

REPORT OF THE DIRECTOR OF CITY DEVELOPMENT

LICENSING SUB-COMMITTEE – 11 MARCH 2024

LICENSING ACT 2003 – CONSIDERATION OF AN APPLICATION FOR THE GRANT OF A PREMISES LICENCE – CASTLETOWN POST OFFICE, 35 ETHEL TERRACE, SUNDERLAND, SR5 3BQ

1.0 PURPOSE OF REPORT

- 1.1 To request the Sub-Committee to consider an application to grant a premises licence in respect of the above-mentioned premises.

2.0 DESCRIPTION OF DECISION

- 2.1 When determining the application, the Sub-Committee is requested to have regard to the representations referred to in paragraph 4.0 below, take such steps (if any) they consider appropriate for the promotion of the licensing objectives. The steps may be: -

- a) to grant the application subject to -
 - (i) the conditions mentioned in the operating schedule modified to such extent as the Sub-Committee considers appropriate for the promotion of the licensing objectives, and
 - (ii) subject to the relevant mandatory conditions;
- b) to exclude from the scope of the licence any of the licensable activities to which the application relates;
- c) to refuse to specify a person in the licence as the premises supervisor;
- d) to reject the application.

3.0 INTRODUCTION/BACKGROUND

- 3.1 An application for this premises was previously submitted for the grant of a Premises Licence on 29th August, 2023 for the sale of alcohol Monday – Sunday 08:30 to 23:00. The application received a number of representations in objection to the application from local residents and Ward Councillors who were concerned with the potential for crime and disorder and antisocial behaviour.
- 3.2 In addition to the objections made by local residents, representations in objection to the application were received from Northumbria Police and Trading Standards, in their role as a Responsible Authority. As a result, the applicant decided to withdraw the application on 27th September, 2023.
- 3.3 On 11th January, 2024 a meeting was held with the applicant and their agent via Microsoft Teams, to discuss a further proposal for an application for the premises with officers from Licensing, Trading Standards, Public Health and Northumbria Police, who were acting in their role as Responsible Authorities.

- 3.4 At the meeting, Officers discussed the previous concerns that were raised on the initial application and to seek reassurances from the applicant that the premises would not encounter any issues should a licence be granted. Concerns were also expressed by Officers regarding the possible limited time available by the applicant to be present at the premises. These concerns were due to him operating a similar business in Sunderland where previous issues were identified at that store. Officers were advised that the applicant wishes to sell his other store to focus solely on running the store at Ethel Terrace.
- 3.5 As part of the discussions, the applicant and his agent agreed to amend the proposed hours for the sale of alcohol to 8.30am – 10pm, which is one hour less than the previous application. The applicant also agreed to a number of conditions to be included in the operating schedule, which resulted in all parties agreeing to the proposed hours and conditions.
- 3.6 On 18th January, 2024 an application was received by the Licensing Section for the grant of a Premises Licence at 35 Ethel Terrace. Included in the application was a set of proposed conditions to be included in the operating schedule, which were in accord with those discussed by the Responsible Authorities at the meeting held on 11th January, 2024. A copy of the application, plan and proposed conditions are attached at **Appendix 1**.
- 3.7 According to the information provided by the applicant’s agent, the premises is a Post Office and Convenience Store. Alcohol sales will form part of the business.
- 3.8 The application is for sales of alcohol Monday – Sunday 08:30 to 22:00. In summary, the confirmed proposed licensable activities and opening hours are detailed as follows:

Licensable Activity	Proposed Hours
Sale of Alcohol Off the Premises	Monday to Sunday 08:30 to 22:00
Opening Times of Premises	Monday to Sunday 07:00 to 22:00

- 3.9 For Members’ information, the premises are situated on Ethel Terrace, which has a parade of other retail and fast-food outlets. Plans showing the location of the premises along with the surrounding area of Ethel Terrace and similar Premises Licences granted in the area are shown at **Appendix 2**.
- 3.10 During the consultation period, a statutory notice was published in the Sunderland Echo on 24th January, 2024. In addition, blue site notices were displayed at the premises for a period of 28 days, allowing for any persons to submit any representations. Licensing Officers attended the premises on 6th February, 2024 and observed that the site notices were displayed.

- 3.11 In line with the statutory procedure set out in the Licensing Act 2003, a 28-day consultation period was allowed for any representations to be made. During the consultation period there were no representations received from any of the Responsible Authorities.
- 3.12 On 24th January, 2024 Mr Scott Lawrence, (Senior Licensing Officer), acting in his role as the Responsible Authority for Licensing sent an email to the applicants agent, requesting a further condition to be included on the operating schedule for notices to be displayed at the entrance of the premises advising customers that although the premises is open from 7am, alcohol supply will not take place until 8:30am.
- 3.13 On 24th January, 2024 the applicant's agent confirmed the approval of the additional condition. A copy of the email exchange is attached at **Appendix 3**.
- 3.14 Relevant representations were received from local residents and Ward Councillors, which are detailed at paragraph 4.0.

4.0 CURRENT POSITION

- 4.1 On 18th January, 2024 a representation was received in objection to the application from the local Ward Councillors. On 18th January, 2024 Mr Lawrence contacted the Councillors by email to confirm the background with the application. As a result of the email, the Councillors wished to uphold their representation. A copy of the representation and email correspondence is attached at **Appendix 4**.
- 4.2 On 18th January, 2024 a representation was received in objection to the application from a local resident. Mr Lawrence contacted the objector by email to confirm the background with the application. At the time of preparing the report the objector has not confirmed their position with their objection. A copy of the representation and email correspondence is attached at **Appendix 5**.
- 4.3 On 22nd January, 2024 a representation was received in objection to the application from a local resident. Mr Lawrence contacted the objector by email to confirm the background with the application. At the time of preparing the report the objector has not confirmed their position with their objection. A copy of the representation and email correspondence is attached at **Appendix 6**.
- 4.4 On 23rd January, 2024 a representation was received in objection to the application from a local resident. Mr Lawrence contacted the objector by email to confirm the background with the application. At the time of preparing the report the objector has not confirmed their position with their objection. A copy of the representation and email correspondence is attached at **Appendix 7**.
- 4.5 On 26th January, 2024 a representation was received in objection to the application from an owner of a local convenience store. Mr Lawrence contacted the objector by email to confirm the background with the application. At the time of preparing the report the objector has not confirmed

their position with their objection. A copy of the representation and email correspondence is attached at **Appendix 8**.

- 4.6 On 2nd February, 2024 an e-mail was received from Mrs Jill Lennox, (Licensing Coordinator for Northumbria Police) acknowledging the new condition added, which confirms that notices will be displayed at the entrance of the premises, that advising customers that although the premises is open from 7am, alcohol supply will not take place until 8:30am. Mrs Lennox confirmed that Northumbria Police have no objections to the Premises Licence application. A copy of the email is attached at **Appendix 9**.
- 4.7 On 12th February, 2024 the Licensing Section received an e-mail from a local resident in support of the application. A copy of the e-mail is attached at **Appendix 10**.

5.0 REASONS FOR THE DECISION

- 5.1 To determine the application as requested by section 18(3) of the Licensing Act 2003.

18(3) *“Where relevant representations are made, the authority must—*

(a)hold a hearing to consider them, unless the authority, the applicant and each person who has made such representations agree that a hearing is unnecessary, and

(b)having regard to the representations, take such of the steps mentioned in subsection (4) (if any) as it considers for the promotion of the licensing objectives”

- 5.2 Section 4(2) of The Licensing Act 2003 lists the licensing objectives as:-

(a)the prevention of crime and disorder;

(b)public safety;

(c)the prevention of public nuisance; and

(d)the protection of children from harm.

6.0 ALTERNATIVE OPTIONS

- 6.1 None submitted.

