



Public Document Pack

Arun District Council
Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

Tel: (01903 737500)
Fax: (01903) 730442
DX: 57406 Littlehampton
Minicom: 01903 732765

e-mail: committees@arun.gov.uk

Committee Manager Andrew Bishop (Ext. 37984)

27 January 2023

LICENSING SUB-COMMITTEE

A meeting of the Licensing Sub-Committee will be held in the **Council Chamber at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Monday 6 February 2023 at 9.30 am** and you are requested to attend.

Members: Councillors Daniells, Gregory and Kelly

PLEASE NOTE: Where public meetings are being held at the Arun Civic Centre, to best manage safe space available, members of the public are encouraged to watch the meeting online via the [Committee's webpage](#).

We request members of the public do not attend any face to face meeting if they have Covid-19 symptoms.

For further information on the items to be discussed, please contact: committees@arun.gov.uk

A G E N D A

1. ELECTION OF CHAIRMAN

2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a pecuniary, personal and/or prejudicial
- c) the nature of the interest

3. ITEMS NOT ON THE AGENDA WHICH THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES
4. LICENSING ACT 2003 S17 APPLICATION FOR A PREMISES LICENCE (Pages 1 - 38)

This report details an application for a Premises Licence for Best Bulgarian Shop Ltd, Unit 7, Durban Road Business Centre, Durban Road, Bognor Regis, West Sussex, PO22 9FE.

Note: If Members have any detailed questions, they are reminded that they need to inform the Chair and relevant Director in advance of the meeting.

Note: Filming, Photography and Recording at Council Meetings – The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. This meeting may therefore be recorded, filmed or broadcast by video or audio, by third parties. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and as available via the following link - [PART 8 - CP - Section 5 Filming Photographic Protocol](#)

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF ARUN DISTRICT COUNCIL LICENSING SUB-COMMITTEE ON 6 FEBRUARY 2023

SUBJECT:

Licensing Act 2003, S17 Application for a premises licence.

REPORT AUTHOR: Andrew Burrows, Licensing Officer

DATE: 23 January 2023

EXTN: 01903 737749

AREA: DIRECTORATE Growth.

EXECUTIVE SUMMARY:

The Authority is in receipt of an application for a premises licence from a Mr. Todor Dimitrov Stavrev, on behalf of Best Bulgarian Shop Ltd, Unit 7, Durban Road Business Centre, Durban Road, Bognor Regis, West Sussex, PO22 9FE. (**Appendix A**)

The application is contested, with representations received from Arun District Council Licensing Authority (**Appendix B**), West Sussex County Council Trading Standards Service (**Appendix C**) and Sussex Police (**Appendix D**).

A representation has also been received from the applicant (**Appendix E**).

RECOMMENDATIONS:

The Sub-Committee should make an evidence-based determination, justified as being appropriate for the promotion of the licensing objectives.

The Sub-Committee may only consider matters referred to in representations relevant to the promotion of one or more of the four licensing objectives. These must be considered in the context of what is relevant to the application.

1. BACKGROUND

- 1.1 This is an application for a premises licence under Section 17 of the Licensing Act 2003. The applicant Mr. Todor Dimitrov Stavrev, has made the application on behalf of Best Bulgarian Shop Ltd. (**Appendix A**)
- 1.2 The Best Bulgarian Shop Ltd is a registered company with one listed director, Mr Krasimir Adamov.
- 1.3 Mr Krasimir Adamov is also the sole director of The Best Mini Market Ltd which has a premises located at 25 Station Bognor Regis, West Sussex, PO21 1QD.
- 1.4 As noted in the representation by the Arun District Council Licensing Authority, The Best Mini Market premises was the subject of a review application under Section 51 of the Licensing Act 2003.
- 1.5 The review application was heard by the Arun District Council Licensing Sub-Committee on the 23rd of January 2023 and resulted in the Premises Licence being revoked.
- 1.6 The application for review of the premises licence held by the Best Mini Market Ltd is attached as (**Appendix F**)
- 1.7 The Notice of Determination of Application for Review of Premises Licence – Revocation of Licence is attached as (**Appendix G**)

