

Appendix 14

Scott Lawrence

From:
Sent: 19 February 2024 15:40
To: Licensing
Subject: Re: Licensing Act 2003 Application for a Premises Licence - Newcastle Road Mini Mart, 138 Newcastle Road, Sunderland
Attachments: 138 Newcastle Road OFF LICENSE .pdf
Categories: Scott

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Hi sir I do confirm I have reviewed and signed the documents
Thanks

Sent from my iPhone

On 19 Feb 2024, at 3:09 pm, Licensing <Licensing@sunderland.gov.uk> wrote:

Good Afternoon,
As discussed, please could you review the attached document and if you are happy with, could you sign and return it.
Thank you
Regards
Scott Lawrence
Senior Licensing Officer
Sunderland City Council
City Development Directorate

www.sunderland.gov.uk

<image001.png>

From:
Sent: Monday, February 19, 2024 1:33 PM
To: Licensing <Licensing@sunderland.gov.uk>
Subject: Re: Licensing Act 2003 Application for a Premises Licence - Newcastle Road Mini Mart, 138 Newcastle Road, Sunderland
Good afternoon
I am happy to include the conditions that were attached on the email 6th February 2024
Thanks
Sent from my iPhone

On 19 Feb 2024, at 1:26 pm, Licensing <Licensing@sunderland.gov.uk> wrote:

Good Afternoon :

Thank you for your email.
Would you also be able to confirm that you are happy to include the conditions that were attached to my previous email dated 6th February 2024.

Regards
Scott Lawrence
Senior Licensing Officer
Sunderland City Council
City Development Directorate

www.sunderland.gov.uk
<image001.png>

From:

Sent: Monday, February 19, 2024 1:02 PM

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

Subject: Re: Licensing Act 2003 Application for a Premises Licence - Newcastle Road Mini Mart, 138 Newcastle Road, Sunderland

Hi sir

I do apologise for late response. I can confirm that premises will be open from 7am - 11pm 6 days a week and 8am to 10pm on Sunday

The premises will be a convenience store where all types of convenience products will be sold including fresh & frozen food, toiletries, household, newspapers etc. Other services will also be offered to customers such as the ability to pay bills & buy lottery tickets. Alcohol is not the intended focus of the business.

Sent from my iPhone

On 6 Feb 2024, at 8:25 am, Licensing
<Licensing@sunderland.gov.uk> wrote:

Good Morning,

Thank you for your email confirming that you wish to reduce your hours and add the additional conditions to your application.

Would it be possible to confirm the reduced hours for the sale of alcohol? Is it 7am – 11pm daily?

Would you also be able to confirm the conditions you wish to agree to. I believe that they were the ones provided by myself and Licensing Matters. For your benefit, I have attached the conditions that I believe you are referring to.

I understand from your application that the premises will be a convenience store where all types of convenience products will be sold including fresh & frozen food, toiletries, household, newspapers etc. Other services will also be offered to customers such as the ability to pay bills & buy lottery tickets. Alcohol is not the intended focus of the business.

Now that we have been notified that you intend to operate an alcohol delivery service, would you also be able to confirm the extent of the alcohol sales at the

premises? Is alcohol only a small part of the business and you are mainly focussing on convenience products?

Regards

Scott Lawrence
Senior Licensing Officer
Sunderland City Council
City Development Directorate

www.sunderland.gov.uk

<image001.png>

From:

Sent: Sunday, February 4, 2024 2:53 PM

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

Subject: Re: Licensing Act 2003 Application for a Premises Licence - Newcastle Road Mini Mart, 138 Newcastle Road, Sunderland

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To sir / madam

I have reviewed the licensing objections and I can confirm that I am happy to amend as per the proposed Hours and terms conditions on the license

Thanks

Sent from my iPhone

On 16 Jan 2024, at 3:06 pm,

wrote:

To sir and madam

Thank you for your email

Due to the facts there's no representation on my behalf.

I would like to adjourn the meeting which was scheduled for this Thursday.

I would also like to propose amended timings for the licensing in my next email regarding to this matter

I do apologise for the inconvenience it may have caused thanks

On 15 Jan 2024, at 11:14 am,

Licensing

<Licensing@sunderland.gov.uk>

wrote:

Good Morning,
Further to your earlier conversation with Dawn Howley (Principal Licensing Officer), please find attached the information that was sent to your agent last week. Would it be possible to review the documents and confirm your position as soon as possible.

Should you have any queries on this matter, please do not hesitate to contact the Licensing Team.