7.0 RELEVANT CONSIDERATIONS/CONSULTATIONS

- 7.1 There are no other considerations that require the attention of the Sub-Committee.

8.0 GLOSSARY

8.1 No acronyms or abbreviations have been used in this report.

9.0 LIST OF APPENDICES

Appendix 1 – Application form and plan of premises;
Appendix 2 – Plans of surrounding area
Appendix 3 – Email exchange with Mr Lawrence and Applicant's agent with agreeing additional condition;
Appendix 4 - Representation from Ward Councillors;
Appendix 5 - Representation from Local Resident;
Appendix 6 – Representation from Local Resident;
Appendix 7 - Representation from Local Resident;
Appendix 8 - Representation from owner of a local business;
Appendix 9 – Email from Jill Lennox from Northumbria Police; and
Appendix 10 – Email from local resident in support of the application

10.0 BACKGROUND PAPERS

10.1 None.

Appendix 1

* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

- Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Continued from previous page...

Address

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

Agent Details

* First name

* Family name

* E-mail

Main telephone number Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- An agent that is a business or organisation, including a sole trader
- A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Agent Business

Is your business registered in the UK with Companies House? Yes No

Note: completing the Applicant Business section is optional in this form.

Is your business registered outside the UK? Yes No

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Your position in the business

Home country

The country where the headquarters of your business is located.

Continued from previous page...

Agent Business Address

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

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PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

- Address OS map reference Description

Postal Address Of Premises

Building number or name	<input type="text" value="CASTLETOWN POST OFFICE"/>
Street	<input type="text" value="35 ETHEL TERRACE"/>
District	<input type="text" value="CASTLETOWN"/>
City or town	<input type="text" value="SUNDERLAND"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text" value="SR5 3BQ"/>
Country	<input type="text" value="United Kingdom"/>

Further Details

Telephone number	<input type="text"/>
Non-domestic rateable value of premises (£)	<input type="text"/>

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

Confirm The Following

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

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INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

Family name

Is the applicant 18 years of age or older?

- Yes No

Continued from previous page...

Current Residential Address

Is the address the same as (or similar to) the address given in section one?

Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail

Telephone number

Other telephone number

* Date of birth / /
dd mm yyyy

* Nationality

Right to work share code

Documents that demonstrate entitlement to work in the UK

Right to work share code if not submitting scanned documents

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OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of the premises

Continued from previous page...

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

POST OFFICE, CONVENIENCE STORE AND OFF LICENCE

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

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PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

- Yes No

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PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

- Yes No

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PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

- Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

- Yes No

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PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

- Yes No

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PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Continued from previous page...

Will you be providing recorded music?

Yes No

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PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

Yes No

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing anything similar to live music, recorded music or performances of dance?

Yes No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Yes No

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

Continued from previous page...

FRIDAY

Start	<input type="text" value="08:30"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="08:30"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="08:30"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

N/A

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

NONE

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Family name

Date of birth / /
dd mm yyyy

Continued from previous page...

Enter the contact's address

Building number or name	1
Street	
District	Type your text
City or town	
Postcode	
Country	United Kingdom
Personal Licence number (if known)	
Issuing licensing authority (if known)	SUNDERLAND CITY COUNCIL

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities; or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

N/A

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

NONE

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

N/A

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LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

Continued from previous page...

List here steps you will take to promote all four licensing objectives together.

* The premises licence holder and designated premises supervisor shall ensure that at all times when the premises are open for any licensable activity, there are sufficient competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the licence and for preventing crime and disorder.

* There will be a minimum of one personal licence holder present in the store at all times that the premises are open for trade.

b) The prevention of crime and disorder

* A comprehensive recordable CCTV system will be installed and maintained covering the trade areas whilst encompassing all ingress and egress to the premises. The system must continually record whilst the premises is open for licensable activities and during all times when customers remain at the premises. The system must be capable of providing pictures of evidential quality, in particular facial recognition. All recordings must be stored for a minimum period of 31 days with date and time. Recordings must be made available immediately upon the request of a Police or Authorised Officer.

* A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open to the public. This staff member shall be able to show Police or authorised officer recent data or footage with the absolute minimum of delay when requested.

* There shall be no sale of single cans of beer, lager, cider or perry from the premises. The aforementioned restriction shall not apply to premium products such as craft or speciality beer, lager or cider.

* A diary log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised office of the licensing authority at all time whilst the premises are open.

* The licence holder shall consider any request from Northumbria Police to withdraw any brand of alcohol drinks or size of bottle of alcohol. Such request must only be made by the police acting reasonably and based on proper evidence that the sale of such products is detrimental to licensing objectives. The request may only be made by an officer having the rank of Chief Inspector or higher.

* The premises will train its staff on how to identify, deal with and refuse service of alcohol and solvents (sniffable products) to street drinkers. Such training will be documented and include: a) what to look for in identifying street drinkers; b) identifying known street drinkers and associates using intelligence kept and collect at the premises and in association with partner agencies; c) the law; d) how to refuse a sale; e) conflict situations and management support, and f) a scenario based questionnaire.

* The premises will operate and retain a record of persons banned from purchasing alcohol from the premises, which will form part of the staff training and shall include those persons considered to be street drinkers or known associates. Such information shall be supplied from partner agencies and through the store's own records, including CCTV and staff knowledge.

* The premises will not stock, display or sell any lager, beer, cider or perry products with an ABV content above 5.5%. The restriction shall not apply to premium products such as craft or speciality beer, lager or cider.

* Alcohol shall only be displayed in the areas designated and indicated by green hatching on the plan annexed to this licence.

* The premises will not display any alcohol at the front of the store

c) Public safety

* An incident register will be maintained at the premises and made available to the authorities on request.

The incident log will record the following:

a) all crimes reported to the venue

Continued from previous page...

- b) any complaints received
- c) any incidents of disorder and any visit by a relevant authority or emergency service
- d) any other relevant incidents to be recorded,

* The premises licence holder and designated premises supervisor shall cooperate with any crime prevention initiatives which are promoted by the Licensing Authority or Northumbria Police.

* Additional external lighting and CCTV will be provided outside of the frontage of the premises.

* Alcohol sales and general shop sales will take place at the dedicated counters as shown on the plan attached to this licence. The post office counters will always remain separated from the counters of the main function of the premises which is that of a shop.

d) The prevention of public nuisance

* No persons carrying open vessels shall be served at any time and such persons will be asked to leave the premises immediately.

* If the general public congregating outside of the premises are causing anti-social behaviour, the management shall request that they leave, and if the problem persists the Police shall be called to support.

* Notices will be displayed at the entrance/exit to the premises asking customers to leave the store quietly and respect local residents.

* The premises will display posters informing customers of any Public Space Protection Order (PSPO) in place.

e) The protection of children from harm

* All staff will receive training in regards to their responsibilities in accordance with the Licensing Act 2003 and the promotion of the licensing objectives including Challenge 25, identifying customers who appear to be intoxicated and identifying proxy sales to children. Staff shall receive documented refresher training at least once every 6 months. All training records are to be signed by the designated premises supervisor and trainer. No staff will work at the premises until relevant training compliance is met. All training Documents are to be retained and made readily available to responsible authorities upon Request.

* There shall be displayed suitably worded signage of sufficient size and clarity at the point of entry to the premises and in a suitable location at any points of sale advising customers that underage sales of alcohol are illegal and that they may be asked to produce evidence of age.

* A 'Challenge 25' policy shall be implemented and maintained, including staff training to prevent underage sales, and ensuring that all members of staff at the premises shall seek credible photographic proof of age evidence from any person who appears to be under the age of 25 and who is seeking to purchase age restricted products and shall refuse to sell such products to anyone who appears to be under the age of 25 unless that person provides credible photographic proof of age evidence. Such credible evidence, which shall include a photograph of the customer, will either be a passport, photographic driving licence, or Proof of Age card carrying a 'PASS' logo.