2.0 RELEVANT REPRESENTATIONS

- 2.1 The Licensing Authority representation is made on the grounds that ‘the risk of the licensing objectives being seriously undermined, in relation to prevention of crime and disorder and public safety.’
- 2.2 ‘The Licensing Authority cannot be sufficiently satisfied that the licensing objectives will be promoted in relation to the Best Bulgarian Shop Ltd, given its director is also Director of a premises subject to a current review application.’ (**Appendix B**)
- 2.3 The Trading Standards Service, West Sussex County Council, has submitted a representation on the grounds that they ‘object to the application due to the risk of the licensing objectives being seriously undermined, in relation to prevention of crime and disorder and public safety.’
- 2.4 ‘The sole Director of Best Bulgarian Shop Ltd, Mr Adamov is also the sole Director of Best Mini Market Ltd, Bognor Regis, which is the subject of a current application for Licence review by this Service. Therefore, this Service has no confidence that the licensing objectives will be promoted in relation to this applicant.’ (**Appendix C**)

- 2.5 Sussex Police have submitted a representation which supports the Licensing Authority. They have also suggested proposed conditions, should the Sub-Committee be minded to consent to the application. Details of the relevant representations from Sussex Police and the proposed conditions are at **Appendix D**.
- 2.6 The applicant has submitted a representation in support of their application (**Appendix E**).

3. ARUN DISTRICT COUNCIL POLICY CONSIDERATIONS

3.1 9.0 Licensing Objectives

9.1 The licensing objectives are: • The prevention of crime and disorder • The prevention of public nuisance • Public safety • The protection of children from harm

9.2 In respect of each of the four licensing objectives, applicants for new, and changes to existing licences will need to provide evidence to the Licensing Authority that suitable and sufficient measures, as detailed in their application, Operating Schedule and other supporting documentation, will be implemented and maintained, relevant to the individual style and characteristics of their premises and events. Reference will need to be made to whether additional measures will be taken on an occasional or specific basis such as when a special event or promotion is planned, which is intended to, or likely to attract, larger audiences or be at times other than normally operated.

9.3 Details added to the Operating Schedule of an application will be translated into clear and enforceable conditions which will be added to the Premises Licence or Club Premises Certificate. Conditions should be focused on matters which are in the control of licence holders and others with relevant authorisations (such as the DPS) i.e. the premises and its vicinity.

9.4 Applicants are expected to research the local area and consider any local issues when preparing an Operating Schedule as part of an application. The Operating Schedule should detail measures that will prevent an adverse impact on the licensing objectives, this should include conditions designed to mitigate the likelihood of the premises contributing to issues in the local area.

9.5 Although each licence or certificate application must be considered on its individual merits, the Licensing Authority in adopting its Policy is making it clear that wide ranging considerations including the fitness of the applicant, the management and the suitability of premises will all be taken into account when making licensing decisions. This will not however override obligations set out in the Act.

Relevant extracts from Arun District Council's Licensing Principles are shown in this section.

(5.1) The main principles of the policy are: -

- to reduce the fear of crime.
- to encourage cultural diversity and lively, safe town centres.
- to reduce the burden of unnecessary regulation on business.
- to contribute to the quality of life.
- to promote public health.
- to ensure that premises are being managed responsibly.
- to ensure the promotion of the licensing objectives

(5.2) The Policy is also intended to ensure that the provision of additional opportunities for licensable activities are matched by appropriate and proportional measures enabling the police and licensing authorities to act promptly to maintain public order and safety.

Relevant representation received regarding The Prevention of Crime and Disorder	
Aggravating Factors	Mitigating Factors
Failure to cooperate with Police Encouraging or inciting criminal behaviour associated with licensed premises Serious injury results Encouraging or inciting Confidence in management ability to rectify defects Previous track record Voluntary anti-social behaviour associated with licensed premises (this might also include incidents in the locality) High rate of turnover of Licence holder/ designated premises supervisor Incidents not reported to police	Good controls, practices and training in place Willingness to attend and cooperate during mediation steps Previous track record

Relevant representation received regarding public safety	
Aggravating Factors	Factors Mitigating Factors
Death or serious injury occurred	Minor or technical breach of licence condition
Substantial risk to public safety, in the view of a responsible authority involved	Confidence in management to rectify defects
Previous warnings ignored	Confidence in management to avoid repetition of incident
Review arose out of wilful/deliberate disregard of licence conditions	Good controls, practices and training in place
	Voluntary acceptance/proposal of additional conditions

APPENDICES:

- A: Application by Best Bulgarian Shop Ltd
B: Representation by Arun District Licensing Authority
C: Representation by West Sussex Trading Standards Service
D: Representation by Sussex Police
E: Representation by Best Bulgarian Shop Ltd
F: Application Review 'Best Mini Market Ltd'
G: Notice of Determination after review.