Regards

Licensing

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

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From: Licensing

Sent: Thursday, January 11, 2024

1:20 PM

To: Gill Sherratt

Subject: FW: Licensing Act 2003

Application for a Premises Licence -
Newcastle Road Mini Mart, 138
Newcastle Road, Sunderland

Good Afternoon,

I contact you further in relation to the above Premises Licence application.

Please find attached the published committee report, invitation letter and the procedure for the hearing scheduled on 18th January 2024.

Should you have any queries on this matter, please do not hesitate to contact the Licensing Team.

Regards

Licensing

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

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From: Licensing

Sent: Thursday, January 4, 2024

9:49 AM

Licensing Act 2003 – Application for the Grant of a Premises Licence
138 Newcastle Road, Sunderland

I, Sankar Navaranjan can confirm that I wish to reduce the hours for the sale of alcohol to Monday to Saturday 7am -11pm and Sunday 8am to 10pm.

The provision of late-night refreshment will be removed from the proposed application.

I confirm that the premises will be a convenience store where all types of convenience products will be sold including fresh & frozen food, toiletries, household, newspapers etc. Other services will also be offered to customers such as the ability to pay bills & buy lottery tickets.

Alcohol is not the intended focus of the business. Alcohol is a small part of the business and the intention is to focus more on convenience products.

I also confirm that the following conditions are to be added to my operating schedule:

1. On first appointment, all staff employed at the premises will receive training on the Licensing Act 2003 including input on preventing underage sales, preventing sales of alcohol to people who are drunk, proxy sales and any other relevant matters. Training shall be regularly refreshed every six months. The training must be recorded and be accessible on the premises and made available for inspection upon request of a Police Officer or an authorised officer of a Responsible Authority or (in the case of online training) within 48 hours.

2. A CCTV system will be in operation at the premises and recorded images shall be retained for a period of 31 days. CCTV images will be provided to the police and other responsible authorities as soon as practicable and in any case within 48 hours of a request for such images, subject of the provisions of the DPA. CCTV shall cover all external areas of the premises.

3. 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.

4. A register of refusals of alcohol will be maintained at the premises. The register will be made available for inspection by the Police and an authorised officer of a Responsible Authority.

The record shall;

Give the date and time of the occasion; a brief description of

5. Notices will be displayed at the entrance/exit to the premises asking customers to leave the store quietly and respect local residents.
6. The premises will adopt a 'Challenge 25' policy. This means that if a customer purchasing alcohol appears to be under the age of 25, they will be asked for proof of their age, to prove that they are 18 years or older.
7. Posters will be on display advising customers of the 'Challenge 25' policy.
8. The only forms of identification that will be accepted will bear their photograph, date of birth and a holographic mark and/or ultraviolet feature. Examples of appropriate identification include a passport, photocard driving licence, military ID, and Home Office approved proof of age ID card bearing the PASS hologram.
9. 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.
10. The premises will not sell any single cans of lager, beer, cider or perry products, all such products shall only be sold as a multi-pack. The restriction shall not apply to premium products such as craft or speciality beer, lager or cider.
11. The premises will display posters informing customers of any Public Space Protection Order (PSPO) in place.
12. 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.
13. The premises shall be illuminated externally during opening hours following sundown to discourage congregation and anti-social behaviour.

Delivery Conditions

1. All persons responsible for the delivery of alcohol will be trained in all elements of Challenge 25, acceptable identification and identifying people who are drunk. They will also be trained in the process for refusing a delivery in the event of a person being unable to prove their age. Training will be recorded and provided to the authorities for inspection upon request.
2. At the time of the order the customer will be informed that the person accepting the delivery will need to provide an acceptable form of photographic ID proving that they are 18 years of age or over in line with the Challenge 25 requirements. They will also be informed that the delivery of alcohol will be declined to a person who cannot prove their age upon request.
3. Delivery will only be made to a home or business address given at the time of the order & not to any public place such as parks, roadsides, or landmarks.
4. The person making the delivery will make the appropriate ID checks at the door of the address according to the Challenge 25 Scheme requirements.

5. The only forms of identification that will be accepted will bear their photograph, date of birth and a holographic mark and/or ultraviolet feature. Examples of appropriate identification include a passport, photocard driving licence, military ID, and Home Office approved proof of age ID card bearing the PASS hologram.

6. If a third-party delivery service is utilised, they will have in place a written contract showing that an ID check is required by the delivery driver at the point of delivery.

Signed: [REDACTED]

Print Name: [REDACTED] (Licence Holder)

Date: 19.02.2024