* The premises will operate a till prompt system (EPOS) which will run in accordance with Challenge 25. The system shall be in operation at all times the premises are open to the public.

* Staff shall refuse to sell age restricted products to any adult who they suspect to be passing age restricted products to those underage (i.e. proxy sales). Details of these refusals shall be recorded, and records kept on the premises.

* Any customer will be banned from the premises if they are identified as attempting to purchase alcohol on behalf of persons under 18 and persons who are already prohibited from entering the store.

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

Continued from previous page...

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 21 of 21

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card. To calculate the application fees please visit the VOA Business Rates Website (link available on our website) to obtain the rateable value for your premises. Once you have obtained the rateable value you can then access our website and click on the fees document to ascertain the correct amount.

* Fee amount (£)

DECLARATION

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

* Date / /
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/sunderland/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

Continued from previous page...

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

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

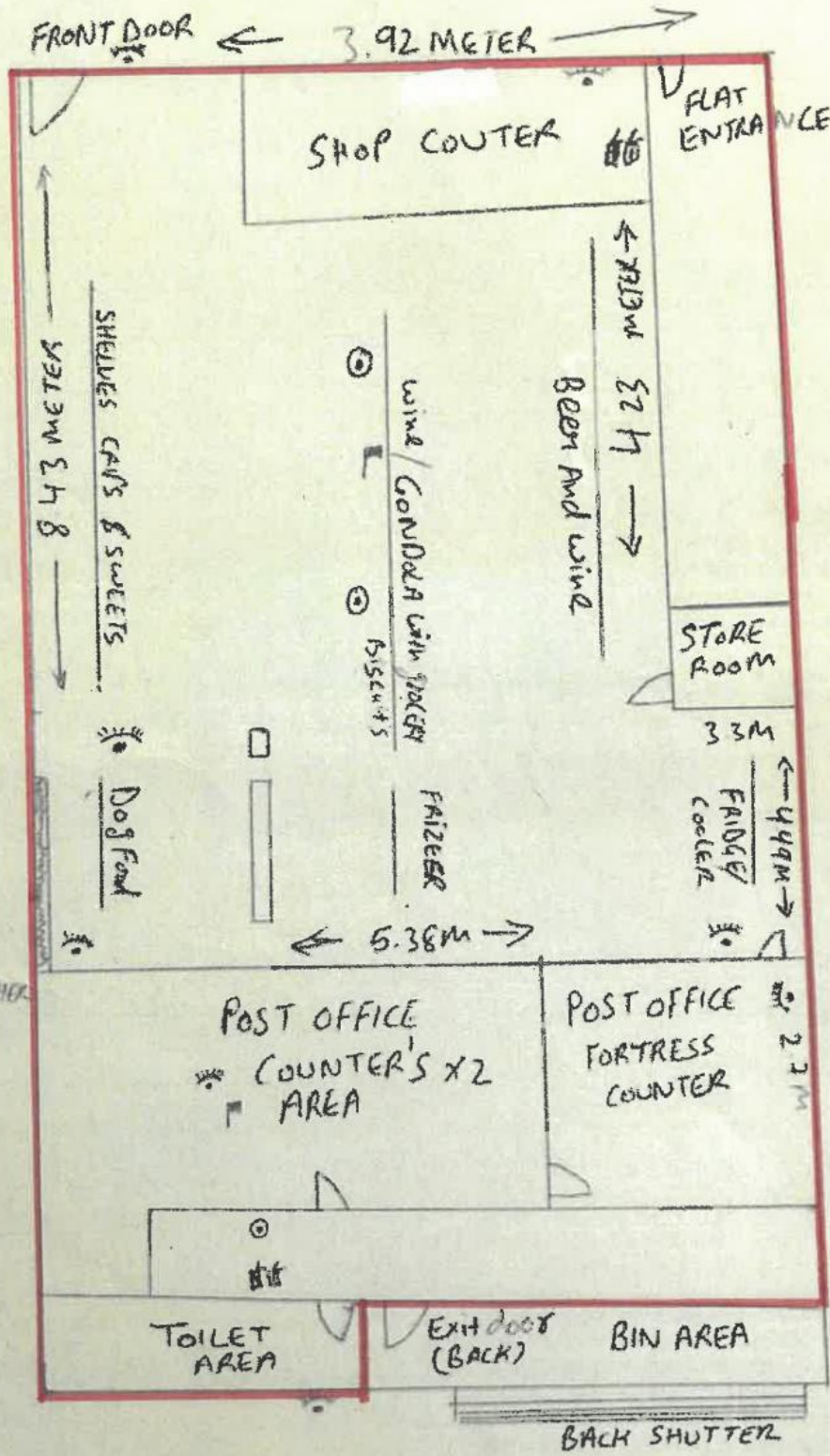
OFFICE USE ONLY

Applicant reference number	ASPIRE
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
Is Digitally signed	<input type="checkbox"/>

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 Next >

MAIN ROAD

35 ETHEL TERRACE
POST OFFICE
CASTLE TOWN
SUNDERLAND
SR5 3BA



- 📷 - CAMERA
- 🔥 - FIRE EXTINGUISHER
- ⊙ - FIRE ALARM
- 🚪 - EMERGENCY LIGHT

Appendix 2



Figure 1 – Castletown Post Office



Figure 2 – Ethel Terrace (Opposite the premises)



Figure 3 – Ethel Road cont



Figure 4 – Similar Premises Licences nearby

1 – Castletown Post Office

2 - Morrisons Daily – Ethel Terrace.
Sale of alcohol everyday 6am -11pm

3 - Premier Castletown Convenience Store – 1 Ethel Terrace.
Sale of alcohol everyday 6am – 10pm.

4 - VG (Castle View Stores) - 65 - 67 Castle View
Sale of alcohol Mon – Sat 8am – 11pm, Sun 10am – 10.30pm.

Appendix 3

Scott Lawrence

From: Beverly from Aspire Licensing
Sent: 24 January 2024 11:36
To: Scott Lawrence
Subject: RE: Castletown Post Office

This message originates from outside your organisation. Do not provide login or password details. Do not click on links or attachments unless you are sure of their authenticity. If in doubt review the guidance at [Report Phishing](#)

Hi Scott,

Spoke to Mr Singh and as expected we are happy to agree to that additional condition re the notices.

Regards

Beverley Smith
Licensing Agent

Aspire Licensing

From: Scott Lawrence
Sent: 22 January 2024 10:58
To: Beverly from Aspire Licensing
Subject: Castletown Post Office

Hi Beverly,

As discussed on the telephone, is it possible to include an additional condition to state that notices will be displayed at the entrance of the premises advising customers that although the premises is open from 7am, alcohol supply will not take place until 8:30am.

Thanks

Regards

Scott Lawrence
Senior Licensing Officer
Sunderland City Council
City Development Directorate

www.sunderland.gov.uk

**Sunderland
City Council**

Appendix 4

Scott Lawrence

From:
Sent: 18 January 2024 12:18
To: Scott Lawrence; ; Rhys Tench
Cc: Dawn Howley; Christopher Wood; Sara Hughes;
Subject: Re: New Premise Licence - Castletown Post Office, 35 Ethel Terrace, SR5 3BQ

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Scott

Hi Scott

Reasons why cllrs are objecting are because...

The Off licences we already have suffer from blatant shoplifting and theft

This affects safety of staff and customers by threats of violence and intimidation

Adding another Off licence isn't solving the problem only adding to it and causing more crime & disorder, affecting public safety, and causing more public nuisance

Which are 3 of the 4 objectives in your email below and are based on Facts not Feelings

Best regards

Sent from [Outlook for iOS](#)

From: Scott Lawrence
Sent: Thursday, January 18, 2024 11:43 am
To: Rhys Tench
Cc: Dawn Howley; Christopher Wood
; Sara Hughes

Subject: RE: New Premise Licence - Castletown Post Office, 35 Ethel Terrace, SR5 3BQ

Good Morning

Thank your email concerning the above Premises Licence application.