Background Papers:

Licensing Act 2003
Section 182 Guidance
Arun Statement of Licensing Policy

4. PROPOSAL (S):

4.0 OBSERVATIONS

- 4.1 The Sub Committee is obliged to determine this application with a view to promoting the licensing objectives which are:
- The Prevention of Crime and Disorder
 - The Prevention of Public Nuisance
 - Public Safety
 - The Protection of Children from Harm

4.2	In making its decision the Sub Committee is also obliged to have regard to national guidance and Arun's Statement of Licensing Policy.	
4.3	The Sub Committee must also have regard to all relevant representations and evidence that it hears.	
5. OPTIONS:		
5.1	<p>The Committee may:</p> <ul style="list-style-type: none"> a) Grant the licence as requested b) Grant the licence with appropriate and proportionate conditions c) Exclude specific activities d) Reject the application in full. <p>Any party to the proceedings has a right of appeal to the Magistrates Court.</p>	
6. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council	x	
Relevant District Ward Councillors	x	
Other groups/persons (please specify)	x	
7. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial		x
Legal	x	
Human Rights/Equality Impact Assessment		x
Community Safety including Section 17 of Crime & Disorder Act		x
Sustainability		x
Asset Management/Property/Land		x
Technology		x
Other (please explain)		x
8. IMPLICATIONS:		
Any decision made by the Licensing Sub-Committee can be appealed to the Magistrates Court		

9. REASON FOR THE DECISION:

10. BACKGROUND PAPERS:

- A: Application by Best Bulgarian Shop Ltd
- B: Representation by Arun District Licensing Authority
- C: Representation by West Sussex Trading Standards Service
- D: Representation by Sussex Police
- E: Representation by Best Bulgarian Shop Ltd
- F: Application Review 'Best Mini Market Ltd'
- G: Notice of Determination after review.

This page is intentionally left blank

Date of letter: **08 December 2022**

LICENSING ACT 2003

Licence: **Premises Licence**

Application Type: **New**

Application No: **117448**

Dear Sir/Madam,

Applicant: **Mr Todor Dimitrov Stavrev**

Date Received: **07 December 2022**

An application was made to Arun District Council under the Licensing Act 2003 by the above-named applicant. If you would like to make a representation please use the link below.

[Click here to complete the form](#)

In order that consideration of the application may not be delayed, it will be appreciated if a reply can be sent to us by: **05 January 2023**.

Please see below for the details relating to this licence.

Yours faithfully

Joshua Marsh
Technical Support Assistant

Applicant: **Mr Todor Dimitrov Stavrev**

Applicant Address: [REDACTED] PO21 2YD

Applicant Telephone: [REDACTED]

Applicant Email: [REDACTED]

Additional Applicant:

Location: **Unit 7, Durban Road Business Centre, Durban Road, Bognor Regis, PO22 9FE**

Premises Capacity:

Details of proposed variation:

DPS:

The opening hours of the premises:

Day	Start Time	End Time
Monday	09:00	23:00
Tuesday	09:00	23:00
Wednesday	09:00	23:00
Thursday	09:00	23:00
Friday	09:00	23:00
Saturday	09:00	23:00
Sunday	10:00	22:00

Seasonal Variations:

N/A

Non-standard Times:

N/A

Licensable Activities authorised by the licence:

Sale or Supply of Alcohol: For consumption off the premises

Late Night Refreshment Times :

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Seasonal Variations:

Non-standard Times:

Supply of Alcohol

Day	Start Time	End Time
Monday	09:00	23:00
Tuesday	09:00	23:00
Wednesday	09:00	23:00
Thursday	09:00	23:00
Friday	09:00	23:00
Saturday	09:00	23:00
Sunday	10:00	22:00

Seasonal Variations:

N/A

Non-standard Times:

N/A

Plays:

Day	Start Time	End Time
Monday		

Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Seasonal Variations: Non-standard times:		

Films:

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Seasonal Variations: Non-standard times:		

Indoor Sporting Events:

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Seasonal Variations: Non-standard times:		

Boxing or Wrestling entertainment:

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Seasonal Variations: Non-standard times:		

Live Music:

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Seasonal Variations: Non-standard times:

