All alcohol at the premises shall be stored in a secure, locked area designated for this purpose.
- (4) CCTV recordings and footage must be retained for a minimum period of 13 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.
- (5)
  - (i) On delivery of any alcohol the delivery driver 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) For the purposes of this condition, suitable identification is photo driving licence, passport, or any other photographic identification bearing the "PASS" logo and the person's date of birth.
  - (iii) Further to the above, delivery driver shall be instructed that no delivery of alcohol shall be made unless suitable identification, for proof of age, can be provided.

**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 23/00289/LAPRE – 9.