You will recall that the applicant previously applied for a licence on 29th August 2023. The proposed hours for licensable activity was 8:30am – 11pm.

Due to a number of objections from residents and the Responsible Authorities, the application was withdrawn.

Following the withdrawal of the application, discussions took place between the applicants agent and Licensing, which resulted in a meeting being held on 11th January 2024 via Microsoft Teams. The applicant and his agent attended the meeting, in addition to officers from Licensing, Trading Standards, Public Health and Northumbria Police.

At the meeting we discussed the previous concerns that were raised on the initial application and we asked for reassurances from the applicant that we would not encounter any issues. We found out that the applicant wishes to sell his current business to solely focus on running the shop at Ethel Terrace.

The applicant and his agent agreed to change the hours for the sale of alcohol to be 8.30am – 10pm (1 hour less than the previous application). The applicant has also agreed to the conditions listed in section 18 of the application form, which resulted in all parties agreeing to the proposed hours and conditions.

Due to the Responsible Authorities being satisfied with the proposal, they will not object to the application.

Should you or any party still wish to objection to the application, the objection must meet the criteria as being "relevant" under the Licensing Act 2003 under the 4 licensing objectives (stated below).

Prevention of crime and disorder

Public safety

Prevention of public nuisance

Protection of children from harm

I hope this information has been useful but should you wish to discuss this matter further, please do not hesitate to contact me.

Regards

Scott Lawrence

Senior Licensing Officer

Sunderland City Council

City Development Directorate

www.sunderland.gov.uk

**Sunderland
City Council**

From:

Sent: Thursday, January 18, 2024 11:00 AM

To: Rhys Tench ; Joy Swithenbank ; Sarah Norman ; Colin Rudd ; Darren Coulton ; Public Health ; ISD Alcohol Licensing ; Southern Licensing Mailbox ; DC ; Jennifer Beer

Cc: Dawn Howley ; Christopher Wood ; Sara Hughes ; Scott Lawrence

Subject: Re: New Premise Licence - Castletown Post Office, 35 Ethel Terrace, SR5 3BQ

Hello Rhys

We, as councillors, have objected to this application two or three times, and I can't see what has changed to allow this application to be allowed.

Regards

Sunderland City Council

Appendix 5

Scott Lawrence

From: Licensing
Sent: 18 January 2024 20:33
To:
Subject: RE: complaint for a licensing application

Good Evening,

Thank your email concerning the above Premises Licence application.

You will recall that the applicant previously applied for a licence on 29th August 2023. The proposed hours for licensable activity was 8:30am – 11pm.

Due to a number of objections from residents and the Responsible Authorities, the application was withdrawn.

Following the withdrawal of the application, discussions took place between the applicants agent and Licensing, which resulted in a meeting being held on 11th January 2024 via Microsoft Teams.

The applicant and his agent attended the meeting, in addition to officers from Licensing, Trading Standards, Public Health and Northumbria Police.

At the meeting we discussed the previous concerns that were raised on the initial application and we asked for reassurances from the applicant that we would not encounter any issues. We found out that the applicant wishes to sell his current business to solely focus on running the shop at Ethel Terrace.

The applicant and his agent agreed to change the hours for the sale of alcohol to be 8.30am – 10pm (1 hour less than the previous application). The applicant has also agreed to a number of conditions, which resulted in all parties agreeing to the proposed hours and conditions. The conditions are as follows:

- 1) The premises licence holder and designated premises supervisor shall ensure that at all times when the premises are open for any licensable activity, there are sufficient competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the licence and for preventing crime and disorder.
- 2) A comprehensive recordable CCTV system will be installed and maintained covering the trade areas whilst encompassing all ingress and egress to the premises. The system must continually record whilst the premises is open for licensable activities and during all times when customers remain at the premises. The system must be capable of providing pictures of evidential quality, in particular facial recognition. All recordings must be stored for a minimum period of 31 days with date and time. Recordings must be made available immediately upon the request of a Police or Authorised Officer.
- 3) A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open to the public. This staff member shall be able to show Police or authorised officer recent data or footage with the absolute minimum of delay when requested.
- 4) There will be a minimum of one personal licence holder present in the store at all times that the premises are open for trade.

- 5) There shall be no sale of single cans of beer, lager, cider or perry from the premises. The aforementioned restriction shall not apply to premium products such as craft or speciality beer, lager or cider.
- 6) A diary log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised office of the licensing authority at all time whilst the premises are open.
- 7) An incident register will be maintained at the premises and made available to the authorities on request.
The incident log will record the following:
- a) all crimes reported to the venue
 - b) any complaints received
 - c) any incidents of disorder and any visit by a relevant authority or emergency service
 - d) any other relevant incidents to be recorded,
- 8) The premises licence holder and designated premises supervisor shall cooperate with any crime prevention initiatives which are promoted by the Licensing Authority or Northumbria Police.
- 9) The licence holder shall consider any request from Northumbria Police to withdraw any brand of alcohol drinks or size of bottle of alcohol. Such request must only be made by the police acting reasonably and based on proper evidence that the sale of such products is detrimental to licensing objectives. The request may only be made by an officer having the rank of Chief Inspector or higher.
- 10) The premises will train its staff on how to identify, deal with and refuse service of alcohol and solvents (sniffable products) to street drinkers.
Such training will be documented and include:
- a) what to look for in identifying street drinkers;
 - b) identifying known street drinkers and associates using intelligence kept and collect at the premises and in association with partner agencies;
 - c) the law;
 - d) how to refuse a sale;
 - e) conflict situations and management support, and
 - f) a scenario based questionnaire.
- 11) The premises will operate and retain a record of persons banned from purchasing alcohol from the premises, which will form part of the staff training and shall include those persons considered to be street drinkers or known associates. Such information shall be supplied from partner agencies and through the store's own records, including CCTV and staff knowledge.
- 12) The premises will not stock, display or sell any lager, beer, cider or perry products with an ABV content above 5.5%. The restriction shall not apply to premium products such as craft or speciality beer, lager or cider.
- 13) All staff will receive training in regards to their responsibilities in accordance with the Licensing Act 2003 and the promotion of the licensing objectives including Challenge 25, Identifying customers who appear to be intoxicated and identifying proxy sales to children. Staff shall receive documented refresher training at least once every 6 months. All training records are to be signed by the designated premises supervisor and trainer. No staff will work at the premises until relevant training compliance is met. All training

Documents are to be retained and made readily available to responsible authorities upon Request.

14) Alcohol shall only be displayed in the areas designated and indicated by green hatching on the plan annexed to this licence.

15) No persons carrying open vessels shall be served at any time and such persons will be asked to leave the premises immediately.

16) If the general public congregating outside of the premises are causing anti-social behaviour, the management shall request that they leave, and if the problem persists the Police shall be called to support.

17) There shall be displayed suitably worded signage of sufficient size and clarity at the point of entry to the premises and in a suitable location at any points of sale advising customers that underage sales of alcohol are illegal and that they may be asked to produce evidence of age.

18) A 'Challenge 25' policy shall be implemented and maintained, including staff training to prevent underage sales, and ensuring that all members of staff at the premises shall seek credible photographic proof of age evidence from any person who appears to be under the age of 25 and who is seeking to purchase age restricted products and shall refuse to sell such products to anyone who appears to be under the age of 25 unless that person provides credible photographic proof of age evidence. Such credible evidence, which shall include a photograph of the customer, will either be a passport, photographic driving licence, or Proof of Age card carrying a 'PASS' logo.