Recorded Music:

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Seasonal Variations: Non-standard times:		

Performance of Dance:

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Seasonal Variations: Non-standard Times:		

Anything of a similar description to that falling within (E), (F) or (G):

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Conditions consistent with the Operating Schedule

General Objectives:

1. All mandatory conditions set out in the Licensing Act 2003 will be obeyed.
2. A refusal book will be maintained and details of refusals of sales will be entered and made available to the police and local authorities upon request. Details of time, date, staff member and reason for refusal must be recorded. An incident log shall be kept at the premises, and made available immediately upon request by an authorised officer of the Council or the Police, which will record the following:
 - a) All crimes reported to the venue;
 - b) All ejections of patrons;
 - c) Any incidents of disorder;

d) Any faults in the CCTV system;

e) Any visit by a relevant authority or emergency service.

3. Deliveries and collections will be kept within the operating hours of the business. The person making the delivery must require the recipient to provide their name and to produce an acceptable form of photographic ID proving that they are 18 years of age or over. The order will not be supplied if the recipient fails to provide suitable ID confirming they are aged 18 years or older.

4. Deliveries will not be made to public places such as parks, road sides or land marks. Deliveries can only be made to a home or business address given at the time of the order. Deliveries will be refused if the recipient appears to be under the influence of either drugs or alcohol. The delivery will be refused if the driver believes the alcohol is being purchased on behalf of another person aged under 18 years. At the time an order with an alcoholic drink is placed, a declaration will be required from the person placing the order confirming that they are 18 years or older. Service must be declined to any person who does not confirm the declaration. Prior to accepting the order, the customer is informed that on delivery an acceptable form of photographic ID proving that they are 18 years of age or over will be required. An acceptable form of ID being Passport, Photographic Drivers Licence and PASS Accredited Scheme (i.e. Validate UK Scheme).

5. The Premise Licence Holder or Designated Premises Supervisor to ensure that all staff shall receive refresher training twice a year in accordance with training materials relating to the "Challenge 25" policy which shall be in force at the premises. All staff training shall be recorded and made available if requested by the Police or any authorised person This is to be documented in such a way that it can be given to an authorised officer on request. Staff should also sign and document confirming the training has taken place and the date.

6. The DPS fully understands his role and responsibilities concerning the four licensing objectives obtained within the Licensing Act 2003.

Prevention of Crime and Disorder:

7. In the event that crime or serious disorder is, or appears to have been, committed on the premises, the management will immediately ensure that:

a) The police and, where appropriate, Ambulance Service, are called immediately.

b) As far as is safe and reasonable practicable, all measures will be taken to apprehend any identified suspects pending the arrival of the police.

c) As far as is safe and reasonable practicable, all measures will be taken to preserve any identified crime scene pending the arrival of the police.

d) Any and all appropriate measures are taken to fully protect the safety of all persons present on the premises at all times during operating hours.

8. Appropriate digital CCTV equipment and a sufficient number of cameras shall be installed and maintained at the premises to record colour images that are clear enough to allow the Police to use them to investigate any crimes that are committed on the premises. The areas covered by the cameras will be all areas that the public have access and this will include the outside area. A camera will be positioned to obtain images of persons entering the building by the main entrances.

Public Safety:

9. A digital closed circuit television (CCTV) system to be installed at the premises ensuring the following:

a) It is maintained in good working order and faults are repaired without delay.

- b) All entry and exit points must be covered to enable frontal identification of every person entering the premises in any light condition.
 - c. The CCTV system shall continually record whilst the premises is open for licensable activities and during times when customers remain on the premises.
 - d) A minimum of 2 notices stating that CCTV is in operation shall be displayed throughout the premises where the public have access. The notices shall be at least A4 size.
 - e) The CCTV shall cover clearly any area where alcohol is on display.
 - f) All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 28 day period.
 - g) DPS and other key staff will be trained in the use of the CCTV system and shall be on the premises at all times when the premises are open to the public and the DPS and other key staff must be able to show or supply if requested by a Police or authorised officer.
 - h) No persons other than the Police, the licensing authority, the premise licensing holder or the managers/DPS shall have access to the CCTV recording equipment or the recordings made from such equipment.
 - i) If an incident occurs at the premises then the footage on the CCTV system shall be made available to view by Police officers on request. If a copy is requested then it must be available within 24 hours of the request.
10. The premises licence holder will ensure that the appropriate fire safety and health and safety regulations are applied at the premises.
11. A first aid kit will be kept and maintained at the premises.