19) The premises will operate a till prompt system (EPOS) which will run in accordance with Challenge 25. The system shall be in operation at all times the premises are open to the public.

20) Staff shall refuse to sell age restricted products to any adult who they suspect to be passing age restricted products to those underage (i.e. proxy sales). Details of these refusals shall be recorded, and records kept on the premises.

21) Any customer will be banned from the premises if they are identified as attempting to purchase alcohol on behalf of persons under 18 and persons who are already prohibited from entering the store.

22) Notices will be displayed at the entrance/exit to the premises asking customers to leave the store quietly and respect local residents.

23) The premises will display posters informing customers of any Public Space Protection Order (PSPO) in place.

24) Additional external lighting and CCTV will be provided outside of the frontage of the premises.

25) Alcohol sales and general shop sales will take place at the dedicated counters as shown on the plan attached to this licence. The post office counters will always remain separated from the counters of the main function of the premises which is that of a shop.

26) The premises will not display any alcohol at the front of the store.

Due to the Responsible Authorities being satisfied with the proposal, they will not object to the application.

With the above information in mind, would it be possible to review your position and confirm if you wish to object to the application.

Should you or any party still wish to objection to the application, the objection must meet the criteria as being "relevant" under the Licensing Act 2003 under the 4 licensing objectives (stated below).

Prevention of crime and disorder
Public safety
Prevention of public nuisance
Protection of children from harm

Please note that any relevant objections received by interested parties would need to be considered before the Licensing Sub-Committee for determination and all objectors will be required to attend the hearing to explain their representation.

I hope this information has been useful but should you wish to discuss this matter further, please do not hesitate to contact me.

Regards

Licensing
Sunderland City Council
City Development Directorate
www.sunderland.gov.uk

**Sunderland
City Council**

From:

Sent: Thursday, January 18, 2024 7:10 PM

To: Licensing

Subject: complaint for a licensing application

*****This message originates from outside your organisation. Do not provide login or password details. Do not click on links or attachments unless you are sure of their authenticity. If in doubt review the guidance at [Report Phishing](#)*****

Hi This email is regarding Licence application for Castletown Post Office, 35 Ethel Terrace, Sunderland, SR5 3BQ --im led to believe this has gained permission to be turned into a VERY MUCH NOT NEEDED off-licence you can accept this as complaint and a feeling of very much Let down you can say a kick in the teeth from whoever has approved it with not one bit of thought for myself and all the Local residents in which im righting this email for --it looks like none of the pre mentioned about it being a new easy target for shop lifters in which the authority's are aware of -- and it becoming very unpleasant place the the older post office users paying bills and doing there banking not forgetting drawing there pensions --it will become a place for the thieves just like the other local shops are having a bad time with lately "talk about closing the stable door once the horse has bolted" --IF anyone that has approved this did visit this shop will seen how small this shop is and just enough room for a que to the post office counter it is operating a one way system that is divided down the middle as there is a hole in the floor covered with a mat the que gets out the door at busy times --what will happen when cheap drink is offered --larger que's more unruly underaged drinkers causing more upset for the residents adding to more anti social behaviour that happens more

especially when the warmer weather comes around ---I hope this decision can be reconsidered again with all the above taken into consideration --im including the Three Castle ward councillors as im sure they will also back this
Thank you for your Time ---- speaking on behave of the local residents of Castletown

Appendix 6

Scott Lawrence

From: Licensing
Sent: 22 January 2024 14:31
To:
Subject: RE: Castletown post office.

Good Afternoon,

Thank your email concerning the above Premises Licence application.

You will recall that the applicant previously applied for a licence on 29th August 2023. The proposed hours for licensable activity was 8:30am – 11pm.

Due to a number of objections from residents and the Responsible Authorities, the application was withdrawn.

Following the withdrawal of the application, discussions took place between the applicants agent and Licensing, which resulted in a meeting being held on 11th January 2024 via Microsoft Teams.

The applicant and his agent attended the meeting, in addition to officers from Licensing, Trading Standards, Public Health and Northumbria Police who were acting in their role as a Responsible Authority.

At the meeting we discussed the previous concerns that were raised on the initial application and we asked for reassurances from the applicant that we would not encounter any issues. We found out that the applicant wishes to sell his current business to solely focus on running the shop at Ethel Terrace.

The applicant and his agent agreed to change the hours for the sale of alcohol to be 8.30am – 10pm (1 hour less than the previous application). The applicant has also agreed to a number of conditions, which resulted in all parties agreeing to the proposed hours and conditions. The conditions are as follows:

- 1) The premises licence holder and designated premises supervisor shall ensure that at all times when the premises are open for any licensable activity, there are sufficient competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the licence and for preventing crime and disorder.
- 2) A comprehensive recordable CCTV system will be installed and maintained covering the trade areas whilst encompassing all ingress and egress to the premises. The system must continually record whilst the premises is open for licensable activities and during all times when customers remain at the premises. The system must be capable of providing pictures of evidential quality, in particular facial recognition. All recordings must be stored for a minimum period of 31 days with date and time. Recordings must be made available immediately upon the request of a Police or Authorised Officer.
- 3) A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open to the public. This staff member shall be able to show Police or authorised officer recent data or footage with the absolute minimum of delay when requested.

4) There will be a minimum of one personal licence holder present in the store at all times that the premises are open for trade.

5) There shall be no sale of single cans of beer, lager, cider or perry from the premises. The aforementioned restriction shall not apply to premium products such as craft or speciality beer, lager or cider.

6) A diary log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised office of the licensing authority at all time whilst the premises are open.

7) An incident register will be maintained at the premises and made available to the authorities on request.

The incident log will record the following:

- a) all crimes reported to the venue
- b) any complaints received
- c) any incidents of disorder and any visit by a relevant authority or emergency service
- d) any other relevant incidents to be recorded,

8) The premises licence holder and designated premises supervisor shall cooperate with any crime prevention initiatives which are promoted by the Licensing Authority or Northumbria Police.

9) The licence holder shall consider any request from Northumbria Police to withdraw any brand of alcohol drinks or size of bottle of alcohol. Such request must only be made by the police acting reasonably and based on proper evidence that the sale of such products is detrimental to licensing objectives. The request may only be made by an officer having the rank of Chief Inspector or higher.

10) The premises will train its staff on how to identify, deal with and refuse service of alcohol and solvents (sniffable products) to street drinkers.

Such training will be documented and include:

- a) what to look for in identifying street drinkers;
- b) identifying known street drinkers and associates using intelligence kept and collect at the premises and in association with partner agencies;
- c) the law;
- d) how to refuse a sale;
- e) conflict situations and management support, and
- f) a scenario based questionnaire.

11) The premises will operate and retain a record of persons banned from purchasing alcohol from the premises, which will form part of the staff training and shall include those persons considered to be street drinkers or known associates. Such information shall be supplied from partner agencies and through the store's own records, including CCTV and staff knowledge.

12) The premises will not stock, display or sell any lager, beer, cider or perry products with an ABV content above 5.5%. The restriction shall not apply to premium products such as craft or speciality beer, lager or cider.

13) All staff will receive training in regards to their responsibilities in accordance with the Licensing Act 2003 and the promotion of the licensing objectives including Challenge 25, Identifying customers who appear to be intoxicated and identifying proxy sales to children. Staff shall receive documented refresher training at least once every 6 months. All training

records are to be signed by the designated premises supervisor and trainer. No staff will work at the premises until relevant training compliance is met. All training Documents are to be retained and made readily available to responsible authorities upon Request.

14) Alcohol shall only be displayed in the areas designated and indicated by green hatching on the plan annexed to this licence.

15) No persons carrying open vessels shall be served at any time and such persons will be asked to leave the premises immediately.

16) If the general public congregating outside of the premises are causing anti-social behaviour, the management shall request that they leave, and if the problem persists the Police shall be called to support.

17) There shall be displayed suitably worded signage of sufficient size and clarity at the point of entry to the premises and in a suitable location at any points of sale advising customers that underage sales of alcohol are illegal and that they may be asked to produce evidence of age.

18) A 'Challenge 25' policy shall be implemented and maintained, including staff training to prevent underage sales, and ensuring that all members of staff at the premises shall seek credible photographic proof of age evidence from any person who appears to be under the age of 25 and who is seeking to purchase age restricted products and shall refuse to sell such products to anyone who appears to be under the age of 25 unless that person provides credible photographic proof of age evidence. Such credible evidence, which shall include a photograph of the customer, will either be a passport, photographic driving licence, or Proof of Age card carrying a 'PASS' logo.

19) The premises will operate a till prompt system (EPOS) which will run in accordance with Challenge 25. The system shall be in operation at all times the premises are open to the public.

20) Staff shall refuse to sell age restricted products to any adult who they suspect to be passing age restricted products to those underage (i.e. proxy sales). Details of these refusals shall be recorded, and records kept on the premises.

21) Any customer will be banned from the premises if they are identified as attempting to purchase alcohol on behalf of persons under 18 and persons who are already prohibited from entering the store.

22) Notices will be displayed at the entrance/exit to the premises asking customers to leave the store quietly and respect local residents.

23) The premises will display posters informing customers of any Public Space Protection Order (PSPO) in place.

24) Additional external lighting and CCTV will be provided outside of the frontage of the premises.

25) Alcohol sales and general shop sales will take place at the dedicated counters as shown on the plan attached to this licence. The post office counters will always remain separated from the counters of the main function of the premises which is that of a shop.

26) The premises will not display any alcohol at the front of the store.

Due to the Responsible Authorities being satisfied with the proposal, they will not object to the application.

With the above information in mind, would it be possible to review your position and confirm if you wish to object to the application.

An objection will not be accepted on the grounds that there are similar businesses in the location and in order for an objection to be considered, the objection must meet the criteria as being "relevant" under the Licensing Act 2003 under the 4 licensing objectives (stated below).

Prevention of crime and disorder
Public safety
Prevention of public nuisance
Protection of children from harm

Please note that any relevant objections received by interested parties would need to be considered before the Licensing Sub-Committee for determination and all objectors will be required to attend the hearing to explain their representation.

I hope this information has been useful but should you wish to discuss this matter further, please do not hesitate to contact the team.

Regards

Licensing
Sunderland City Council
City Development Directorate
www.sunderland.gov.uk

**Sunderland
City Council**

From:
Sent: Monday, January 22, 2024 2:16 PM
To: Licensing <Licensing@sunderland.gov.uk>
Subject: Fw: Castletown post office.

This message originates from outside your organisation. Do not provide login or password details. Do not click on links or attachments unless you are sure of their authenticity. If in doubt review the guidance at [Report Phishing](#)

From:
Sent: 02 September 2023 16:23
To: licencing@sunderland.gov.uk <licencing@sunderland.gov.uk>
Subject: Castletown post office.

It has come to my attention that another proposal to sell alcohol Between the hours of 08:30 till 22:00 at Castletown Post Office .

Once again i have to object to this as I live at number . Also I am a bus driver for Stagecoach and I am out of bed every day at 05:00.

The possibility of gangs hanging around till after 10 pm and after making noise and mess is worrying and most definitely a lack of sleep will be a problem for me and my job.

I need to object to this proposal as we already have 3 shops in Castletown that sell alcohol and this could cause me physical and mental'heath issues through stress.

Please reject the proposal as this type of shop is not needed.

Many people have already said this.

Thank you

Sent from Mail for Windows

Appendix 7

Scott Lawrence

From: Licensing
Sent: 24 January 2024 07:40
To:
Subject: RE: Subject: Fwd: New Premise Licence - Castletown Post Office, 35 Ethel Terrace, SR5 3BQ

Good Morning,

Thank you for your email.

In relation to your concerns, I would like to provide you with some background information in relation to the application.

I can confirm that the application was submitted on 18th January 2024 for the proposed sale of alcohol to be 8.30am – 10pm. The consultation ends on 14th February 2024.

In terms of the consultation, I would like to confirm that the requirements under the Licensing regime are slightly different to Planning because there is not an obligation for the applicant to notify the residents of the proposed application.

The statutory functions under the Licensing Act 2003, require the applicant to advertise the application by displaying a public notice at the premises for 28 consecutive days. In addition, the applicant is required to place an advertisement in a local newspaper at least once during the ten working days after the application is submitted. The application is also advertised on the Council's website for a period of 28 consecutive days.

As stating in the below email exchange, prior to the applicant being submitted, a meeting being held on 11th January 2024 via Microsoft Teams.

The applicant and his agent attended the meeting, in addition to officers from Licensing, Trading Standards, Public Health and Northumbria Police, who were representing their departments in their role as a Responsible Authority.

The applicant and his agent agreed to the hours for the sale of alcohol to be 8.30am – 10pm. The applicant has also agreed to a number of conditions, which resulted in all parties agreeing to the proposed hours and conditions. The conditions are as follows:

1. The premises licence holder and designated premises supervisor shall ensure that at all times when the premises are open for any licensable activity, there are sufficient competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the licence and for preventing crime and disorder.
2. A comprehensive recordable CCTV system will be installed and maintained covering the trade areas whilst encompassing all ingress and egress to the premises. The system must continually record whilst the premises is open for licensable activities and during all times when customers remain at the premises. The system must be capable of providing pictures of evidential quality, in particular facial recognition. All recordings must be stored for a minimum period of 31 days with date and time. Recordings must be made available immediately upon the request of a Police or Authorised Officer.

3. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open to the public. This staff member shall be able to show Police or authorised officer recent data or footage with the absolute minimum of delay when requested.
- 4) There will be a minimum of one personal licence holder present in the store at all times that the premises are open for trade.
- 5) There shall be no sale of single cans of beer, lager, cider or perry from the premises. The aforementioned restriction shall not apply to premium products such as craft or speciality beer, lager or cider.
- 6) A diary log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised office of the licensing authority at all time whilst the premises are open.
- 7) An incident register will be maintained at the premises and made available to the authorities on request.

The incident log will record the following:

- a) all crimes reported to the venue
 - b) any complaints received
 - c) any incidents of disorder and any visit by a relevant authority or emergency service
 - d) any other relevant incidents to be recorded,
- 8) The premises licence holder and designated premises supervisor shall cooperate with any crime prevention initiatives which are promoted by the Licensing Authority or Northumbria Police.
- 9) The licence holder shall consider any request from Northumbria Police to withdraw any brand of alcohol drinks or size of bottle of alcohol. Such request must only be made by the police acting reasonably and based on proper evidence that the sale of such products is detrimental to licensing objectives. The request may only be made by an officer having the rank of Chief Inspector or higher.
- 10) The premises will train its staff on how to identify, deal with and refuse service of alcohol and solvents (sniffable products) to street drinkers. Such training will be documented and include:
- a. what to look for in identifying street drinkers;
 - b) identifying known street drinkers and associates using intelligence kept and collect at the premises and in association with partner agencies;
 - c) the law;
 - d) how to refuse a sale;
 - e) conflict situations and management support, and
 - f) a scenario based questionnaire.

11) The premises will operate and retain a record of persons banned from purchasing alcohol from the premises, which will form part of the staff training and shall include those persons considered to be street drinkers or known associates. Such information shall be supplied from partner agencies and through the store's own records, including CCTV and staff knowledge.

12) The premises will not stock, display or sell any lager, beer, cider or perry products with an ABV content above 5.5%. The restriction shall not apply to premium products such as craft or speciality beer, lager or cider.