Prevention of Public Nuisance:

11. Customers will be reminded by way of a notice at the entrance/ exit door to please leave the premises quietly and have consideration for the neighbouring properties. This will include an instruction that no loitering is permitted outside the premises, once a purchase is made.
12. All deliveries and waste collections to the premises will take place at a time as to not cause a disturbance to the nearby residents.
13. Waste will be kept securely in a designated area and the movement of bins and rubbish shall be kept to a minimum at all times to reduce the levels of noise produced by the premises.
14. The management fully understands that it is their duty to prevent their business causing any nuisance to any local residents or businesses. They will monitor the external premises area in relation to any anti-social behaviour or public nuisance

Protection of Children from Harm:

15. The management shall adopt the "Challenge 25" policy. Any person who appears to look under the age of 25 years shall

be challenged and asked for identification to prove that they are over the age of 18 in accordance with the 'Challenge 25' policy.

16. The premises will only accept valid forms of identification such as photo driving licence, passport and home office approved id cards displaying the national proof of age standard scheme (PASS hologram). All customers who look under the age of 25 shall be challenged to prove their age and identity when purchasing alcohol.

17. Signs will be displayed informing customers that a Challenge 25 policy is in operation at the premises.

18. The sale of alcohol will be refused if a member of staff (or driver, for delivery) believes the alcohol is being purchased on behalf of another person aged under 18 years.

.

This page is intentionally left blank

On behalf of the Licensing Authority, I wish to make representations to the above application due to the risk of the licensing objectives being seriously undermined, in particular in relation to prevention of crime and disorder and public safety.

The Director of Best Bulgarian Shop Ltd and is also Director of Best Mini Market Ltd, Bognor Regis, which is the subject of a current application for review by Trading Standards, in relation to the licensing objectives of prevention of crime and disorder and public safety.

The Licensing Authority cannot be sufficiently satisfied that the licensing objectives will be promoted in relation to the Best Bulgarian Shop Ltd, given its Director is also Director of a premises subject to a current review application.

Yours sincerely

Neil Williamson
Environmental Health Team Manager, Technical Services

This page is intentionally left blank

Dear Sir or Madam,

Licencing Act 2003

Licence Application Number:117448

**Best Bulgarian Shop Ltd Unit 7, Durban Road Business Centre, Durban Road,
Bognor Regis, West Sussex, PO22 9FE.**

I am a Team Manager for West Sussex County Council Trading Standards Service and write to make representations on behalf of the Service, in respect of the new premises alcohol licence application for Best Bulgarian Shop Ltd.

On behalf of the Service, I wish to object to this application due to the risk of the licensing objectives being seriously undermined, in particular in relation to prevention of crime and disorder and public safety. The sole Director of Best Bulgarian Shop Ltd, Mr Adamov is also the sole Director of Best Mini Market Ltd, Bognor Regis, which is the subject of a current application for Licence review by this Service. Therefore this Service has no confidence that the licencing objectives will be promoted in relation to this applicant.

I would also question why the applicant is stated as Mr Tudor Dimitrov Stavrev and not Mr Adamov as he is clearly the directing mind of both limited companies.

Yours Sincerely

Peter Aston

Trading Standards Team Manager

Trading Standards, West Sussex County Council

4th Floor, Parkside, Chart Way, Horsham, West Sussex, RH12 1XH

Telephone (Direct): 0330 222 7661 | Reception: 01243 642124

E-mail: peter.aston@westsussex.gov.uk | Web: www.westsussex.gov.uk

This page is intentionally left blank



Sussex Police
Serving Sussex

www.sussex.police.uk

West Sussex Division
Neighbourhood Licensing Team

West Sussex Licensing Team
Centenary House
Durrington Lane
Worthing
West Sussex
BN13 2PQ

Tel: 01273 404 030

WS_Licensing_WOR@sussex.pnn.police.uk

3rd January 2023

The Licensing Team
Environmental Health Department
Arun District Council, Arun Civic Centre
Maltravers Road
Littlehampton
BN17 5LF

Dear Licensing Team,

RE: APPLICATION FOR A PREMISES LICENCE FOR BEST BULGARIAN SHOP LIMITED, UNIT 7, DURBAN ROAD BUSINESS CENTRE, DURBAN ROAD, BOGNOR REGIS, WEST SUSSEX, PO22 9FE. YOUR REFERENCE NO. 117448 UNDER THE LICENSING ACT 2003.