13) All staff will receive training in regards to their responsibilities in accordance with the Licensing Act 2003 and the promotion of the licensing objectives including Challenge 25, Identifying customers who appear to be intoxicated and identifying proxy sales to children. Staff shall receive documented refresher training at least once every 6 months.

All training records are to be signed by the designated premises supervisor and trainer. No staff will work at the premises until relevant training compliance is met. All training documents are to be retained and made readily available to responsible authorities upon Request.

14) Alcohol shall only be displayed in the areas designated and indicated by green hatching on the plan annexed to this licence.

15) No persons carrying open vessels shall be served at any time and such persons will be asked to leave the premises immediately.

16) If the general public congregating outside of the premises are causing anti-social behaviour, the management shall request that they leave, and if the problem persists the Police shall be called to support.

17) There shall be displayed suitably worded signage of sufficient size and clarity at the point of entry to the premises and in a suitable location at any points of sale advising customers that underage sales of alcohol are illegal and that they may be asked to produce evidence of age.

18) A 'Challenge 25' policy shall be implemented and maintained, including staff training to prevent underage sales, and ensuring that all members of staff at the premises shall seek credible photographic proof of age evidence from any person who appears to be under the age of 25 and who is seeking to purchase age restricted products and shall refuse to sell such products to anyone who appears to be under the age of 25 unless that person provides credible photographic proof of age evidence. Such credible evidence, which shall include a photograph of the customer, will either be a passport, photographic driving licence, or Proof of Age card carrying a 'PASS' logo.

19) The premises will operate a till prompt system (EPOS) which will run in accordance with Challenge 25. The system shall be in operation at all times the premises are open to the public.

20) Staff shall refuse to sell age restricted products to any adult who they suspect to be passing age restricted products to those underage (i.e. proxy sales). Details of these refusals shall be recorded, and records kept on the premises.

21) Any customer will be banned from the premises if they are identified as attempting to purchase alcohol on behalf of persons under 18 and persons who are already prohibited from entering the store.

22) Notices will be displayed at the entrance/exit to the premises asking customers to leave the store quietly and respect local residents.

23) The premises will display posters informing customers of any Public Space Protection Order (PSPO) in place.

24) Additional external lighting and CCTV will be provided outside of the frontage of the premises.

25) Alcohol sales and general shop sales will take place at the dedicated counters as shown on the plan attached to this licence. The post office counters will always remain separated from the counters of the main function of the premises which is that of a shop.

26) The premises will not display any alcohol at the front of the store.

Due to the Responsible Authorities, including the Police being satisfied with the proposal, they will not object to the application.

With the above information in mind, would it be possible to review your position and confirm if you wish to object to the application.

Your concerns in relation to the number of similar businesses in the area and parking concerns would not be accepted as grounds to object to the application. In order for an objection to be considered, the objection must meet the criteria as being "relevant" under the Licensing Act 2003 under the 4 licensing objectives (stated below).

Prevention of crime and disorder

Public safety

Prevention of public nuisance

Protection of children from harm

Please note that any relevant objections received, would result in the application being referred to the Licensing Sub-Committee for determination and all objectors will be required to attend the hearing to explain their representation.

I hope this information has been useful but should you wish to discuss this matter further, please do not hesitate to contact the team.

Regards

Licensing

Sunderland City Council

City Development Directorate

www.sunderland.gov.uk

**Sunderland
City Council**

From:

Sent: Tuesday, January 23, 2024 6:38 PM

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

Subject: Fw: Subject: Fwd: New Premise Licence - Castletown Post Office, 35 Ethel Terrace, SR5 3BQ

This message originates from outside your organisation. Do not provide login or password details. Do not click on links or attachments unless you are sure of their authenticity. If in doubt review the guidance at [Report Phishing](#)

Concerning the above application for an Alcohol license for the above premise I raise the following objections

- 1/ The shop is situated in the middle of residential houses none of which have received notification of the application so how can they object, unless they read the small printed application on the shop window
- 2/ Parking is already a major issue in this area which local councilors are trying to resolve
- 3/ We already have four premises which sell alcohol in this area
- 4/ In the past we have had problems with Antisocial behavior I believe another licensed premises would make the situation worse for local residents
- 5/ The police are aware that Local shops selling alcohol are experiencing high levels of shoplifting some of which included violence causing distress to staff and local residents.
- 6/ The original application from the 29/ 8/2023 was withdrawn due to objections from residents and responsible authorities i don't see how reducing the opening hours by one hour can have satisfied all these objections

I cannot see how Sunderland council granting this license will help or improve the area for local resident ?

please confirm receipt of this e mail and advise if you require any further information from myself to register this objection

yours sincerely,

Appendix 8

Scott Lawrence

From: Licensing
Sent: 29 January 2024 08:36
To:
Subject: RE: New Premise Licence - Castletown Post Office, 35 Ethel Terrace, SR5 3BQ

Good Morning,

Thank you for your email.

In relation to your concerns, I would like to provide you with some background information in relation to the application.

I can confirm that the application was submitted on 18th January 2024 for the proposed sale of alcohol to be 8.30am – 10pm. The consultation ends on 14th February 2024.

The statutory functions under the Licensing Act 2003, require the applicant to advertise the application by displaying a public notice at the premises for 28 consecutive days. In addition, the applicant is required to place an advertisement in a local newspaper at least once during the ten working days after the application is submitted. The application is also advertised on the Council's website for a period of 28 consecutive days.

A meeting was held on 11th January, 2023 via Microsoft Teams, with the applicant and his agent. In addition, officers from Licensing, Trading Standards, Public Health and Northumbria Police, attended the meeting, who were representing their departments in their role as a Responsible Authority.

The applicant and his agent agreed to the hours for the sale of alcohol to be 8.30am – 10pm. The applicant has also agreed to a number of conditions, which resulted in all parties agreeing to the proposed hours and conditions. The conditions are as follows:

1. The premises licence holder and designated premises supervisor shall ensure that at all times when the premises are open for any licensable activity, there are sufficient competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the licence and for preventing crime and disorder.
2. A comprehensive recordable CCTV system will be installed and maintained covering the trade areas whilst encompassing all ingress and egress to the premises. The system must continually record whilst the premises is open for licensable activities and during all times when customers remain at the premises. The system must be capable of providing pictures of evidential quality, in particular facial recognition. All recordings must be stored for a minimum period of 31 days with date and time. Recordings must be made available immediately upon the request of a Police or Authorised Officer.
3. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open to the public. This staff member shall be able to show Police or authorised officer recent data or footage with the absolute minimum of delay when requested.
- 4) There will be a minimum of one personal licence holder present in the store at all times that the premises are open for trade.

5) There shall be no sale of single cans of beer, lager, cider or perry from the premises. The aforementioned restriction shall not apply to premium products such as craft or speciality beer, lager or cider.

6) A diary log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised office of the licensing authority at all time whilst the premises are open.

7) An incident register will be maintained at the premises and made available to the authorities on request.

The incident log will record the following:

- a) all crimes reported to the venue
- b) any complaints received
- c) any incidents of disorder and any visit by a relevant authority or emergency service
- d) any other relevant incidents to be recorded,

8) The premises licence holder and designated premises supervisor shall cooperate with any crime prevention initiatives which are promoted by the Licensing Authority or Northumbria Police.

9) The licence holder shall consider any request from Northumbria Police to withdraw any brand of alcohol drinks or size of bottle of alcohol. Such request must only be made by the police acting reasonably and based on proper evidence that the sale of such products is detrimental to licensing objectives. The request may only be made by an officer having the rank of Chief Inspector or higher.

10) The premises will train its staff on how to identify, deal with and refuse service of alcohol and solvents (sniffable products) to street drinkers.