I write on behalf of the Chief Officer of Police for Sussex to raise a representation in respect of this new application on the grounds of all four licensing objectives.

This is a new application for off sales of alcohol 09:00 to 23:00 Monday to Saturday and 10:00 to 22:00 on a Sunday.

Sussex police have serious concerns about this application as the applicant Mr Dimitrov has stated to our officers that he is the business partner of Mr Krasimir Adamov. Mr Adamov is the Designated Premises Supervisor of Best Minimarket, another similar licensed premises that is currently the subject of a premises licence review application (your reference 117383) by West Sussex Trading Standards. Sussex police have submitted a supporting representation in respect of the Best Minimarket review application, agreeing with Trading Standards that the licence for this premises should be revoked.

There is a concern that in reality Mr Adamov is the person behind this new premises and licence application, or that if he is the business partner of the applicant Mr Dimitrov, that he will in reality be involved in the day to day running and control of the business and the promotion of the licensing objectives, should a new licence be granted in due course. We would invite the Committee to study the review application for Best Mini Market and the subsequent supporting Police representation (all of which are already in your possession) when considering this application for Best Bulgarian Shop Limited.

We note that the deadline for representations on the Best Minimarket review application was approximately one week before the deadline for this new premises licence application. We would therefore hope and anticipate that a council licensing committee hearing for Best Minimarket will be heard before a hearing for this application, and thus a Committee will be in a better position to consider our concerns about this application having dealt with Best Minimarket first.

Should the Committee decide to grant the licence for Best Bulgarian Shop Limited, then Sussex police request the following new and improved licence conditions are added to annexe 2 of the licence:

The prevention of crime and disorder:

Digital CCTV and appropriate recording equipment to be installed in accordance with Home Office Guidelines relating to UK Police Requirements for Digital CCTV System (PSDB Publication Number 09/05), operated and maintained throughout the premises internally and externally to cover all public areas, including the entrance to the premises. The system shall be on and recording at all times the premises licence is in operation.

The CCTV cameras and recording equipment must be of sufficient quality to work in all lighting levels inside the premises at all times.

CCTV footage will be stored for a minimum of 31 days

The management will give full and immediate cooperation and technical assistance to the Police in the event that CCTV footage is required for the prevention and detection of suspected or alleged crime.

The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy. The time will be amended promptly when British Summer Time starts and ends.

Subject to GDPR guidance and legislation, the management of the premises will ensure that key staff are fully trained in the operation of the CCTV, and will be able to download selected footage onto a disk (or other electronic portable device acceptable to Sussex Police) for the police without difficulty or delay and without charge to Sussex Police.

Any breakdown or system failure will be notified to the Police Licensing Department immediately (and retain documentary evidence in the form of an acknowledgement or receipt that this has been done) & remedied as soon as practicable.

In the event of the CCTV system hard drive being seized as evidence as part of a criminal investigation by Sussex Police or for any other reason, the premises will be expected to install a replacement hard drive or a temporary replacement drive as soon as practicable.

All off sales of alcohol will be made in sealed containers.

Spirits will be stored and displayed behind the server/service counter out of the reach of the public.

For the Protection of Children from Harm:

The premises will operate a “Challenge 25” policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. The recommended forms of ID that will be accepted are passports, driving licenses with a photograph, photographic military ID or proof of age cards bearing the “PASS” mark hologram, official photographic identity cards issued by EU states bearing a hologram or ultraviolet feature.

Suitable and sufficient signage advertising the “Challenge 25” policy will be displayed in prominent locations in the premises, including the point of sale and the area where the alcohol is displayed.

The Premises Licence Holder shall ensure that all staff members (including family members, friends and all temporary staff) engaged or to be engaged, in selling alcohol at the premises shall receive induction training. This training will take place prior to the selling of such products:

- the lawful selling of age restricted products
- refusing the sale of alcohol to a person who is drunk

Further verbal reinforcement/refresher training covering the above will be carried out thereafter at intervals not to exceed three months, with the date and time of the verbal reinforcement/refresher training documented.

All such training and refresher training undertaken by staff members shall be fully documented and signed and dated by both the employee and the DPS. All training records shall be kept on the premises and made available to officers of any responsible authority upon request.