Such training will be documented and include:

- a. what to look for in identifying street drinkers;
- b) identifying known street drinkers and associates using intelligence kept and collect at the premises and in association with partner agencies;
- c) the law;
- d) how to refuse a sale;
- e) conflict situations and management support, and
- f) a scenario based questionnaire.

11) The premises will operate and retain a record of persons banned from purchasing alcohol from the premises, which will form part of the staff training and shall include those persons considered to be street drinkers or known associates. Such information shall be supplied from partner agencies and through the store's own records, including CCTV and staff knowledge.

12) The premises will not stock, display or sell any lager, beer, cider or perry products with an ABV content above 5.5%. The restriction shall not apply to premium products such as craft or speciality beer, lager or cider.

- 13) All staff will receive training in regards to their responsibilities in accordance with the Licensing Act 2003 and the promotion of the licensing objectives including Challenge 25, Identifying customers who appear to be intoxicated and identifying proxy sales to children. Staff shall receive documented refresher training at least once every 6 months.
- All training records are to be signed by the designated premises supervisor and trainer. No staff will work at the premises until relevant training compliance is met. All training documents are to be retained and made readily available to responsible authorities upon Request.
- 14) Alcohol shall only be displayed in the areas designated and indicated by green hatching on the plan annexed to this licence.
- 15) No persons carrying open vessels shall be served at any time and such persons will be asked to leave the premises immediately.
- 16) If the general public congregating outside of the premises are causing anti-social behaviour, the management shall request that they leave, and if the problem persists the Police shall be called to support.
- 17) There shall be displayed suitably worded signage of sufficient size and clarity at the point of entry to the premises and in a suitable location at any points of sale advising customers that underage sales of alcohol are illegal and that they may be asked to produce evidence of age.
- 18) A 'Challenge 25' policy shall be implemented and maintained, including staff training to prevent underage sales, and ensuring that all members of staff at the premises shall seek credible photographic proof of age evidence from any person who appears to be under the age of 25 and who is seeking to purchase age restricted products and shall refuse to sell such products to anyone who appears to be under the age of 25 unless that person provides credible photographic proof of age evidence. Such credible evidence, which shall include a photograph of the customer, will either be a passport, photographic driving licence, or Proof of Age card carrying a 'PASS' logo.
- 19) The premises will operate a till prompt system (EPOS) which will run in accordance with Challenge 25. The system shall be in operation at all times the premises are open to the public.
- 20) Staff shall refuse to sell age restricted products to any adult who they suspect to be passing age restricted products to those underage (i.e. proxy sales). Details of these refusals shall be recorded, and records kept on the premises.
- 21) Any customer will be banned from the premises if they are identified as attempting to purchase alcohol on behalf of persons under 18 and persons who are already prohibited from entering the store.
- 22) Notices will be displayed at the entrance/exit to the premises asking customers to leave the store quietly and respect local residents.
- 23) The premises will display posters informing customers of any Public Space Protection Order (PSPO) in place.
- 24) Additional external lighting and CCTV will be provided outside of the frontage of the premises.

25) Alcohol sales and general shop sales will take place at the dedicated counters as shown on the plan attached to this licence. The post office counters will always remain separated from the counters of the main function of the premises which is that of a shop.

26) The premises will not display any alcohol at the front of the store.

Due to the Responsible Authorities, including the Police being satisfied with the proposal, they will not object to the application.

With the above information in mind, would it be possible to review your position and confirm if you wish to object to the application.

Your concerns in relation to the number of similar businesses in the area would not be accepted as grounds to object to the application. In order for an objection to be considered, the objection must meet the criteria as being "relevant" under the Licensing Act 2003 under the 4 licensing objectives (stated below).

Prevention of crime and disorder
Public safety
Prevention of public nuisance
Protection of children from harm

Please note that any relevant objections received, would result in the application being referred to the Licensing Sub-Committee for determination and all objectors will be required to attend the hearing to explain their representation.

I hope this information has been useful but should you wish to discuss this matter further, please do not hesitate to contact the team.

Regards

Licensing
Sunderland City Council
City Development Directorate
www.sunderland.gov.uk

**Sunderland
City Council**

From:

Sent: Friday, January 26, 2024 7:25 PM

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

Cc:

Subject: New Premise Licence - Castletown Post Office, 35 Ethel Terrace, SR5 3BQ

This message originates from outside your organisation. Do not provide login or password details. Do not click on links or attachments unless you are sure of their authenticity. If in doubt review the guidance at [Report Phishing](#)

Dear Sunderland City Council Licencing team,

Please see attached letter

Kind regards

Sent from my iPhone

To the Sunderland Alcohol Licensing Team,

My name is _____, and I am the owner of _____, a convenience store located at _____

I am writing to express my objection to the proposed application for a license to sell alcohol at 35A Ethel Terrace, a post office in the same area.

As a fellow retailer, I am concerned about the impact of another licensed premises on the local community. There are already several outlets that sell alcohol nearby, and we must deal with the problems of alcohol dependence and alcohol-related anti-social behaviour and crime on a regular basis. We do not receive adequate support from the local police and council to address these issues, which affect the safety and well-being of our staff and customers. We often face theft and criminal damage and must cope with these challenges alone.

Granting another license would only worsen the current situation and attract more troublemakers and alcohol-related incidents to the area. This would harm the quality of life of the residents and the reputation of the businesses.

Moreover, another license would increase the rivalry and threaten the viability of our store. I currently employ four local residents of Castletown, who depend on their jobs to support their families and pay their bills. We are already struggling as a business and if our sales are affected by another licensed premises, we would have to cut hours and jobs, leading to further unemployment and hardship in the area. This would also affect other businesses in the vicinity, such as Morrisons and the VG Store on CastleView.

I have been the owner of _____ since 2019 and all my life savings have been invested in this shop. We are already struggling with the cost-of-living crisis and the impact of another licensed premises within close proximity would undoubtedly have a direct affect.

I hope you will take these issues into consideration and reject the application for a license at 35A Ethel Terrace. This decision will have a significant impact on the daily lives and livelihoods of many people in the area. We do not want to lose our staff or our customers, or see our business suffer. We want to maintain a safe and prosperous environment for everyone.

Please let me know if you need more information or evidence to support my objection.

Kind regards

Appendix 9

Scott Lawrence

From: Southern Licensing Mailbox
Sent: 02 February 2024 12:04
To: Rhys Tench
Subject: RE: New Premise Licence - Castletown Post Office, 35 Ethel Terrace, SR5 3BQ

This message originates from outside your organisation. Do not provide login or password details. Do not click on links or attachments unless you are sure of their authenticity. If in doubt review the guidance at [Report Phishing](#)

Good Morning Rhys,

With the new condition added (similar to this) - **Notices will be displayed at the entrance of the premises advising customers that although the premises is open from 7am, alcohol supply will not take place until 8:30am.**

No police objections 😊

Many thanks
Jill

Jill Lennox 9049
Licensing Coordinator (Partnerships)
Prevention Department

| W: www.northumbria.police.uk

We are a flexible working organisation. Please only respond to this email in your own working hours.

'Our vision is to deliver an outstanding police service; working with communities to prevent crime and disorder and protect the most vulnerable people from harm.'

Appendix 10

Scott Lawrence

From:
Sent: 12 February 2024 17:34
To: Licensing

Categories: Rhys

This message originates from outside your organisation. Do not provide login or password details. Do not click on links or attachments unless you are sure of their authenticity. If in doubt review the guidance at [Report Phishing](#)

I am a resident of castletown and I would like to give my earnest opinion about the new shop which is about to open in the post office. This shop will be an asset many for the people living in the nearby area as the will have easy access to basic necessities. The stress of travelling for purchase of grosseries will be reduced as most required things will be easy available. Also it will greatly contribute to the problem of employment.