The premises shall at all times maintain and operate an incident log and refusals recording system (either in book or electronic form) which shall be reviewed by the Designated Premises

Supervisor (with the date and time of each review documented) at intervals of no less than 4 weeks and feedback given to staff as relevant. This refusals book will be kept at the premises and made available to officers of any responsible authority upon request. All incidents recorded in the log/refusals register will be retained on the premises for a minimum of twenty four months.

Feedback will be given to staff to ensure these are used on each occasion that a refusal or incident occurs at the premises.

A list of staff members who are authorized to sell alcohol on the premises will be kept. This shall be endorsed by the DPS with the date of such authorisation commences.

Conditions for alcohol delivery service:

Alcohol deliveries will only be made to a residential or business address and not to a public place.

The age verification policy (including challenge 25) shall clearly be advertised at each stage of the order and on all advertising. All forms of advertising and promotional literature detailing the delivery service (including internet sites and flyers/leaflets) will clearly state that alcohol should only be purchased for delivery to intended recipients (or persons who will accept delivery on behalf of the named recipient) who are aged over 18. Customers will be reminded that it is a criminal offence for a person under 18 to purchase or attempt to purchase alcohol and that it is also an offence to purchase alcohol on behalf of a person aged under 18.

At the time the order is placed a declaration will be required from the person placing the order that that person is aged 18 years or over, and that the intended recipient are over 18 years or over. This process will be documented, (tick box before proceeding, record of verbal acknowledgement or similar). These records must be retained for no less than twelve months and produced on request to an officer of a Responsible Authority.

1. For deliveries where the alcohol is delivered by a third party, the alcohol is concealed in a secure sealed package, and the DPS has no direct supervision or control over the delivery (such as an independent courier or Royal Mail), there cannot be an age verification challenge on delivery, but the above conditions will be followed.
2. For deliveries made directly by the DPS or their employees, staff or agent or persons instructed by the DPS/PLH, the person accepting the delivery must be aged 18 years or over. Where the person accepting delivery appears to be under 25, a recognised photographic ID must be produced prior to delivery. No ID, no delivery.
3. Where the premises contracts a third party to deliver alcohol on their behalf and the person collecting the alcohol from the premises delivers it directly to the customer within a short timescale (such as Deliveroo, Just Eats), the premises will ensure that the third party:
 - only employs delivery employees or agents aged 18 and over;
 - is aware that alcohol is included in the delivery;

- that the delivery person actively engages with the person receiving delivery and operates a challenge 25 policy rather than just handing the delivery over;
- that in the event that the recipient of the alcohol is challenged for ID and does not provide appropriate and valid ID, the delivery person will retain the alcohol and return it to the premises.

Yours sincerely,

Inspector David Derrick CD295
West Sussex Licensing Inspector
Sussex Police

This page is intentionally left blank

Good afternoon,

We received the below message from our client. We would appreciate it if you could forward it to the Responsible Authorities:

Thank you for bringing your representations to our attention in regard to the application for off-sales of alcohol, submitted by Best Bulgarian Shop Limited, for the hours of 09:00 to 23:00 Monday to Saturday, and 10:00 to 22:00 on Sundays.

We understand the concerns raised by the Responsible Authorities regarding the potential involvement of Mr Adamov, the owner of Best Bulgarian Shop Limited, and his relationship with the applicant, Mr Dimitrov.

We would like to assure you that while Mr Adamov is the owner of Best Bulgarian Shop Limited, he has appointed the applicant, Mr Dimitrov, as the manager to ensure the day-to-day operations are run efficiently, and to ensure better management than that of Best Minimarket. Mr Adamov will not be involved in the day-to-day running or control of the business, and the applicant will be fully responsible for ensuring compliance with the licensing objectives, as set out in the Licensing Act 2003. Furthermore, we would like to assure you that Best Bulgarian Shop Limited is a separate legal entity and should not be linked with Best Minimarket.

We are willing to accept any conditions that the Sussex police may propose and will work closely with them to ensure that the licensing objectives are met. We will fully cooperate with the Responsible Authorities.

Thank you for considering our application and we look forward to the opportunity to address any concerns the committee may have at the upcoming hearing.

Should you require further information, please do not hesitate to contact.

Kind regards,

ESI Licensing and Legal Consultancy Limited

This page is intentionally left blank

By virtue of paragraph(s) 7 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 7 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank